Using the Quarterly Processor

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The Solution Series

ecyborg™

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Contents

PART 1

Introduction

In This Section

CHAPTER 1

About This Manual

Welcome

This manual has been designed to guide you through the use of Cyborg's Quarterly Processor to perform your quarterly unemployment insurance reporting.

This manual has been designed as a reference document. It is also used as a manual for classroom training. You will find sufficient detail in this manual for self-study, both before and after classroom training.

Who should use this manual?

The primary users of this document are both business and technical experts involved in quarterly reporting.

Additional documentation and training courses

The latest regulatory bulletins (RBs) are available on the Cyborg Users' Bulletin Board (CUBBS).

Training courses

Related Course	Description
Payroll HED and Tax Workshop	A class in which students acquire valuable hands-on experience working with hours, earnings and deduction (HEDs) codes, and setups as well as taxes.
Year-end Processing	This comprehensive course guides you through the operations and functions of preparing the Employee Database (FILE02) for year-end payroll processing and subsequent running of W-2/1099s.

Web-based training

MMREF	A Webinar in which the Magnetic Media Reporting and Electronic Filing (MMREF) specifications and instructions are discussed with Cyborg experts.
Quarter End Processing	A Webinar that details Cyborg's newly updated quarterly processing method.

If you wish to attend any of these courses, contact your local Cyborg Customer Service Manager or visit our website, www.Cyborg.com, for details of course dates and availability.

How this manual is organized

This manual has been organized to make it as easy to use as possible. The sections are grouped accordingly into the following parts:

Part	Sections	Description
1. Introduction	1–2	Provides an overview of the manual
2. Setting up Quarterly Information	3–6	Organization-level and employee setup for quarterly processing
3. Processing	7	Detailed procedures for processing every quarter
4. Appendices	A–D and Glossary	Additional reference materials related to quarterly processing and the glossary

Following are descriptions of the sections within the parts.

Part 1: Introduction

Section 1 provides an overview of this manual and Section 2 describes the concepts used in Quarterly Reporting.

Read this section		To learn about
1	About This Manual	How the manual is organized Where to find what you are looking for Who should use the manual Where to get help
2	Overview of Quarterly Reporting	Terms and definitions Why quarterly reports are submitted The relationship between data preparation and government reporting requirements Reporting formats A general overview of the quarterly process

Part 2: Preparation

The sections in Part 2 describes how to prepare for quarterly processing.

Read this section		**To learn about**
3	Creating File Header Records	Entering Submitter/Transmitter, Contact, Tape Return and Computer information.
4	Setting Up and Using Control Numbers	Establishing and maintaining Organization to Rules Cross-Reference Control Numbers and specifying employer, state controlling and output media information.
5	Entering State-Specific Information	Entering state specific magnetic media header information, completing state-specific information, and entering employee level quarterly reporting information.
6	Entering Employee-Specific Information	Entering employee specific information required by some states.

Part 3: Processing

Part 3 describes the process of producing quarterly reporting files.

Read this section		To learn about
7	Creating Quarterly Reporting Output	Generating the quarterly reports

Part 4: Appendices

The appendices in Part 4 contain the following quick references.

Read this appendix		To learn about
A	Review Answers	Answers to Review questions
B	Report Quick Reference	Report samples and descriptions
C	Error Messages	List of quarterly-processing-related error messages and explanations
D	State Specific Information	Lists, by state, the data required for each state before processing can begin
E	Additional Quarterly Considerations	Other quarterly activities

How to use this manual

This manual has been designed as a reference manual as well as a training manual. It has been written to facilitate self-study before and after classroom training.

Table of contents

The manual has been carefully designed for ease of use. All our manuals are written to be task oriented to help you complete your business tasks using our software.

The table of contents lists all the tasks and their respective chapters.

Glossary of Terms

A Glossary of Terms section is provided to explain terms used in the documentation.

Index

An index is provided to help you locate specific information.

This document was designed to reduce your need for an index. You should find the table of contents sufficient.

Introductory chapters

It is important that you read the introductory chapters first. Chapter 1 ensures you get the most out of the information we have provided. Chapter 2 provides a high level overview. Read it to get the big picture before reading the detailed instructional chapters.

Instructional chapters

All chapters, other than the introductory chapters, are instructional chapters. They contain detailed instructions on how to complete the business tasks. Each instructional chapter has the following distinct sections:

Key Concepts

Always read the conceptual information first. This will help you understand why you have to perform certain tasks. It will also help you make decisions about your options and help you understand the importance of performing certain tasks. Exercises to help you apply the concept to a business task are included at the end of most concepts.

Apply the Concept

To be certain that you have understood the key concepts in a chapter, complete the Apply the Concept exercises provided. The answers to these exercises can be found in the appendices.

Detailed Directions

When you are ready to perform a task, review the Detailed Directions, which provide guidance, as well as the specific steps, to complete a task.

Guided Practice

The Guided Practice within the Detailed Directions offers you an opportunity to practice a task with step-by-step instructions. It takes you through the various steps, providing detailed examples so you can gain a comfort level with the task. Guided Practice is easy to locate.

For practice, type 'ABC Solutions'.

Note: *To successfully follow the Guided Practice, you must have completed all the previous Guided Practice exercises in the manual. The Guided Practice uses the test data installed with our software. For the Guided Practice exercises to work, this test data must not have been altered.*

All users who complete the Guided Practice must either have their own copies of the test data or have the test data restored for them.

Extended Practice

To be certain that you have understood the tasks in a chapter, complete the Extended Practice provided. The Extended Practice gives you the opportunity to complete one or more tasks without step-by-step guidance. The answers to these exercises can be found in the appendices.

Note: *To be able to complete the Extended Practice exercises in the manual, you must have completed all the previous exercises. You must also be using the test data delivered with the software. This test data must not have been altered.*

Review of Questions Answered

To be certain that you have understood all of the information in a chapter, complete the review questions provided at the end of a chapter. The answers to these questions can be found in the appendices.

Conventions used in this manual

The underlying page layout and design of this manual are meant to be as intuitive as possible for you. Our intent is to make it easy to navigate through the manual and concentrate on learning and doing.

Cross-references

Wherever appropriate, we provide cross-references to help you find additional information or further discussion of a specific topic.

☞ *Refer to a cross-reference to find more detail or more discussion on a given topic.*

Notes

Whenever there is important information you should be aware of, we provide a note.

Note: *You will find tips or quick techniques covered in notes.*

How to get additional help

If you can not find the answers to your questions in this manual, contact Customer Support, who will be able to answer specific questions and give you general advice on training.

Please visit our web site ***www.Cyborg.com*** (see "Cyborg Home - http://www.Cyborg.com") for the latest schedule of available courses and course descriptions.

Suggestions and feedback

We value your feedback on our performance support materials. Please forward any comments on this manual to Customer Support.

CHAPTER 2

Overview of Quarterly Processing

In This Chapter

Introduction

This section will provide a definition of quarterly reporting and a high level perspective of how Cyborg System's enhanced Quarterly Processing functions.

Those who have used Cyborg's Quarterly Processing in the past will find that the new processing method is much less labor intensive by allowing all reporting for all filing entities in all states to be completed in one execution of the Quarterly Processor.

Questions answered

1. What is Quarterly Reporting?
2. What are the reporting formats used?
3. Which quarterly processor-related activities must be performed each reporting period?

What is Quarterly Reporting?

Each state requires employers to submit quarterly contribution and state unemployment insurance (SUI) wage reports containing information such as:

- total SUI wages paid
- SUI taxable wages paid
- nontaxable wages paid
- SUI excess wages paid
- gross wages for each employee
- number of employees each month
- number of weeks worked by each employee

Reports must be sent to the filing entities in all states in which a company has employees.

What are the reporting formats used?

There are several quarterly reporting formats:

- MMREF
- ICESA
- TIB-4
- standard paper format (plain paper or preprinted form)
- custom formats

The data to be reported is defined by the filing entity and, therefore, may vary from state to state.

The field labels on the reports and the form/report labels are also defined by the filing entity. Cyborg Systems software is based on each state's requirements to ensure that all the required data is captured and formatted correctly.

The reporting media may vary. Quarterly reports may be submitted on magnetic tape, diskette, or paper forms. Most states are currently using magnetic tape media if a company has 250 or more employees in a state.

Magnetic media record types

The reporting formats (MMREF, ICESA, and TIB-4) for magnetic media are further broken down into the following record types.

Tape Record Types		
ICESA/TIB–4		**MMREF**
A/B	File header	RA
E	Employer headers	RE
S	Employee records	RS
T	Employer totals	RT
F	File totals	RF

Each tape has only one file header record or pairs of file headers (if ICESA or TIB-4). The content of these headers can differ by state.

Within these file record types there will be sets of employer records. These sets consist of the employer headers (E or RE) and employer totals (T or RT).

Within the sets of employer records are the employee records (S or RS) for that state.

The content of the employer and employee records can vary from state-to-state.

☞ *Refer to State Specific Information to learn how states to which you report may require variations from the standard ICESA, MMREF, or TIB-4 records.*

How is Quarterly Reporting done?

Create basic information

The first information that is needed is that used by the system to set up the header records that identify to the filing entities basic information about your company name, who your contact person is, who to return reports to if a problem or question arises, and computer-specific data.

This is information that, generally speaking, will be entered once and only modified when changes occur. It is done through a series of forms accessed through the Payroll Processing menu, US Quarterly Setup process.

These forms are not organization-related; they are date-driven. If any information changes, a new record with a new effective date should be created in order to perserve a history of previous entries.

☞ *Refer to* **Creating File Header Records** *(on page 21) for details on completing these forms.*

Build tables

Secondly,Once you create basic information, you will build tables that can be shared with your various organizations. Tables are setup on FILE01 with control numbers which can be assigned to specific organizations.

Control numbers are entered on a form to assign the tables to the Organizations on FILE02.

This is also an activity which, generally, is only done once.

Note: *Organizations that have the same state unemployment insurance number (SUI) must all use the same control numbers. If your organization comprises a single legal entity (has only one state unemployment insurance number), the same control number can be used for all tables.*

So, even if you have multiple organizations (Control 1–2s), you must setup one Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) for all of them if they use the same SUI number.

☞ *Refer to* **Setting Up and Using Quarterly Table Control Numbers** *(on page 37) for naming strategies for creating control numbers.*

Example 1: All organizations use the same tables

For each organization (Control 1–2), you can enter the same control numbers you have created for the following types of information:

- Employer
- State controlling
- Output media
- Additional
- State specific information

For example, if you have two organizations, 881234 and 883333, and the tables are assigned control numbers as follows:

- Employer, A1A1
- State controlling, A1A1
- Output media, A1A1
- Additional, A1A1
- State specific information, A1A1

You would enter two Organization-To-Rules Cross Reference for Quarterly Process forms (AQ-SCR); one for organization 881234 and one for organization 883333 using the same control numbers (A1A1, B2B2, C3C3, and so forth) and just one set of the information tables.

Example 2: Each organization uses its own tables and shares a table

For each organization (Control 1–2), you can enter different control numbers which you have created for the following types of information, for example:

- Employer
- State controlling
- Additional
- State specific information

In this case, the organizations will share or use the same table for the Output Media.

Note: *Organizations may share any one or more of the tables.*

For example, if you have organizations, 987651 and 982313, which will use different tables, the tables are assigned control numbers as follows:

Organization 987651

- Employer, EEEE
- State controlling, FFFF
- Additional., HHHH
- State specific information, IIII

Organization 982313

- Employer, M234
- State controlling, J000
- Additional, P869
- State specific information, I657

Organization 987651 and Organization 982313's shared table:

- Output media, GGGG

In this example, you would create:

1. two Organization-To-Rules Cross Reference for Quarterly Process forms (organizations 987651 and 982313) and

2. two sets of the information table forms (one specific set with its unique table control numbers for its respective organization) for Employer, State controlling, Additional, and State specific information
3. one Output media table

Example 3: Each organization uses its own tables

For each organization (Control 1–2), you can enter different control numbers which you have created for the following types of information:

- Employer
- State controlling
- Output media
- Additional
- State specific information

For example, if you have organizations, 987651 and 982313, which will use different tables, the tables are assigned control numbers as follows:

Organization 987651

- Employer, EEEE
- State controlling, FFFF
- Output media, GGGG
- Additional., HHHH
- State specific information, IIII

Organization 982313

- Employer, M234
- State controlling, J000
- Output media, Q564
- Additional, P869
- State specific information, I657

In this example, you would create two Organization-To-Rules Cross Reference for Quarterly Process forms (organizations 987651 and 982313) and two sets of the information table forms (one specific set with its unique table control numbers for its respective organization).

Record additional information required by some states

The next activity is dependent upon the state(s) to which you report. Some states require additional employee and magnetic media header information.

Note: *Refer to* **Entering State-Specific Information** *(on page 59) and* **Entering Employee-Specific Information** *(on page 79) to determine if you need to complete additional information for your filing entity(ies).*

This also is an activity that does not need to be repeated each quarter unless some data element changes or you add employees in a state that requires the additional information.

Before you process quarterly reports

Prior to initiating the programs that produce the quarterly reports, you should review the documentation supplied by the filing entity(ies) to become aware of any changes they require.

Review report formatting information so that you can quickly and accurately check the outputs.

Make sure that you have applied all the Cyborg Systems supplied quarterly regulatory bulletins to ensure compliance with the filing entity(ies).

Create a processing environment so that you do not inadvertently corrupt your production environment.

Select the states for which you want to produce quarterly reports.

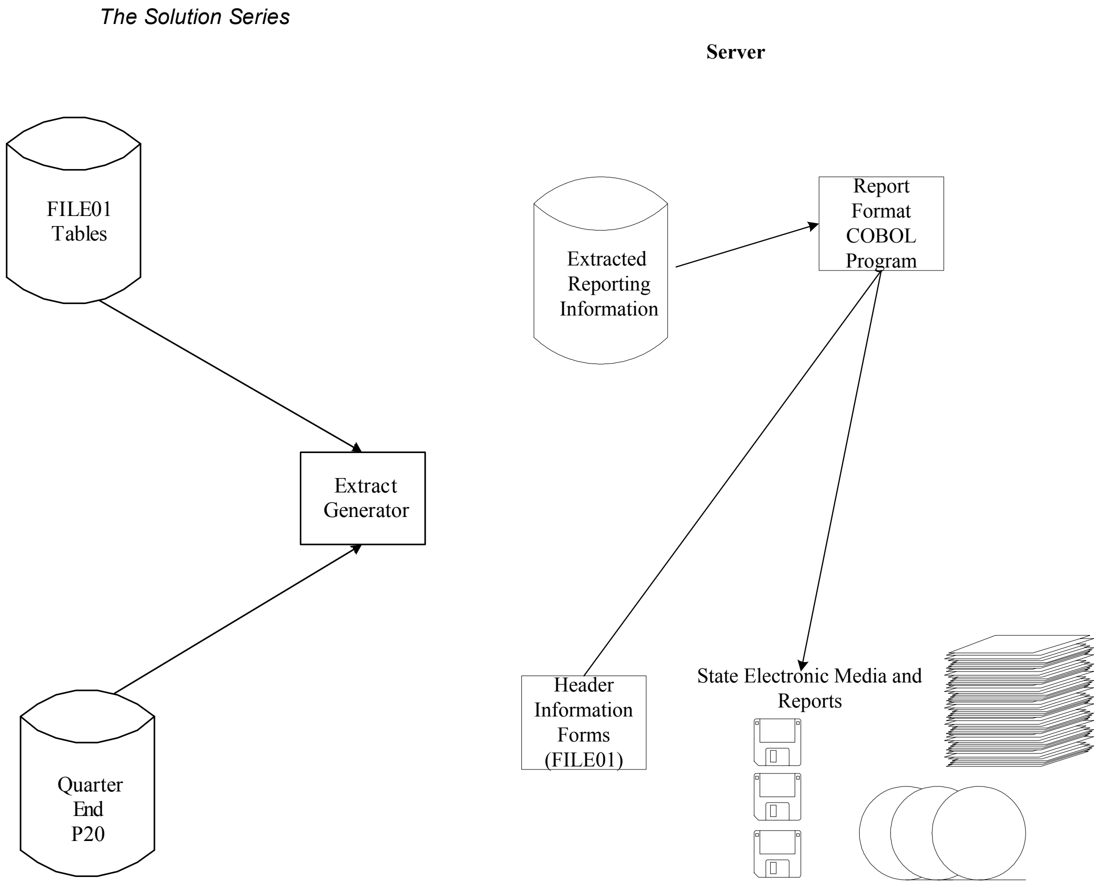
☞ *Refer to* **Creating Quarterly Reporting Output** *(on page 93) Detailed Directions for specific steps for the above.*

Run the quarterly processing jobs

You have the option of doing the quarterly processing during the last payroll run of the quarter or doing the quarterly processing later.

☞ *Refer to* **Creating Quarterly Report Output** *(see "Creating Quarterly Reporting Output" on page 93) for the names of the jobs that would be executed in either scenario.*

You will run the jobs that create the quarterly information extract file and that format the data and produce media for the various filing entity(ies) once each quarter.



Review output

As the jobs produce intermediate outputs you can review the output (logs, reports and audit trail) to ensure that the jobs are executing correctly.

☞ *Refer to* **Report Quick Reference** *(on page 121) for examples of the various outputs.*

Review the report formats that have been produced prior to submitting them to the filing entity(ies).

Archive

Archive the P20 file and the FILE01 so that, if necessary, quarterly reports can be re-created using the same data.

Review of Questions Answered

1. What is Quarterly Reporting?

2. What are the reporting formats used?

3. Which quarterly processor-related activities must be performed each reporting period?

PART 2

Setting Up Quarterly Information

In This Section

CHAPTER 3

Creating File Header Records

In This Chapter

Introduction

This section discusses the file header records for the Quarterly Reporting magnetic media files and contains step-by-step instructions for completing the forms to enter the header information.

Tasks

This section explains the following:

- Specifying Submitter/Transmitter information
- Specifying Contact Information
- Specifying Tape Return Information
- Specifying Computer Information

Prerequisites

Before you enter the initial quarterly processor header information, you must:

- Understand the concepts in Overview of Quarterly Processing
- Have a working knowledge of The Solution Series payroll component
- Review filing entity(ies) documentation regarding requirements and reporting formats

☞ *Refer to the payroll documentation suite available on the Cyborg Systems, Inc. web site, www.Cyborg.com.*

Questions answered

The following questions are answered in this section:

1. What types of information do Quarterly Processor file headers contain?
2. What is a filing entity?
3. How does the Quarterly Processor use the Effective Date field?

File header information

The file header forms described in this section provide information used to create the header records in all Quarterly Processor output files. This information relates to system-wide information and, therefore, is assigned by the Filing Entity rather than by organization (Control 1-2).

Before generating quarterly processing files, you must enter the header information for the files using the following forms:

- Submitter/Transmitter Information form (QS-SCR):
  This is required information naming the organization that is submitting the report information..
- Contact Information form (QN-SCR):
  This is required information naming the person who should be called if the state in which you are filing has processing problems with the report information.
- Tape Return Information form (QT-SCR):
  This is required information which names the organization to which the state should return the media..
- Computer Information form (QM-SCR):
  This is information about the computer on which the Quarterly Report files are created.

The information you enter on the forms remains in the system; therefore, you need to enter it only once, unless any of the file header information changes during the course of a quarter.

The processor reads the records to enter the header information on the output files.

Filing entity

The Filing Entity is the state in which you are filing quarterly reports. Using the drop down list box for the Filing Entity, you can select all states to use the information on the form for the header records for all states and/or territories.

To enter specific information for an individual state, select that state and fill in the information on the form for that state only.

You can save this form for all states and territories.

If you save a copy of the form for all states as well as for individual states, the Quarterly Processor selects the appropriate header information for the filing entity during processing.

Effective date—date entry decisions

The Effective Date allows you to track changes as they occur, maintain tables for historical purposes, and future date tables for changes that will go into effect at a later time.

For the State Selection form (QL-SCR) the effective date date is compared to the system date on the day the Quarterly processor is run.

For all other Quarterly processor parameter transactions, the effective date is compared to the last day of the quarter specified by the selected QL-SCR transaction. The parameter transaction dated closest to, but not exceeding, the quarter end date will be selected.

Note: *This allows the entry of future dated transactions which will not become effective until a future quarter is processed. It also maintains a parameter history which allows reruns with the same parameters as the original Quarterly Processor run.*

☞ *Refer to Creating Quarterly Reporting Output for detailed instructions on completing the State Selection form (QL-SCR).*

If any information on the form changes, create a new record with a new effective date.

Detailed Directions

This section provides detailed instructions for the tasks summarized in the previous section.

Tasks

Specifying Submitter/Transmitter Information

Use the Submitter/Transmitter Information form (QS-SCR) to enter Quarterly Reporting submitter information that appears in the header of the magnetic media file for each filing entity.

To enter submitter/transmitter information, follow these steps.

1. Access the Submitter/Transmitter Information form (QS-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Submitter/Transmitter Information

For practice, access the Submitter/Transmitter Information form.

2. Select the filing entity

Select 'All States' if the information applies to all states for which you are filing Quarterly Reports.

To enter information for only a specific state, select that state.

For practice, select 'All States'.

3. Enter the effective date

Type the date on which you are entering or changing data on this form.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

4. Enter the submitter's FEIN

Enter the numeric federal employer identification number (FEIN).

Omit hyphens, prefixes, and suffixes.

This FEIN should match the FEIN on the file's external label.

For practice, enter '123456789'.

5. Enter the submitter's PIN (Optional)

Enter the assigned personal identification number (PIN) of the submitter.

For practice, enter '98765432112345678'.

6. Enter the submitter's name

Enter the name of the organization submitting the file.

Use the second field if you need extra positions.

Note: Depending on the state's requirements the submitter's name may be truncated (shortened) in the output.

For practice, enter 'Acme Manufacturing'.

7. Specify the submitter's address

Enter the submitting organization's street address in the Street Address field.

For practice, enter '1142 N. Rush Street'.

8. Specify the submitter's address

Enter the second line of the submitting organization's street address, if applicable.

For practice, leave blank.

9. Enter the submitter's city

Enter the city where the submitting organization is located.

For practice, enter 'Chicago'.

10. Select the submitter's state

Select the state in which the submitting organization is located.

Note: Leave this field blank if the submitter's address is outside the US.

For practice, enter 'Illinois'.

11. Enter the submitter's zip code and zip code extension

Enter the submitting organization's zip code and extension in the Zip fields.

Note: Leave this field blank if the submitter's address is outside the US.

For practice, enter '60606'.

12. Indicate whether the submitter's address is foreign

Check this box if the submitter's address is outside the United States. Otherwise, leave this check box blank.

For practice, leave blank.

13. Enter the foreign state or province

Enter the submitter's foreign state or province if the address is outside the United States. Otherwise leave this text box blank.

For practice, leave blank.

14. Enter the foreign postal code

Enter the submitter's foreign postal code if applicable.

For practice, leave blank.

15. Enter the country code

Enter the submitter's country code if outside the United States.

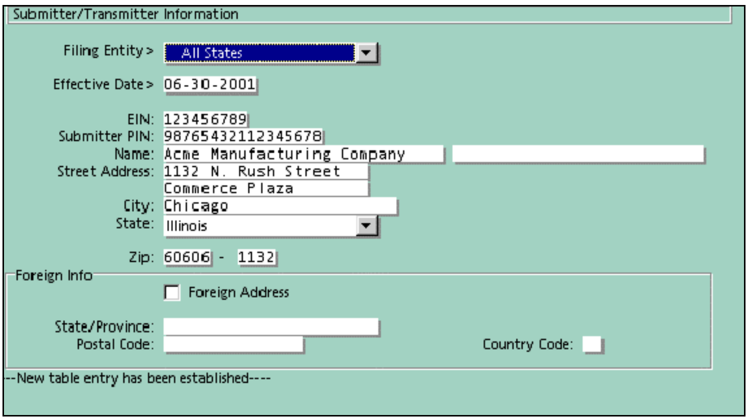
For practice, leave blank.

16. Save the record

Click Save or press Enter to save the information.

For practice, press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Submitter/Transmitter Information
Filing Entity > All States
Effective Date > 06-30-2001
EIN: 123456789
Submitter PIN: 98765432112345678
Name: Acme Manufacturing Company
Street Address: 1132 N. Rush Street
Commerce Plaza
City: Chicago
State: Illinois
Zip: 60606 - 1132
Foreign Info
Foreign Address
State/Province:
Postal Code:
Country Code:
--New table entry has been established----

See also:

- File header information ***(on page 23)***

For an explanation of the use of this form.

Specifying Contact Information

Use the Contact Information form (QN-SCR) to enter Quarterly Reporting contact information that appears in the header of the magnetic media file for each filing entity.

The form provides the name and contact information of a specific person at the submitting organization to whom questions and/or instructions should be directed.

To enter contact information, follow these steps.

1. Access the Contact Information form (QN-SCR)

Access this form from the menus by choosing:

Component:	Payroll Setup Processing
Process:	US Quarterly Setup
Task:	Contact Information

For practice, access the Contact Information form.

2. Select the filing entity

Select All States if the computer information applies to all states for which you are filing Quarterly Reports.

To enter information for a specific state, select that state.

For practice, select 'All States'.

3. Enter the effective date

Type the date on which you are entering or changing data on this form.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

4. Identify an individual to contact

Enter the name of the individual the filing entity should contact concerning any problems in processing the submitted information.

This field allows 30 alphanumeric characters.

For practice, enter 'Steve Austin'.

5. Enter the contact's phone number

Enter the phone number of the individual to contact.

Note: *If you are using the ICESA reporting format, the telephone number is limited to 10 positions.*

If you are using the MMREF reporting format, the telephone number is fifteen positions. Leave blanks at the end of the field if you do not use all fifteen positions.

For practice, enter '312.279.7000'.

6. Enter the phone extension number

Enter the phone number extension of the contact individual, if applicable.

Note: *The MMREF format allows for a 5 position telephone extension; ICESA allows 4 positions.*

For practice, leave blank.

7. Enter the e-mail address of the person to contact

Enter the e-mail address of the person to contact concerning any problems in processing your information.

For practice, enter 'Steve_Austin@AcmeManufacturing'.

8. Enter an e-mail address continuation

If necessary, continue the e-mail address in the next field.

For practice, enter '.com'.

9. Enter the fax number of the person to contact

Enter the fax number of the person the filing entity should contact concerning any problems in processing your information.

For practice, enter '3125557099'.

10. Select the preparer type

Select the preparer type to indicate the type of organization that prepared the Quarterly Report file.

For practice, select 'Self-Prepared'.

11. Select the problem notification method

Select the code that indicates the method by which you would like to receive notification of any processing problems.

For practice, select 'E-mail/Internet'.

12. Identify the TLCN

Enter the Tape Library Control Number displayed on the notice sent by the Social Security Administration.

Note: *The Tape Library Control Number is only used if you must resubmit a quarterly report. You will have received notification to do so which will contain the TLCN to use.*

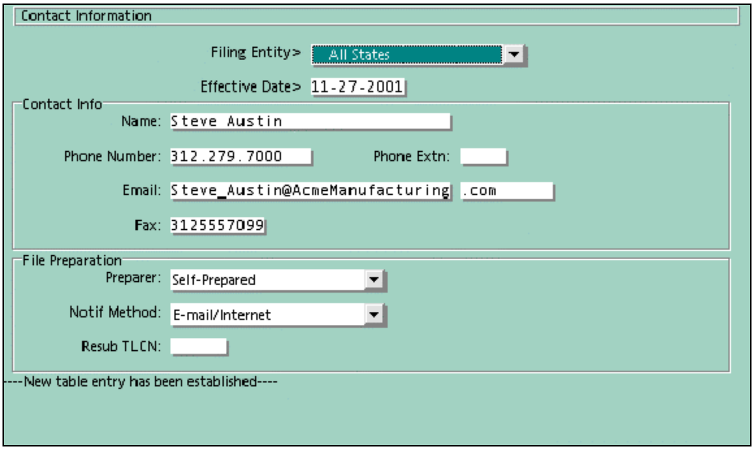
For practice, leave blank'.

13. Save the record

Click Save or press Enter to save the completed form.

For practice, click OK.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- File header information ***(on page 23)***

For an explanation of the use of this form.

Specifying Tape Return Information

Use the Tape Return Information form (QT-SCR) to enter Quarterly Reporting tape return information that appears in the header of the magnetic media file for each filing entity.

To enter tape return information, follow these steps.

1. Access the Tape Return Information form (QT-SCR)

Access this form from the menus by choosing:

Component:	Payroll Setup Processing
Process:	US Quarterly Setup
Task:	Tape Return Information

For practice, access the Tape Return Information form.

2. Select the filing entity

Select 'All States' if the computer information applies to all states for which you are filing Quarterly Reports.

To enter information for a specific state, select that state.

For practice, select 'All States'.

3. Enter the effective date

Type the date on which you are entering or changing data on this form.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information relative to the quarter end date for which you are processing.

For practice, enter today's date.

4. Enter the organization name

Enter the name of the organization to whom the tape should be returned, using the second field if you need extra positions.

The first field accepts 30 alphanumeric characters; the second field accepts 27 alphanumeric characters.

Note: *Depending on the state's requirements the submitter's name may be truncated (shortened) in the output.*

For practice, enter 'Acme Manufacturing'.

5. Enter the street address

Enter the street address of the organization to which the tape should be returned should it be necessary.

For practice, enter '1142 N. Rush Street'.

6. Enter the street address

Enter the second line of the street address of the organization to which the tape should be returned (should it be necessary).

For practice, enter 'Commerce Plaza'.

7. Enter the city

Enter the city of the organization to whom the tape should be returned (should it be necessary). This field accepts 22 alphanumeric characters.

For practice, enter 'Chicago'.

8. Select the state

Select the abbreviation of the state for the address of the organization to which the tape should be returned.

Note: *Leave this field blank if the address is outside the US.*

For practice, select 'Illinois'.

9. Enter the zip code and zip code extension

Enter the zip code and zip code extension for the address of the organization to whom the tape should be returned.

Note: *Leave this field blank if the address is outside the US.*

For practice, enter '60606'

10. Indicate whether the return address is foreign

Check this box if the address to which the tape should be returned is outside the United States. Otherwise, leave this checkbox blank.

For practice, leave blank.

11. Enter the foreign state or province

Enter the foreign state or province if the address to which the tape should be returned is outside the United States. Otherwise leave this checkbox blank.

For practice, leave blank.

12. Enter the foreign postal code

Enter the foreign postal code if applicable.

For practice, leave blank.

13. Enter the country code

Enter country code if applicable.

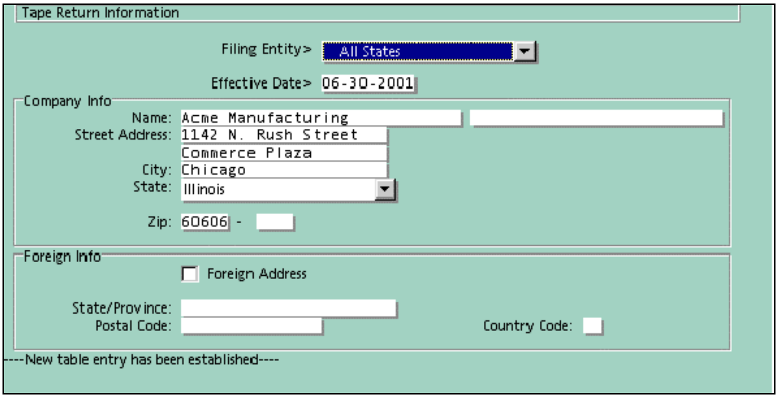
For practice, leave blank.

14. Save the record

Click Save or press Enter to save the information.

For practice, press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- File header information ***(on page 23)***

For an explanation of the use of this form.

Specifying Computer Information---optional

Use the Computer Information form (QM-SCR) to enter Quarterly Reporting computer information applicable to the system that creates the tape so that it appears in the header of the magnetic media file for each filing entity.

You can store Computer Information by state as well as for all states.

To enter computer information, follow these steps.

1. Access the Computer Information form (QM-SCR)

Access this form from the menus by choosing:

Component:	Payroll Setup Processing
Process:	US Quarterly Setup
Task:	Computer Information

For practice, access the Computer Information form.

2. Select the filing entity

Select 'All States' if the computer information applies to all states for which you are filing Quarterly Reports.

To enter information for a specific state, select that state.

For practice, select 'All States'.

3. Enter the effective date

Type the date on which you are entering or changing data on this form.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information relative to the quarter end date for which you are processing.

For practice, enter today's date.

4. Identify your computer's manufacturer

Identify the manufacturer of the computer being used to prepare the Quarterly Report files.

For practice, enter 'IBM'.

5. Select the internal label

Select the type of label appearing in the header of the Quarterly Report files.

For practice, select 'Standard Label'.

6. **Select the density**
   Select the two-character density code that indicates the number of bytes per inch at which the magnetic media on the Quarterly Report files is being recorded.

   For practice, select '1600 bpi'.

7. **Select the type of recording code**
   Select the recording code format (ASCII or EBCDIC) used to record the Quarterly Report files.

   For practice, select 'EBCDIC'.

8. **Enter the number of tracks**
   Use the arrows to enter the number of tracks used on your submitted magnetic media.

   For practice, select '09'.

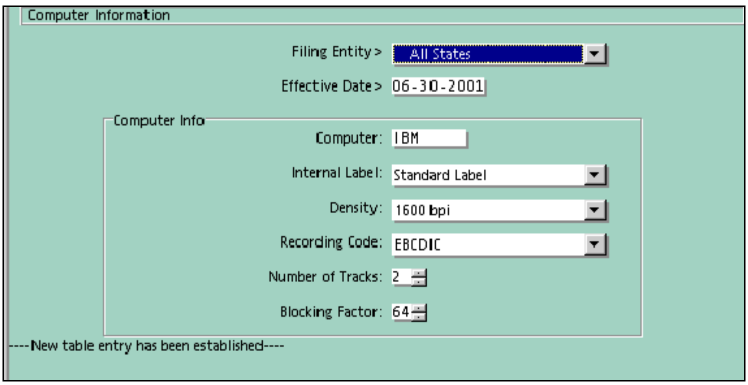
9. **Specify the blocking factor**
   Use the arrows to scroll and select the blocking factor (number of physical records in a logical record) for the information on your magnetic media.

   For practice, select '25'.

10. **Save the record**
    Click Save or press Enter to save the information.

    For practice, press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- File header information ***(on page 23)***

For an explanation of the use of this form.

Review of Questions Answered

1. What types of information do Quarterly Processor file headers contain?

2. What is a filing entity?

3. How does the Quarterly Processor use the Effective Date field?

CHAPTER 4

Setting Up and Using Quarterly Table Control Numbers

In This Chapter

Introduction

This section discusses the use of control numbers to create relationships between multiple tables of quarterly reporting information.

Tasks

This section explains the following:

- Establishing and Maintaining Organization-To-Rules Cross Reference for Quarterly Process control numbers
- Specifying employer information
- Specifying state controlling information
- Specifying output media information

Prerequisites

Before you set up information in the Quarterly Processor, you must:

- Understand the concepts in Overview of Quarterly Processing
- Have a working knowledge of The Solution Series payroll component

☞ *Refer to the payroll documentation suite available on the Cyborg Systems, Inc. web site, www.Cyborg.com.*

Questions answered

The following questions are answered in this section:

1. Why would I share tables?
2. To what level can I share?
3. Why develop a naming strategy for control numbers?
4. Why enter future dates? Why isn't it always a good idea to do so?
5. What difference does it make in Quarterly Reporting if you use establishment reporting instead of reporting by organization (Control 1–2)?

Quarterly table relationships

The data configuration discussed in this section can be shared or re-used. In fact, most often, this is the case.

This type of configuration saves the user from entering the same data repeatedly. The user can do one global setup for all organizations, then simply create exceptions. For example, 777777 may be exactly the same, except it requires a slightly different state specific configuration.

Quarterly reporting control numbers—the rules

Much of the information you submit when you set up for quarterly reporting is organized by control numbers.

Several or all organizations may access the same set of tables or each organization may have its own set of tables.

Control numbers are used as a mechanism for tying the organization-specific Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to a specific table.

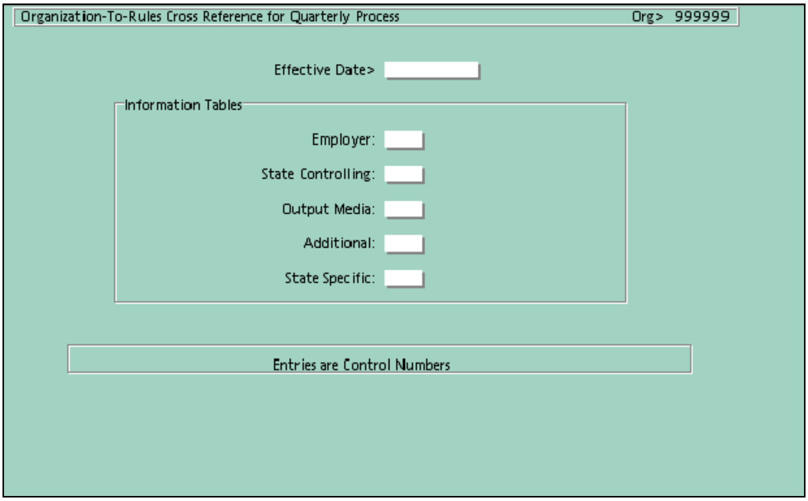
You must establish one Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) for each organization.

Note: *Organizations that have the same state unemployment insurance number (SUI) must all use the same control numbers. If your organization comprises a single legal entity (has only one state unemployment insurance number), the same control number can be used for all tables.*

So, even if you have multiple organizations (Control 1–2s), you must setup one Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) for all of them if they use the same SUI number.

The control numbers entered in each text box on the Organization-To-Rules Cross Reference for Quarterly Process form create an occurrence of the associated form. This feature allows you to assign the same set of tables to multiple organizations or to assign unique tables to a specific organization.

The following illustration shows the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) where you set up control numbers to cross-reference the organization (Control 1-2) specific AQ-SCR with other tables.



The Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) must be the first table established during the organization-level quarterly reporting setup.

The control numbers in the text boxes on the above form set up cross-references to the following forms:

- Employer: Employer Information form (QE-SCR)
- State Controlling: State Controlling Information form (QC-SCR)
- Output Media: Output Media form (QO-SCR)
- Additional: Additional Quarterly Information form (QI-SCR)
- State Specific: State specific information set up forms

Naming strategies for quarterly reporting control numbers

Note: *Although Cyborg Systems calls these items control 'numbers', these links need not be numeric.*

A quarterly reporting control number:

- is defined by you
- is four alphanumeric characters in length
- gives the system direction as to what tables to access for a particular organization

No relationship exists between the control number and the organization's control structure. However, choosing a control number that is meaningful to you and relates to the organization may help you identify control numbers when accessing a form to enter information.

Employees who use the Quarterly Processor should know the current organization structure and must be able to readily access the correct form.

How many quarterly reporting control numbers do you need for each table?

If you determine that 'one size fits all', you can setup the tables for one organization, then re-use the information you previously configured for all your organizations.

For example, if you want only one Employer Information table and one Output Media table, create one control number and use that control number for employer information and output media.

If you determine that you need multiple tables, set up multiple control numbers for tables.

For example, if you have an organization that must have its own table for Employer Information and another organization will use different Employer Information, you establish two Employer Information control numbers.

You then access the Employer Information form (QE-SCR) twice, entering information on the form for each of the control numbers.

Note: *You must have the proper security to add, update, or delete tables.*

Establishing table dates

The quarterly reporting process ignores any tables, with the exception of the State Selection form (QL-SCR), that are set up with a date that is beyond the quarter-end date for the specified quarter.

The table date reflects the effective date of the table. The following date options are available:

- Initially, on the Organization-To-Rules Cross Reference for Quarterly Process form(AQ-SCR) you may wish to use the founding date of your company to ensure that all employees are covered by the table.
- For changes to the table, Cyborg recommends that you create a new table record with a new effective date. We recommend you use the date that you actually enter the change into the system.

Note: *Whenever you make any change to a cross-reference field, you must rerun the extract.*

- You may create future-dated tables, in which case the Quarterly Processor ignores the table data until that time. We do NOT recommend this option as there is a potential for changes getting into the output in an incorrect synchronization.

You can use the effective date and control number to track changes, maintain employer information tables for historical purposes, and future date tables for employer information changes that will go into effect at a later time.

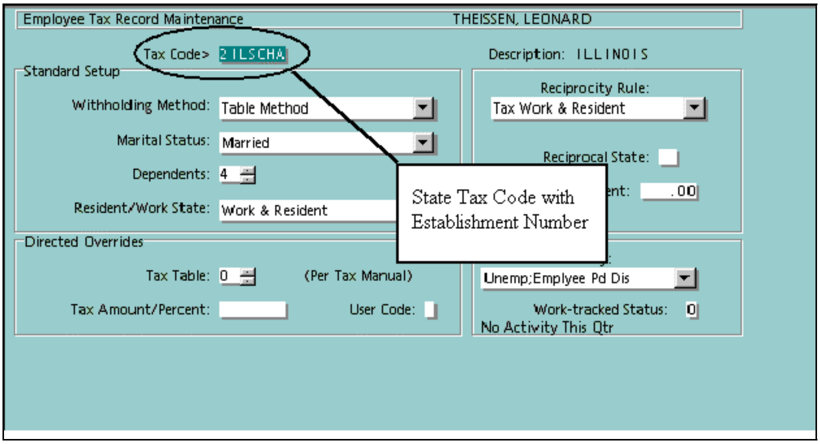
☞ *Refer to* **Creating File Header Records** *(on page 21), Effective date—date entry decisions for additional information about effective dates.*

Establishment reporting

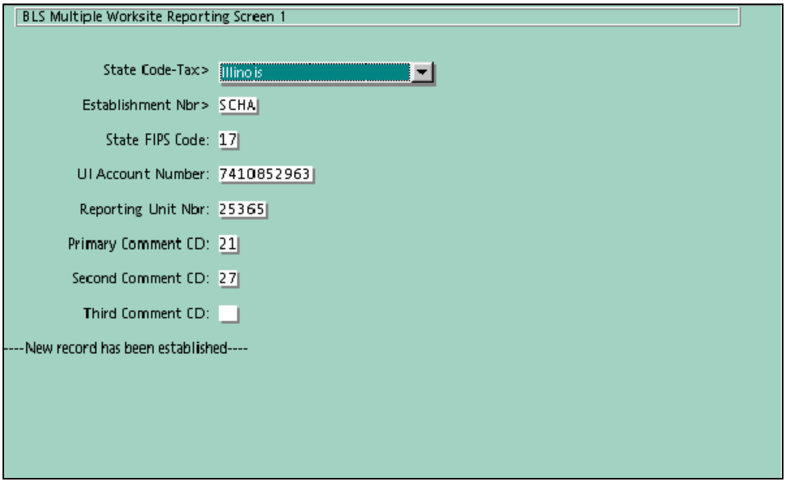
Some states require establishment reporting.

By using Establishment Reporting the employer can file wage reports by location or unit to the state. Each unit is identified by a five-character code, called a Reporting Unit Number which is supplied to you by the state government.

In Payroll Administration, worksite information is entered as an expansion of the Cyborg state tax code on an Employee's Employee Tax Record Maintenance form (JJ-SCR) for the state tax record where, immediately following the state tax code, you enter a four character establishment number for the employee.



The four digit worksite information code is linked to the Reporting Unit Number which is entered on the BLS Multiple Worksite Reporting Screen 1 (BL1SCR).



☞ *Refer to the Payroll Reports and Balancing manual, Multiple Worksite Reporting, for more information on setting up Establishment Reporting.*

Detailed Directions

This section provides detailed instructions for the tasks summarized in the previous section.

Tasks

Establishing control numbers

Note: *Before beginning the tasks that follow, be sure you are working with the correct organization. The Quarterly Reporting control numbers establish which tables are used for an organization.*

Note: *You can not define employer, state controlling, or output media information or state-specific tables for an organization until you establish valid Quarterly Reporting control numbers.*

Use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to establish quarterly processing control numbers for the organization you are accessing. By using this form you set control numbers for other forms that enable you to establish multiple copies of the forms, each using a different control number to link to a different set of data.

Follow these steps to set up cross-reference control numbers:

Note: *In the following steps we are using an example were all organizations use the same tables. Refer to Overview of Quarterly Processing, Build Tables for more information.*

1. Access the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Quarterly Processor Cross Reference

For practice, access the Organization-To-Rules Cross Reference for Quarterly Process form.

2. Enter the effective date

Enter the beginning date for which the quarterly reporting information is valid.

The date stays in effect until you enter an Organization -To-Rules Cross Reference for Quarterly Process form with a different effective date.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information relative to the quarter end date for which you are processing.

For practice, enter today's date. The date entry format is either, for example, '20010630' or '06-30-2001' for June 30, 2001.

3. Enter the employer information control number

Enter a four-digit control number to associate with an instance of the Employer Information form (QE-SCR).

Think of the Employer Information control number as a table ID. When you access the Employer Information form (QE-SCR) and enter the effective date, the Quarterly Processor uses the control number closest to the effective date you enter. That control number appears in the top right corner of the form.

You can use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to set up a separate Employer Information table for each separate operating company within your organization for which you want to run quarterly reporting.

For practice, enter 'A1A1'.

4. Enter the state controlling control number

Enter a four-digit control number to associate with an instance of the State Controlling Information form (QC-SCR).

Think of the State Controlling Information control number as a table ID. When you access the State Controlling Information form (QC-SCR) and enter the effective date, the Quarterly Processor uses the date closest to the effective date you enter. That control number appears in the top right corner of the form.

You can use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to set up a separate State Controlling Information table for each separate operating company within your organization for which you run quarterly reporting.

For practice, enter 'A1A1'.

5. Enter the output media control number

Enter a four-digit control number to associate with an instance of the Output Media Information form (QO-SCR).

Think of the Output Media control number as a table ID. When you access the Output Media Information form (QO-SCR) and enter the effective date, the Quarterly Processor uses the control number closest to the effective date you enter. That control number appears in the top right corner of the form.

You can use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to set up a separate Output Media Information table for each separate operating company within your organization for which you run quarterly reporting.

For practice, enter 'A1A1'.

6. Enter the control number for additional quarterly information

Enter a four-digit control number to associate with an instance of the Additional Information form (QI-SCR).

Think of the Additional Information control number as a table ID. When you access the Additional Information form (QI-SCR) and enter the effective date, the Quarterly Processor uses the control number closest to the effective date you enter. That control number appears in the top right corner of the form.

You can use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to set up a separate Additional Quarterly Information table for each separate operating company within your organization for which you run quarterly reporting.

For practice, enter 'A1A1'.

7. Enter a control number for state-specific information

Enter a four-digit control number to associate with any state-specific form.

Think of the State Specific control number as a table ID. When you access any of the state-specific forms, the Quarterly Processor uses the control number closest to the effective date you enter. That control number appears in the top right corner of the form.

You can use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to set up separate state-specific tables for each separate operating company within your organization for which you run quarterly reporting.

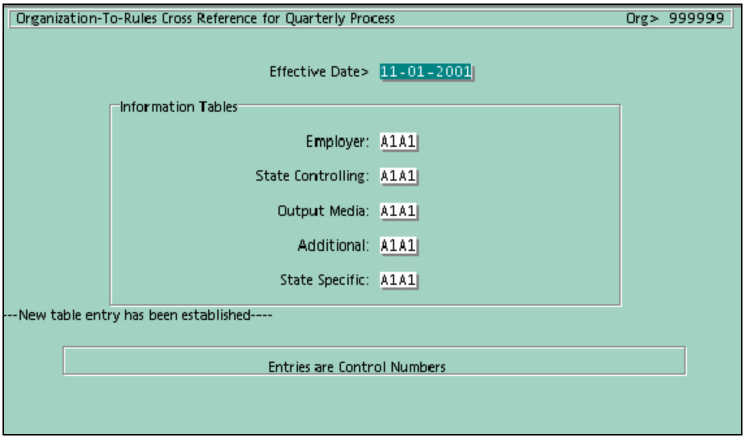
For practice, enter 'A1A1'.

8. Save the record

Click OK or press Enter to submit the completed form. The system displays the message: 'New table entry has been established.'

For practice, click OK.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Organization-To-Rules Cross Reference for Quarterly Process   Org> 999999

Effective Date> 11-01-2001

Information Tables

Employer: A1A1

State Controlling: A1A1

Output Media: A1A1

Additional: A1A1

State Specific: A1A1

---New table entry has been established----

Entries are Control Numbers

9. Repeat for each Control 1–2 in your organization for which you are running payrolls

Maintaining control numbers

Use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to maintain/change a control number you previously created.

By changing only the effective date you can maintain history.

Note: *Remember to rerun the extract whenever you change any cross-reference field.*

1. Access the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Quarterly Processor Cross Reference

For practice, access the Organization-To-Rules Cross Reference for Quarterly Process form.

2. Enter the effective date

Enter the effective date of the control number tables you want to maintain.

For practice, enter today's date.

3. Tab to the field that represents the table whose control number you want to change

Remove the existing four-digit control number and enter the new control number.

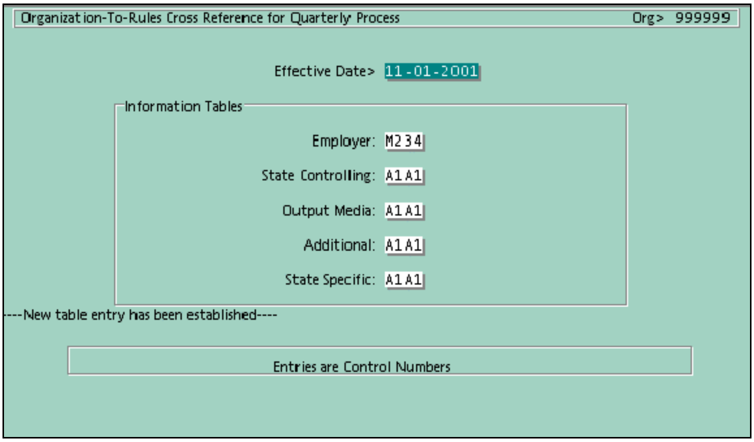
For practice, tab to the Employer text box and change the number from 'A1A1' to 'M234'.

4. Save the record

Click OK or press Enter to submit the completed form. The system displays the message: 'Maintenance has been performed.'

For practice, click OK.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Organization-To-Rules Cross Reference for Quarterly Process Org> 999999

Effective Date> 11-01-2001

Information Tables

Employer: M234

State Controlling: A1A1

Output Media: A1A1

Additional: A1A1

State Specific: A1A1

----New table entry has been established----

Entries are Control Numbers

Establishing employer information

Note: *Before entering data on this form, you must have set a control number in the Employer text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

Use the Employer Information form (QE-SCR) to establish employer information for an Employer Header record within a quarterly report file.

If various organizations (Control 1-2s) have different names and addresses, create multiple Employer Information forms each with a separate control number.

You must enter data on this form.

To enter employer information, follow these steps.

1. Access the Employer Information form (QE-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Employer Information

For practice, access the Employer Information form.

2. Enter the effective date

Enter the beginning date for which the information on this form is effective.

For practice, enter today's date.

3. Enter the employer's name

Enter the name of the employer for this quarterly information using the second field if you need extra positions.

Note: *Depending on a state's reporting requirements, the name may be truncated (shortened) in the output.*

For practice, enter 'Acme Manufacturing'.

4. Enter the employer's address

Enter the employer's street address.

For practice, enter '1142 N. Rush Street'.

5. Enter any additional employer address information

Enter the second line of the employer's street address if applicable.

For practice, enter 'Commerce Plaza'.

6. Enter the employer's city

Enter the city where the employer is located.

For practice, enter 'Chicago'.

7. Select the employer's state

Select the state in which the employer is located.

For practice, select 'Illinois'.

8. Enter the employer's zip code and zip code extension

Enter the employer's zip code and extension in the Zip fields.

For practice, enter '60606'.

9. Select the agent indicator for the employer

Select the employer's agent indicator from the drop down list box.

For practice, select 'Common Pay Master'.

10. Enter the employer's EIN

If '2678 Agent' was not selected in Step 9, skip this Step.

For practice, leave blank.

11. Enter the employer/agent EIN

Enter the nine-digit employer EIN if 'Common Pay Master' was selected in Step 9.

Enter the agent EIN if '2678 agent' was chosen in Step 9.

For practice, enter '123456789'.

12. Enter the other EIN

If Form 941 was previously submitted for your employer using an EIN other than the one used in Step 10 or Step 11, enter the EIN used on the previous Form 941.

Note: Refer to the Social Security Administration publication, MMREF-1, May 2001 to determine if you must complete this field.

For practice, leave blank.

13. Specify business termination

Select the Terminating Business check box if the employer has terminated business during the current quarter.

For practice, leave blank.

14. Select the employment type

Select the Employment Code from the drop down list box that most closely matches the reporting entity.

For practice, select 'Regular'.

15. Indicate whether the employer's address is foreign

Check this box if the employer's address is outside the United States. Otherwise, leave this check box blank.

For practice, leave blank.

16. Enter the foreign state or province

Enter the employer's foreign state or province if the address is outside the United States. Otherwise leave this text box blank.

For practice, leave blank.

17. Enter the foreign postal code

Enter the employer's foreign postal code if applicable.

For practice, leave blank.

18. **Enter the country code**

Enter the employer's country code if outside the United States.

For practice, leave blank.

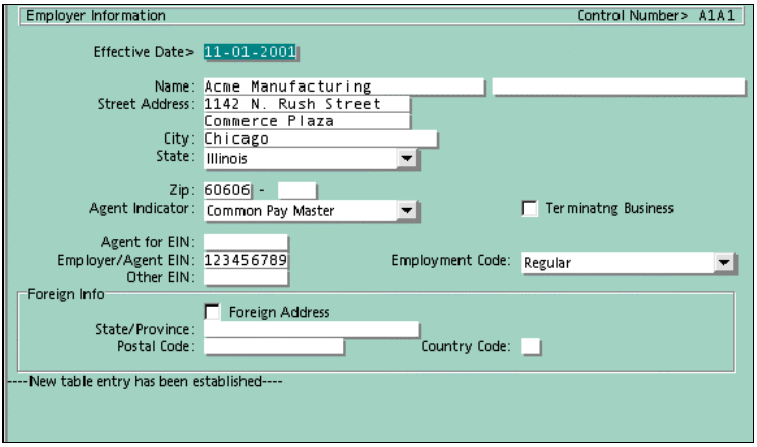
19. **Save the record**

Click Save or press Enter to save the information.

The Quarterly Processor enters the Control Number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

For practice, press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Establishing state controlling information

Note: *Before entering data on this form, you must have set a control number in the Employer text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

Use the State Controlling Information form (QC-SCR) to provide additional information for an employer header record within a quarterly reporting file.

This is an optional form. If you do not use this form, the employer SUI account number will be extracted from the Tax Specification Information form (T1-SCR). Establishment Reporting will be set to 'N' and State Control Nbr will be blank.

If various organizations (Control 1-2s) have separate Employer Header records due to different State Control Numbers, complete this form for each of the control numbers.

Note: *If you change the SUI account number on this form, you must rerun the extract.*

To enter state controlling information, follow these steps.

1. **Access the State Controlling Information form (QC-SCR)**

   Access this form from the menus by choosing:

   Component: Payroll Setup Processing
   Process: US Quarterly Setup
   Task: State Controlling Information

For practice, access the State Controlling Information form.

2. **Select the state**

   Using the drop down list box, select the state for which you want to enter state controlling information.

For practice, select 'Illinois'.

3. **Enter the effective date**

   Enter the beginning date for which the information on this form is effective.

For practice, enter today's date.

4. **Enter the state control number**

   Enter the state control number, if required.

   Refer to that state's UI reporting magnetic media specifications.

For practice, enter 'IL12345'.

5. **Enter the employer's state UI account number**

   Enter the state-assigned employer UI (Unemployment Insurance) account number.

   Refer to that state's UI reporting magnetic media specifications. This is a 20 position field.

For practice, enter 'IL12345678909876541L'.

6. **Record the Document Ctrl Nbr**

   If the state to which you are reporting requires a Document Control Number, enter it in this field.

   This is a 10 position field.

For practice, enter 'ILDOCCTRL1'.

7. **Enter the Experience Rate**

   If the state to which you are reporting requires that you record the Experience Rate for paper report submittal, enter it in this field.

For practice, enter '.050000'.

8. Indicate establishment reporting

If establishment reporting is in effect for this state, select the Estblshmt Reporting check box.

For practice, leave blank.

9. Record the Tax Type code

If the state to which you are reporting requires a Tax Type Code, enter it in this field.

This is a one position alphanumeric entry.

For practice, enter 'T'.

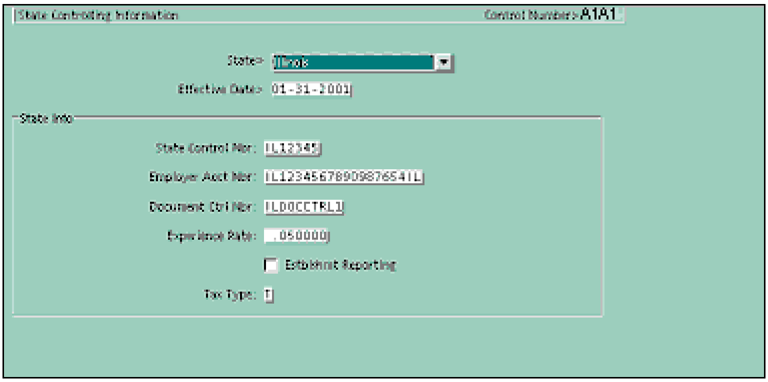
10. Save the record

Click Save or press Enter to save the information.

The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

For practice, click OK.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Specifying the output media

Note: *Before entering data on this form, you must have set a control number in the Employer text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

Use the Output Media Information form (QO-SCR) to tell the Quarterly Processor the kind of output required for quarterly processing.

If the same type of magnetic media is required for all organizations for all states, you complete this form only once. However, if, for example, you report in five states and four states require tapes while the fifth state requires a diskette, you must complete this form twice.

On one form you choose 'All States' from the drop down list and complete the form for tapes. The second time you complete the form, select the state that is the exception (requires a diskette) and complete the form for that state.

In addition to Media Format, you can also select the Forms Output box.

You must enter data on this form. To enter output media information, follow these steps.

1. Access the Output Media Information form (QO-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Output Media

For practice, access the Output Media form.

2. Select the state

Using the drop down list box, select the state for which you want to enter output media information.

For practice, select 'All States'.

3. Enter the effective date

Enter the beginning date for which the information on this form is effective.

For practice, enter today's date.

4. Select media format

Select the appropriate radio button in the Media Format portion of the form.

None	No media output
Diskette	Output media will be chunked into sizes that can fit on diskettes
Tape	Output media will be a continuous stream which can be placed on a tape or provided via e-mail/FTP to the filing entity

For practice, select 'Tape'.

5. Select forms output

Select the Forms Output check box if you want to print forms. You can create a print file as well as media output when you run the processor.

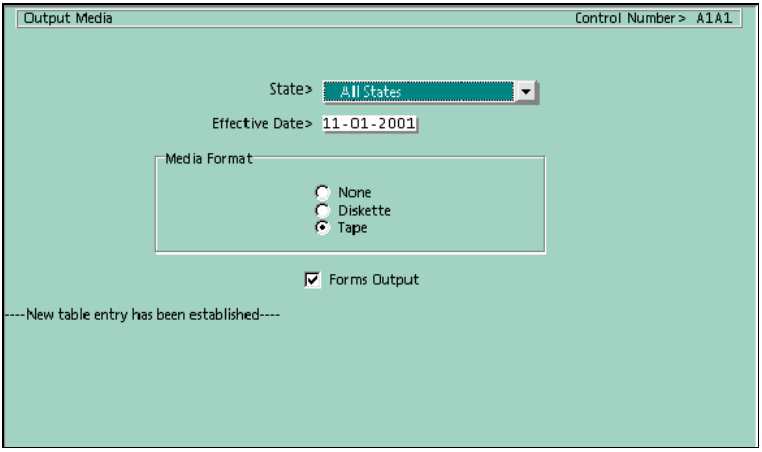
For practice, click the checkbox to print forms.

6. Save the record

Click Save or press Enter to save the information.

The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



7. Select a state for exception processing

Using the drop down list box, select a state that requires a different form of magnetic media.

For practice, select 'Illinois'.

8. Enter the effective date

Enter the beginning date for which the information on this form is effective.

For practice, enter today's date.

9. Select media format

Select the appropriate radio button in the Media Format portion of the form.

For practice, select 'Diskette'.

10. Select forms output

Select the Forms Output check box if you want to print forms. You can create a print file as well as media output when you run the processor.

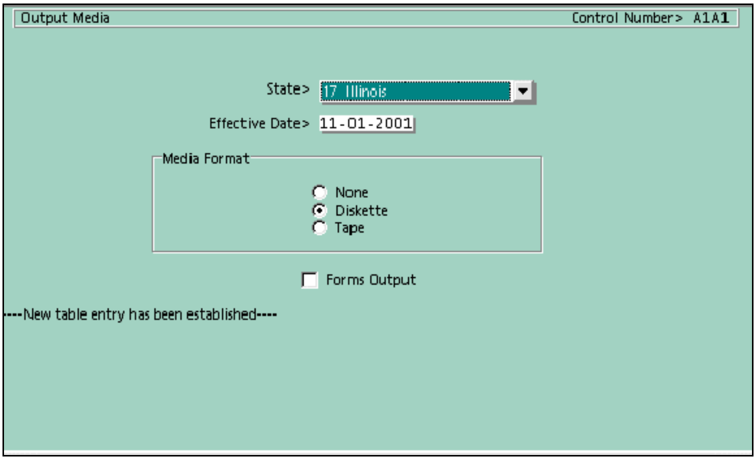
For practice, leave blank.

11. Save the record

Click Save or press Enter to save the information.

The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Review of Questions Answered

1. Why would I share tables?

2. To what level can I share?

3. Why develop a naming strategy for control numbers?

4. Why enter future table dates? Why isn't it always a good idea to do so?

5. What difference does it make in Quarterly Reporting if you use establishment reporting instead of reporting by organization (Control 1–2)?

CHAPTER 5

Entering State-Specific Information

In This Chapter

Introduction

This section discusses state-specific information required by various states as well as step-by-step instructions for completing forms to provide this information.

Tasks

This section explains the following:

- Entering general additional information
- Entering Illinois state specific Information
- Entering Louisiana state specific information
- Entering New Jersey state specific information
- Entering New Mexico state specific information
- Entering New York state specific information
- Entering North Dakota state specific information
- Entering Wyoming state specific information

Prerequisites

Before you can prepare for quarterly processing, you must:

- Understand the concepts in Overview of Quarterly Processing
- Have a working knowledge of The Solution Series payroll component

☞ *Refer to the payroll documentation suite available on the Cyborg Systems, Inc. web site, www.Cyborg.com.*

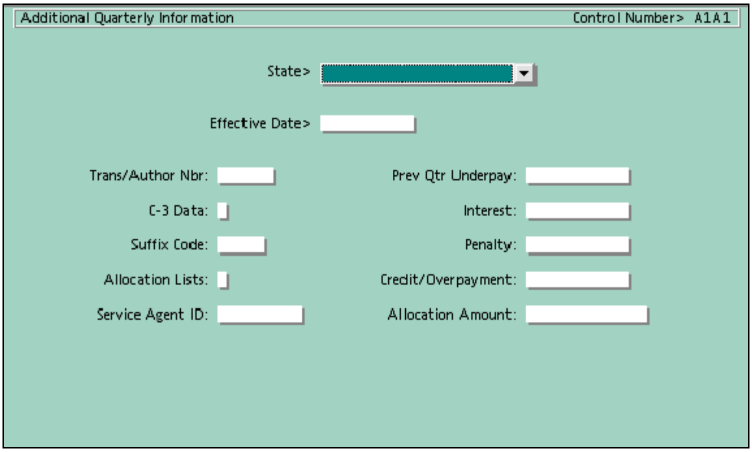
State-specific quarterly reporting information

While some employee and magnetic media header information is a common requirement for all states, some states require additional information. Depending on the state in which you are filing quarterly reports, you may need to complete one or more of these additional forms.

The Additional Quarterly Information form (QI-SCR) allows you to include additional organization-level information in the magnetic media header.

If your state requires the ICESA reporting format, then you may also need to enter data on this form.

Note: *If you use this form, you must review it every quarter prior to running the Quarterly Processor to clear or update such fields as Prev Qtr Underpay, Interest, Penalty, and so forth.*



☞ *Refer to State Specific Information to determine which states require this form.*

Additionally, the Quarterly Processor includes several forms that contain information for specific states. If you file in any of these states use the appropriate form to enter additional magnetic media header information.

The state-specific forms are:

- Illinois (QILSCR)
- Louisiana (QLASCR)
- New Jersey (QNJSCR)
- New Mexico (QNMSCR)
- New York (QNYSCR)
- North Dakota (QNDSCR)
- Wyoming (QWYSCR)

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Entering general additional information

Note: *Before entering data on this form, you must have set a control number in the Employer text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

Information on the Additional Quarterly Information form (QI-SCR) is used predominantly in the Header Records of the ICESA format tapes or diskettes.

Note: *Not all states require this information.*

If you are reporting to a state that requires any of the information on this form, you must complete the form.

☞ *Please refer to the state detail pages in State Specific Information for specific instructions.*

Note: *Information on this form must be cleared and/or updated prior to each quarterly run.*

To submit general, additional information for the quarterly processor using the Additional Quarterly Information form (QI-SCR), follow these steps:

1. Access the Additional Quarterly Information form (QI-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Additional Quarterly Information

For practice, access the Additional Quarterly Information form.

2. Select the State for output

Select the state (filing entity) for which you are completing the additional information.

For practice, enter 'Illinois'.

3. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

4. Enter the Transmitter/Author Number

Enter the transmitter/author number for states requiring this information.

This is the control number assigned to the state from the state's Unemployment Insurance reporting magnetic media specification.

Refer to State Specific Information to determine if your filing entities require this information.

For practice, enter '202623'.

5. Enter the C-3 Information

Enter the C-3 information for states requiring this information.

States requiring this information will define it.

For practice, enter 'Y'.

6. Enter the Suffix Code

Enter the suffix code for states requiring this information.

States requiring this information will define it.

For practice, enter 'AB125'.

7. Enter the Allocation Lists

Enter an Allocation Lists indicator for states requiring this information.

If allocation lists are used, enter 'Y' else leave this field blank.

For practice, enter 'Y'.

8. Enter the Service Agent ID

If the Allocation Lists field in Step 7 above is 'Y' then enter the service agent ID for states requiring this information.

For practice, enter '123456789'.

9. Enter any Underpayments from Previous Quarters

Enter the amount of previous quarter underpayments if applicable. This field accepts 11 digits.

For practice, enter '50000'.

10. Enter any Interest Due

Enter the interest amount due as a result of underpayments if applicable. This field accepts 11 digits.

For practice, enter '1500'.

11. Enter the Penalty Amount

Enter the amount of any penalty due. This field accepts 11 digits.

For practice, enter '6250'.

12. List the Credit/Overpayment Amount

Enter the amount of any previous overpayments or credits to be applied to the balance due. This field accepts 11 digits.

For practice, leave blank.

13. List the Allocation Amount

Enter any allocation amount if applicable.

States requiring this information will define the options for the Allocation Amount field.

This field accepts 13 digits.

For practice, leave blank.

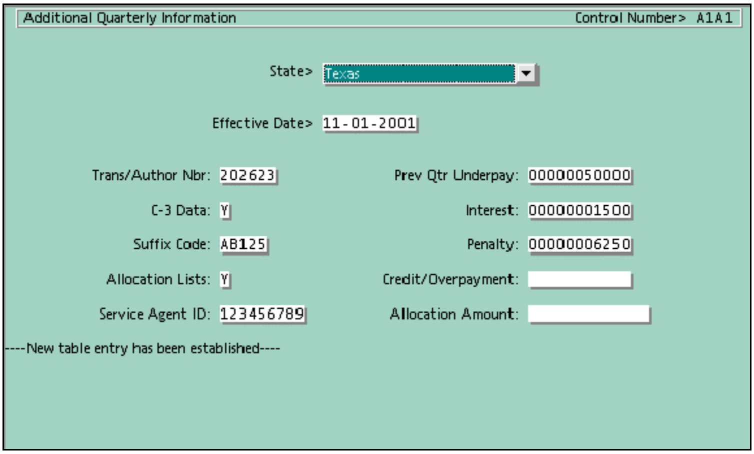
14. Save the record

Click OK or press Enter to submit the completed form.

The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

For practice, click OK.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- ***State-specific quarterly reporting information***

For additional information about the Additional Quarterly Information form.

Entering Illinois state specific information

The Illinois State Specific Information form (QILSCR) contains additional quarterly reporting information for Illinois. If you are reporting to Illinois, you must complete this form.

Note: *All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

To submit Illinois state specific information for the quarterly processor, follow these steps:

1. Access the Illinois State Specific Information form (QILSCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Illinois State Specific Information

For practice, access the Illinois State Specific Information form.

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

3. Select the Filing Type

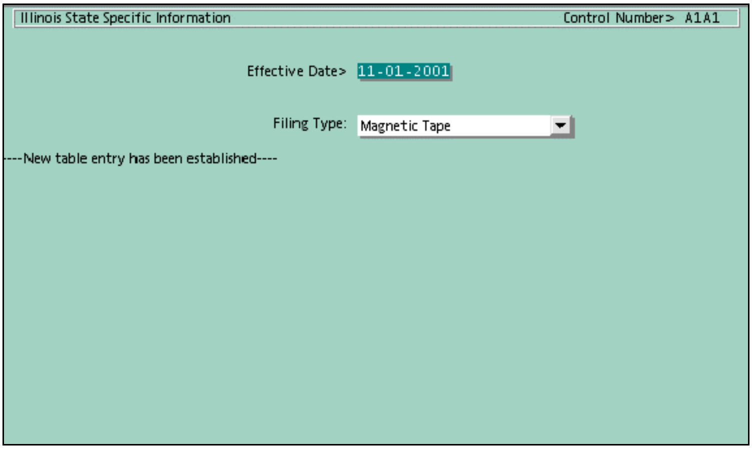
Select the filing type (for example, diskette, modem, or magnetic tape) from the drop down list.

For practice, select 'Modem'.

4. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- ***State-specific quarterly reporting information***

For additional information about the Illinois State Specific Information (QILSCR) form.

Entering Louisiana state specific information

The Louisiana State Specific Information form (QLASCR) contains additional quarterly reporting information for Louisiana. If you are reporting to Louisiana, you must complete this form.

Note: *All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

To submit Louisiana state specific information for the quarterly processor, follow these steps:

1. **Access the Louisiana State Specific Information form (QLASCR)**

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Louisiana State Specific Information

For practice, access the Louisiana State Specific Information form.

2. **Enter the Effective Date**

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

3. **Check the applicable Multiple Worksite choices**

Select any of the checkboxes in the Multiple Worksite portion of the form that apply.

Checkbox	Definition
County/Industry	This firm has employees at more than one county/industry included in this report.
Location	This firm has employees at more than one location within the same county included in this report.
Indicator	This firm is including multiple worksite data on wage reporting magnetic media in lieu of form BLS 3020

For practice, choose all three checkboxes.

4. **Check the EFT Indicator if applicable**

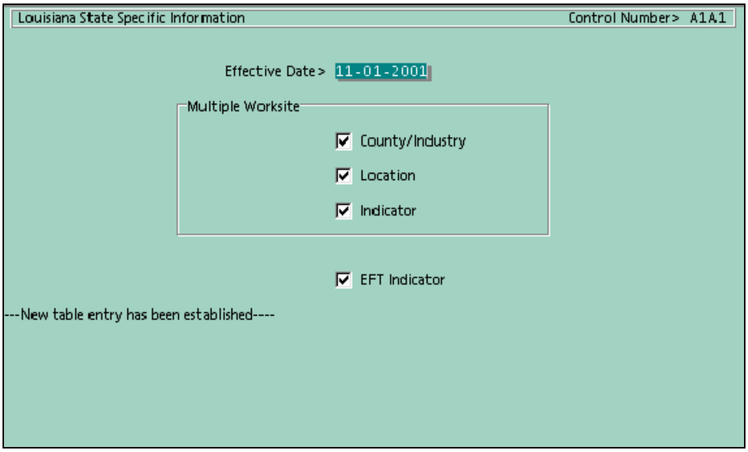
Check the EFT Indicator to record that your organization participates in Electronic Funds Transfer of Quarterly UI Payroll Taxes. Otherwise, leave the checkbox blank.

For practice, select the EFT Indicator.

5. **Save the record**

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

■ ***State-specific quarterly reporting information***
For additional information about the Louisiana State Specific Information (QLASCR) form.

Entering New Jersey state specific information

The New Jersey State Specific Information form (QNJSCR) contains additional quarterly reporting information for New Jersey. If you are reporting to New Jersey, you must complete this form.

Note: *All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

To enter New Jersey specific information for the quarterly processor, follow these steps:

1. Access the New Jersey State Specific Information form (QNJSCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: New Jersey State Specific Information

For practice, access the New Jersey State Specific Information form.

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

3. Enter the Maximum base weeks worked for Quarter 1

Use the arrows to enter the maximum base weeks worked in the first quarter. The value in this text box must be 12, 13, or 14.

For practice, enter '13'.

4. Specify whether to Increase base weeks for Quarter 1

Check this box to indicate that the employee's actual weeks worked can be increased up to the maximum base weeks worked for the first quarter.

For practice, select this option.

5. Enter the Maximum base weeks worked for Quarter 2

Use the arrows to enter the maximum base weeks worked in the second quarter. The value in this text box must be 12, 13, or 14.

For practice, enter '13'.

6. Specify whether to Increase base weeks for Quarter 2

Check this box to indicate that the employee's actual weeks worked can be increased up to the maximum base weeks worked for the second quarter.

For practice, select this option.

7. Enter the Maximum base weeks worked for Quarter 3

Use the arrows to enter the maximum base weeks worked in the third quarter. The value in this text box must be 12, 13, or 14.

For practice, enter '12'.

8. Specify whether to Increase base weeks for Quarter 3

Check this box to indicate that the employee's actual weeks worked can be increased up to the maximum base weeks worked for the third quarter.

For practice, select this option.

9. Enter the Maximum base weeks worked for Quarter 4

Use the arrows to enter the maximum base weeks worked in the fourth quarter. The value in this text box must be 12, 13, or 14.

For practice, enter '14'.

10. Specify whether to Increase base weeks for Quarter 4

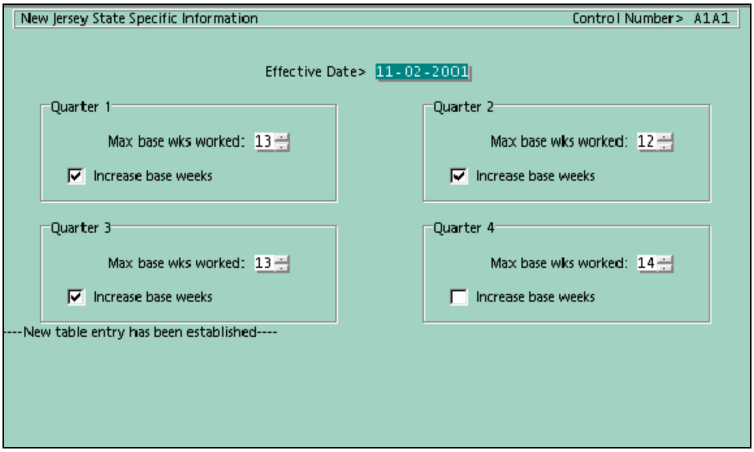
Check this box to indicate that the employee's actual weeks worked can be increased up to the maximum base weeks worked for the fourth quarter.

For practice, leave blank.

11. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- ***State-specific quarterly reporting information***

For additional information about the New Jersey State Specific Information form (QNJSCR).

Entering New Mexico state specific information

The New Mexico State Specific Information form (QNMSCR) contains additional quarterly reporting information for New Mexico.

Note: *This form is not required unless the employer is a multi-county/location filer in the State of New Mexico.*

Note: *All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

To submit New Mexico specific information for the quarterly processor, follow these steps:

1. Access the New Mexico State Specific Information form (QNMSCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: New Mexico State Specific Information

For practice, access the New Mexico State Specific Information form.

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

3. Specify Multi County Ind

Check the Multi County Ind box if your organization has employees at more than one county or industry in the state.

For practice, select this option.

4. Specify Multiple Locations

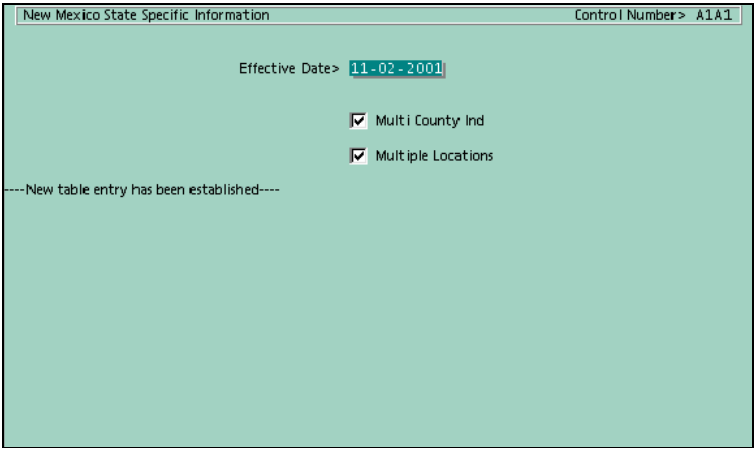
Check the Multiple Locations box if your organization has employees at more than one location in the same county included in this report.

For practice, select this option.

5. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

■ ***State-specific quarterly reporting information***

For additional information about the New Mexico State Specific Information form (QNMSCR).

Entering New York state specific information

The New York State Specific Information form (QNYSCR) contains additional quarterly reporting information for New York. If you are reporting to New York, you must complete this form.

Note: *This form is not required unless the employer is a seasonal filer in the State of New York.*

Note: *All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

To submit New York specific information for the quarterly processor, follow these steps:

1. Access the New York State Specific Information form (QNYSCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: New York State Specific Information

For practice, access the New York State Specific Information form.

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

3. Specify Tax Jurisdiction Code/Seasonal Filer

Select this checkbox if your organization is a seasonal filer and, therefore, not required to report every quarter.

For practice, select this option.

4. Enter the Withholding ID Number

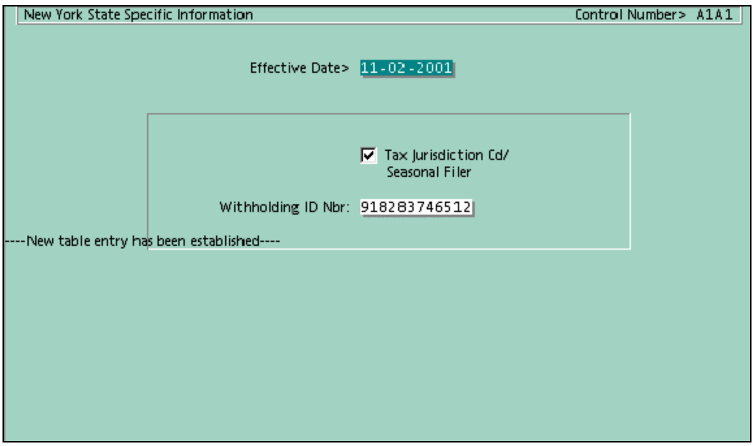
Enter the Withholding ID Number for your organization.

For practice, enter '918283746512'.

5. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- ***State-specific quarterly reporting information***

For additional information about the New York State Specific Information form (QNYSCR).

Entering North Dakota state specific information

The North Dakota State Specific Information form (QNDSCR) contains additional quarterly reporting information for North Dakota. If you are reporting to North Dakota, you must complete this form.

Note: *All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

To submit North Dakota specific information for the quarterly processor, follow these steps:

1. Access the North Dakota State Specific Information form (QNDSCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: North Dakota State Specific Information

For practice, access the North Dakota State Specific Information form.

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

4. Select the Media Type

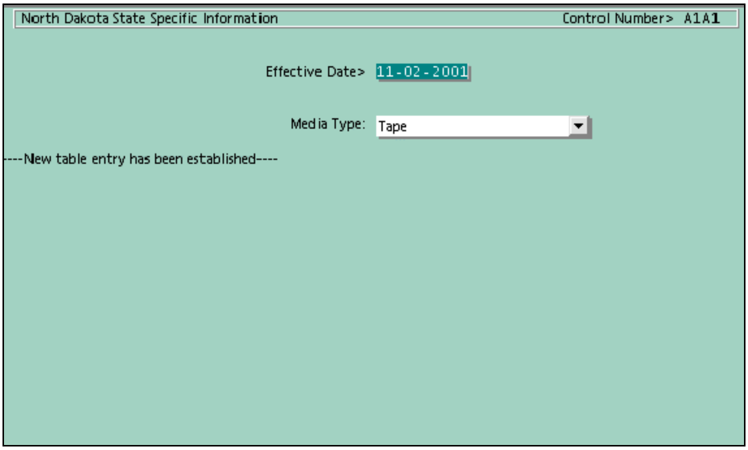
Select the media type from the drop down list.

For practice, enter 'Tape'.

5. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- ***State-specific quarterly reporting information***

For additional information about the North Dakota State Specific Information form (QNDSCR).

Entering Wyoming state specific information

The Wyoming State Specific Information form (QWYSCR) contains additional quarterly reporting information for Wyoming. If you are reporting to Wyoming, you must complete this form.

Note: *All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

To submit Wyoming specific information for the quarterly processor, follow these steps:

1. Access the Wyoming State Specific Information form (QWYSCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Wyoming State Specific Information

For practice, access the Wyoming State Specific Information form.

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

3. Enter the Workers Comp Employer Number

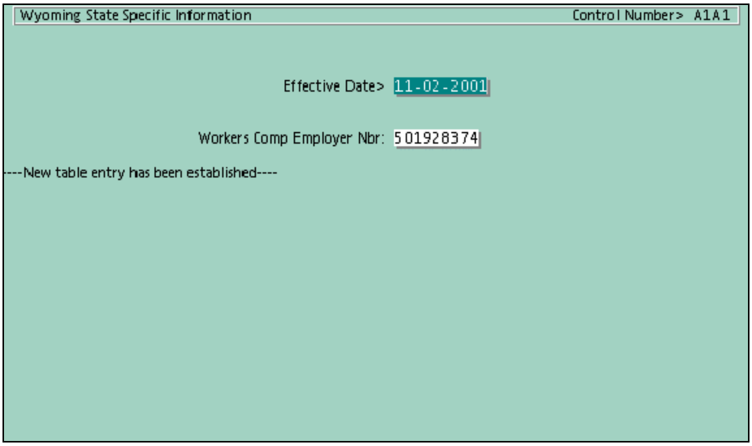
Enter your organization's workers compensation employer number.

For practice, enter '501928374'.

4. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- ***State-specific quarterly reporting information***

For additional information about the Wyoming State Specific Information form (QWYSCR).

Question answered

The following question is answered in this section:

Why should you review the Additional Quarterly Information form (QI-SCR) before each quarterly processing run?

CHAPTER 6

Entering Employee-Specific Information

In This Chapter

Introduction

This section discusses the forms available to enter additional employee-level information required by various states as well as step-by-step instructions for completing the forms used to gather the data.

Tasks

This section explains the following:

- Entering employee level quarterly reporting information
- Entering employee level tax information required for quarterly reporting

Prerequisites

Before you can prepare for quarterly processing, you must:

- Understand the concepts in Overview of Quarterly Processing
- Have a working knowledge of The Solution Series payroll component

☞ *Refer to the payroll documentation suite available on the Cyborg Systems, Inc. web site, www.Cyborg.com.*

Question answered

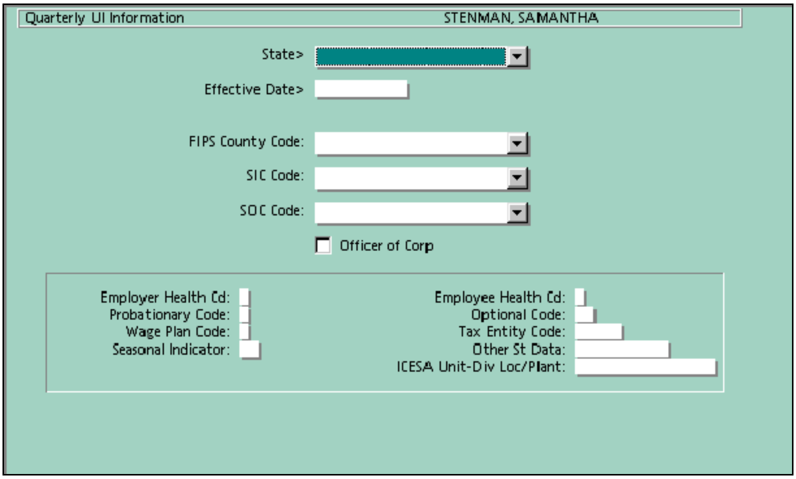
The following question is answered in this section:

If a filing entity requires that you should report the employer's health code, which form would you use to record it?

Employee-specific quarterly reporting information

Some states require information on an individual employee basis. The Quarterly UI Information form (EQ-SCR) and the Miscellaneous Tax Data form (MT-SCR) provide this information to the Quarterly Processor.

Use the Employee level Quarterly UI Information form (EQ-SCR) to enter employee-level information required by these states.



See also:

- Entering employee level quarterly reporting information ***(on page 83)***

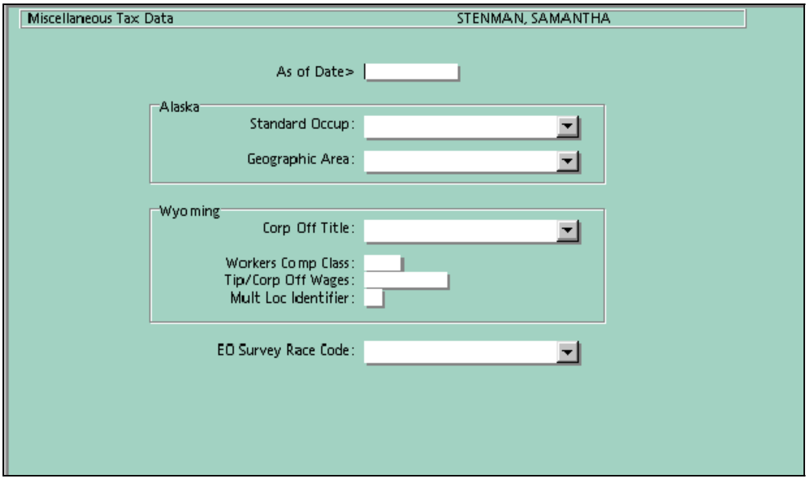
For information on completing this form.

- Entering employee level quarterly reporting information ***(on page 83)***

For information on completing this form.

Some states, currently Alaska and Wyoming, require specialized employee-level tax information.

If you are reporting to Alaska or Wyoming use the Miscellaneous Tax Data form (MT-SCR) to enter this information.



See also:

■ Entering employee level tax information required for quarterly reporting ***(on page 87)*** *For detail about completing this form.*

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Entering employee level quarterly reporting information

Use the Quarterly UI Information form (EQ-SCR) to submit additional employee-level state UI information.

If you are reporting to states that require this information, you must complete this form. You can store this additional quarterly UI information by state or for 'All States'.

If the states in which you report require this information, you must complete this form for each employee whose information is included in that state's quarterly report.

You may have multiple occurrences of this screen for an employee if that employee works in several states that require this information.

☞ *Please refer to the state detail pages in State Specific Information for instructions before completing this form.*

Note: You may wish to add the Quarterly UI Information form (EQ-SCR) to the New Hire Checklist in order to ensure that this form is completed for all new employees.

To submit additional employee-level quarterly information using the Quarterly UI Information form (EQ-SCR), follow these steps:

1. Access the Quarterly UI Information form (EQ-SCR)

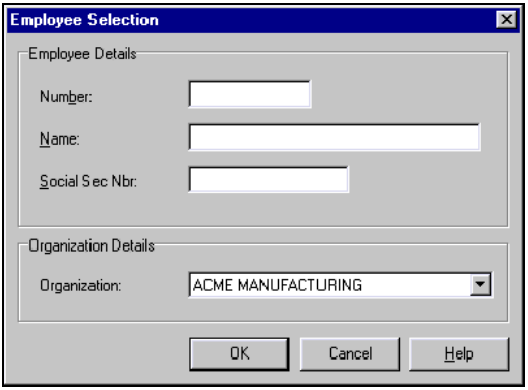
Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Quarterly UI Information

For practice, access the Quarterly UI Information form.

2. Enter selection criteria

On the Employee Selection form that pops-up, enter either the employee's number, name or social security number to select the employee for whom you wish to enter data.



For practice, enter '3018' as the Number and press Enter.

3. Select State(s) for output

On the Quarterly UI Information form that appears next, use the drop down list box to select 'All States' to include this information for all states or select the specific state for which you are reporting.

For practice, choose '17 Illinois'.

4. Specify the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

5. Select the FIPS County Code

Select the appropriate FIPS (Federal Information Processing Standard) County Code for the employee's work site.

For practice, choose 'IL - Cook'.

6. Select the SIC Code

Select the Standard Industrial Classification Code (SIC) assigned to the employee's reporting unit.

For practice, pick '3577 Comp Periphrl' from the list.

7. Select the SOC Code

Enter the Standard Occupational Classification Code (SOC) assigned to this employee.

Note: The option list of Standard Occupational Classification Codes (PR64) for this entry is user filled from the Department of Labor's Standard Occupational Classification codes that apply to this business.

For practice, leave blank.

8. **Specify whether the employee is a Corporate Officer**

If the employee is an officer of the corporation, select this check box. Otherwise leave this box blank.

For practice, leave blank.

9. **Specify Employer Health Code**

Specify whether an employer health code is included.

States requiring this information will define the options for this field.

For practice, enter '1'.

10. **Specify Probationary Code**

Specify whether a probationary code is included.

States requiring this information will define the options for this field.

For practice, leave blank.

11. **Specify Wage Plan Code**

Specify whether a wage plan code is included.

States requiring this information will define the options for this field.

For practice, leave blank.

12. **Specify Seasonal Indicator**

Specify whether the business or your organization is seasonal.

States requiring this information will define the options for this field.

For practice, leave blank.

13. **Specify Employee Health Code**

Specify whether an employee health code is included.

States requiring this information will define the options for this field.

For practice, leave blank.

14. **Specify Optional Code**

Use this text box to enter any additional information required by the reporting entity.

For practice, leave blank.

15. Specify Tax Entity

States requiring this information will define the options for the Tax Entity Code field.

This field accepts 5 characters.

For practice, leave blank.

16. Specify Other State Data

Use this text box to enter any additional information required by the reporting entity.

For practice, leave blank.

17. Enter the ICESA Unit-Div Loc/Plant

Enter the ICESA (Interstate Conference of Employment Security Agencies) code assigned to identify wages by work site.

Note: *If you have setup BLS reporting on the Multiple Worksite Reporting Screen 1 (BL1SCR) any entry you make in this field will override the entry on the BL1SCR..*

If no entry is made in this field the Unit will be picked up from the BL1SCR if you have establishment reporting in effect.

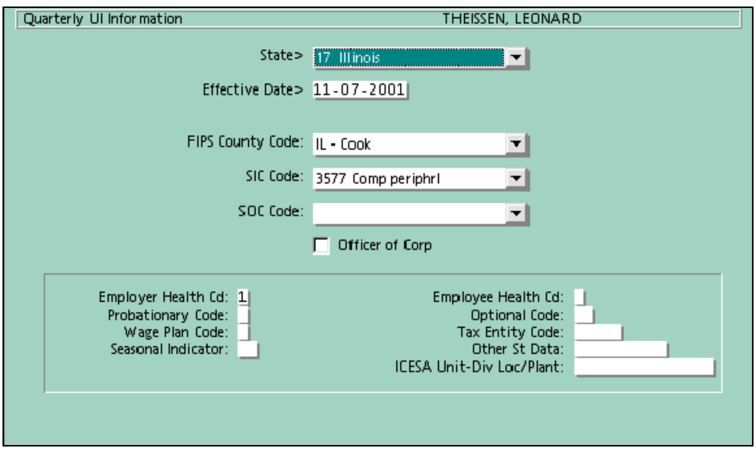
For practice, leave blank.

18. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

For practice, press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Employee-specific quarterly reporting information ***(on page 81)***

For more information about the Quarterly UI Information form (EQ-SCR).

Entering employee level tax information required for quarterly reporting

The Miscellaneous Tax Data form (MT-SCR) contains additional quarterly reporting tax information for Alaska and Wyoming. If you are reporting to either or both of these states, you must complete this form.

To submit additional employee-level quarterly information using the Miscellaneous Tax Data form (MT-SCR), follow these steps:

1. Access the Miscellaneous Tax Information form (MT-SCR)

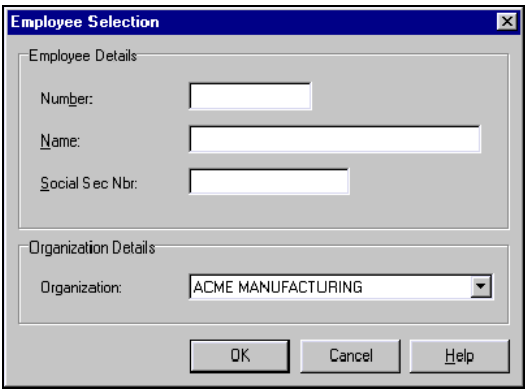
Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Miscellaneous Tax Data

For practice, access the Miscellaneous Tax Information form.

2. Enter selection criteria

On the Employee Selection form that pops-up, enter either the employee's number, name or social security number to select the employee for whom you wish to enter data.



For practice, enter '2003' as the Number and press Enter.

3. Enter the As of Date

Enter the date on which the information on this form became effective.

For practice, enter today's date.

4. (Alaska only) Select the Standard Occupational Classification

Select the employee's Alaska standard occupational classification code from the drop down list.

Note: *The option list of Standard Occupational Classification Codes (PR64) for this entry is user filled from the Department of Labor's Standard Occupational Classification codes that apply to this business.*

For practice, leave blank.

5. (Alaska only) Select the Geographic Area

Select the employee's Alaska geographic area from the drop down list.

For practice, leave blank.

6. (Wyoming only) Specify Corporate Officer's Title

If the Wyoming employee is an officer of the corporation, select the corporate officer title from the drop down list.

For practice, select 'Other'.

7. (Wyoming only) Enter the Workers' Comp Classification

Enter the employee's Wyoming Workers' Compensation Classification ID.

The workers compensation class code is assigned by Wyoming.

For practice, enter '1010'.

8. (Wyoming only) Enter the Tip/Corporate Officer Wages

Enter the amount of the Wyoming employee's tip/corporate officer wages for Wyoming workers compensation, if applicable.

For practice, enter '75000'.

9. (Wyoming only) Specify whether this employee works in Multiple Locations

Enter the employee's Wyoming Multiple Location Identifier.

Refer to the Wyoming Department of Employment for this ID.

For practice, enter '24'.

10. Select the EO Survey Race Code

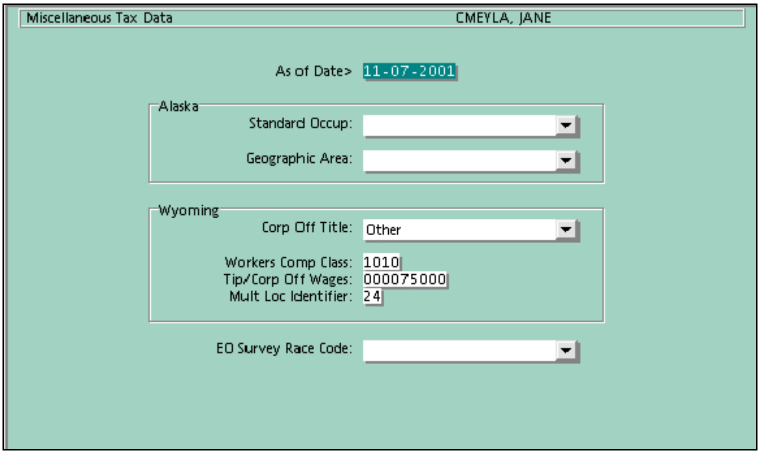
Note: This entry is not required for Quarterly Reporting.

11. Save the record

Click Save or press Enter to submit the completed form.

For practice, press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

■ Employee-specific quarterly reporting information ***(on page 81)***

For more information about the Miscellaneous Tax Data form (MT-SCR).

Review of Question Answered

If a filing entity requires that you should report the employer's health code, which form would you use to record it?

PART 3

Processing

In This Section

CHAPTER 7

Creating Quarterly Reporting Output

In This Chapter

Introduction

This section describes how to prepare for and generate quarterly reports.

Tasks

This section explains the following:

- Selecting states for quarterly processing
- Running the Quarterly Processor
- Reviewing output reports

Prerequisites

Before you can prepare for quarterly processing, you must:

- Understand the concepts in Overview of Quarterly Processing
- Have a working knowledge of The Solution Series payroll component

☞ *Refer to the payroll documentation suite available on the Cyborg Systems, Inc. web site, www.Cyborg.com.*

Questions answered

The following questions are answered in this section:

1. What documentation should be reviewed as you prepare for quarterly processing?
2. Why should a special quarterly processing environment be prepared?
3. How do I indicate the states for which reports should be prepared?
4. What job(s) do I run to extract the quarterly reporting information?
5. What output can I review to check the reporting accuracy?

Preparation for processing quarterly information

Before you begin processing for any quarter, you must always review all current, updated quarterly reporting information, including:

- Updates from filing entities to which you submit reports
- The current Cyborg Systems, Inc. quarterly regulatory bulletin

Note: *Cyborg relies on its customers for quarterly reporting updates as well as information received from the states. As Cyborg is a software vendor, not all filing entities consider it an employer and, therefore, they may not automatically update Cyborg with changes to their filing requirements. Because of this you must keep up-to-date on information from the filing entities and watch for any changes in filing format requirements. Please check with Cyborg to make sure we are aware of any changes of which you have received notice.*

Once you have reviewed all applicable reporting information, you must make any changes in your quarterly setup that are necessary to update the outputs for the filing entities to which you submit reports.

Note: *It is critical that you review the information listed above every quarter before you begin processing your quarterly reporting information.*

Set up a duplicate environment

Before you begin to process quarterly reporting information, you must set-up a duplicate processing environment.

If you attempt to do quarterly processing in your production environment, any changes made to FILE01 while the quarterly processor is running may affect the quarterly results.

By establishing a separate environment for quarterly processing , you will be working with a P20 that is not subject to change. It is a 'frozen' image of FILE02 as of the extraction.

Note: *Never skip this step. Cyborg recommends that you not process quarterly information in your production environment.*

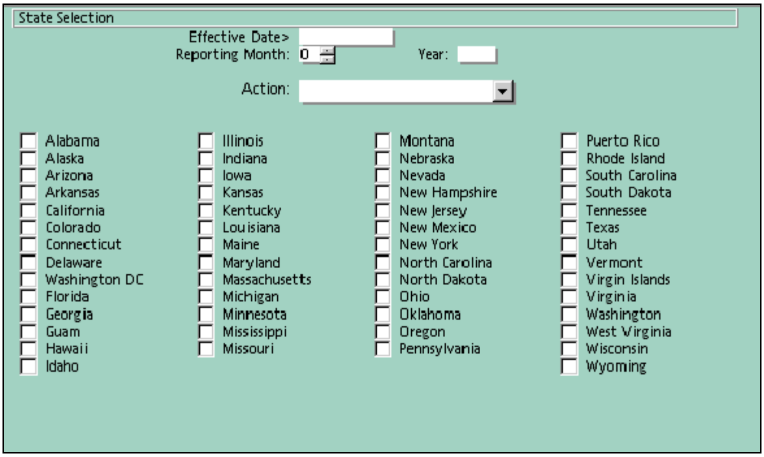
Select states for processing

The State Selection form (QL-SCR) is used to select states for quarterly processing.

The Effective Date for the QL-SCR is compared to the system date on the day the Quarterly Processor is run. The QL-SCR transaction with an effective date closest to, but not exceeding, the date of a Quarterly Processor run will be chosen and will determine the quarter for which the run is being made (and the states which are selected).

It is recommended that the QL-SCR be entered each quarter with the current date as the effective date. The Quarterly Processor may then be rerun as many times as necessary for the current quarter without changing the QL-SCR quarter end date.

The State Selection form is shown below.



See also:

- Selecting states for quarterly reporting ***(on page 104)***

For more detailed directions for completing this form.

Extract quarterly reporting information

The Quarterly Extract Program extracts the employee-level information to be processed from the Employee Database (FILE02).

The extract program extracts every employee in the Employee Database (FILE02) in one pass, with every piece of information that any filing entity might require.

From this information, the extract program creates the Extracted Quarterly Information Data File (P50QTR).

The extraction process creates a record for each state tax authority for which the submitter has Unemployment Insurance (UI) data.

Changing information in the System Control Repository (FILE01)

Although you may make changes to the System Control Repository at any time, if you make changes during quarterly report processing, Cyborg recommends re-execute the quarterly extract process.

However, if you modify establishment reporting, EIN, or state UI information after executing quarterly reporting, you must re-extract the quarterly information.

Changing information in the Employee Information File (FILE02)

Although you may make changes to the Employee Information File at any time, if you make changes during quarterly report processing, you must re-extract the quarterly reporting process.

If you make any changes to FILE02 after executing quarterly report processing, you must re-execute the process which creates the quarterly information extract file.

Note: *If you make any changes to the Tax Specification Information form (T1-SCR), you must rerun the extract.*

See also:

- Running the quarterly processor ***(on page 106)***

For details on executing the jobs that comprise the quarterly processing.

Review quarterly reports and output files

Each of the jobs that make up the quarterly processing produces reports that can be used to verify that the jobs ran correctly and to verify the accuracy of the data being reported.

☞ *See* **Report Quick Reference** *(on page 121)*.

After running the quarterly processing, you should review the output that you will send the filing entities to verify the data and format is correct.

Government publications list specifications so you can identify what the output is for each filing entity and what to look for in your formatted output. Although states may accept multiple formats, the Cyborg Quarterly processor is programmed to one format per state in the order of MMREF, ICESA, TIB-4, or custom.

☞ *See State Specific Information for expected output for each filing entity.*

Note: *Cyborg Systems, Inc. does its best to make sure that all quarterly reporting output is accurate, but it is your responsibility to verify your output files for accuracy of information and format.*

Archive the quarterly data

Archive the P20 file and FILE01 so that should it be necessary to re-run the quarterly reports, you will be able to access the same data.

Detailed Directions

This section provides detailed instructions for the tasks summarized in the previous section.

Note: *You must have completed the Guided Practices in the previous section to guarantee the successful completion of the Guided Practice that follows.*

Tasks

Preparing for quarterly report processing

1. Review all current updates from quarterly filing entities

Review all update information to be aware of any changes that apply to entities to which you submit quarterly reporting files.

2. Apply all changes in your quarterly setup that are required by the filing entities

Before you can process the quarterly information, you must be sure to apply any changes required by filing entities to which you submit quarterly reports.

3. Review all current formatting information such as ICESA

Review all update information to be aware of any changes that apply to the format in which you submit quarterly reporting files.

4. Apply all changes to your quarterly setup that are required for the format

Before you can process the quarterly information, you must be sure to apply any changes required for the format in which you submit quarterly reporting files.

5. Review the current quarterly regulatory bulletin issued by Cyborg Systems, Inc.

The regulatory bulletin lists any filing entity changes processed by Cyborg for the current quarter.

6. Apply the updated files included with the quarterly regulatory bulletin

Cyborg issues new files and quarterly documentation each quarter. Apply these updated files and any other changes to your system.

7. Review data previously entered

Review data that you have previously entered on the forms described in the preceding sections to ensure that the data is correct.

8. **Check that WL transactions exist**

WL transactions must exist for each organization being selected for quarterly processing. If you have added organization(s) during the quarter and plan to report on them during the current processing, make sure that WL transactions have been created for them.

Creating a new processing environment

Your computer platform installation guide includes instructions for creating environments. Please refer to that guide to set-up your duplicate processing environment.

Selecting states for quarterly reporting

Note: *You must complete this form each quarter.*

Use the State Selection form (QL-SCR) to select the states for which you want to generate quarterly output and to enter reporting month and year.

To select states for output, follow these steps.

1. **Access the State Selection form (QL-SCR)**

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Selecting State for Quarterly Processing

For practice, access the State Selection form.

2. **Enter the effective date**

Enter the current date.

For practice, enter today's date.

3. **Select the reporting month**

Use the arrows to select the reporting month. The option you select is the number of the last month in the reporting quarter.

Number	Month
3	March
6	June
9	September
12	December

For practice, select 3.

4. **Enter the reporting year**

Enter the complete, four-digit year for which you are submitting this quarterly information.

For practice, enter 2001.

5. Specify the action

Use the drop down list to select an action. The Action field options are in the All/Exclude/Include option list (PR63).

The options are:

- **All:** Select All in the Action field to generate quarterly output formatted appropriately for all states included in the Extract File.
- **Exclude:** If you select Exclude in the Action field, you must select the states to exclude from quarterly report processing. The quarterly processor then generates output formatted for all of the states except those you selected.
- **Include:** If you select Include in the Action field, you must select the states to include in the quarterly reporting process. The quarterly processor then generates output formatted for all states you selected.

Note: *If you select All, checks in the state boxes will be ignored.*

For practice, choose 'Exclude'.

6. Select states to exclude or include from processing (optional)

If you selected the Exclude option, you must individually select only states for which you do not want to generate quarterly output.

If you selected the Include option, you must individually select only states for which you want to generate quarterly output.

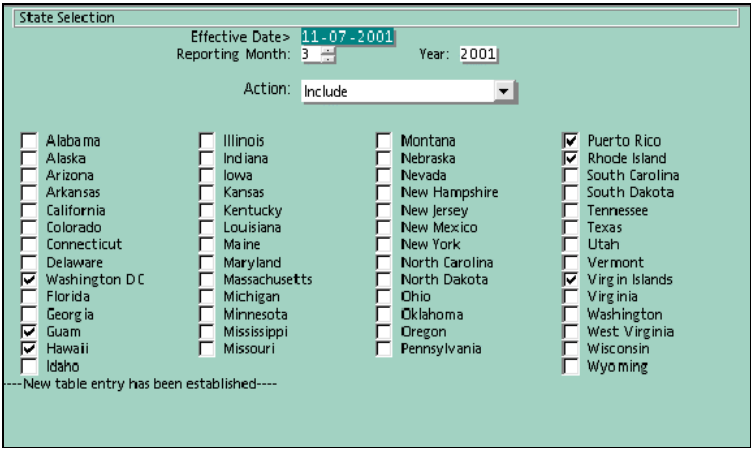
For practice, select Washington D.C., Guam, Hawaii, Puerto Rico, Rhode Island, and Virgin Islands.

7. Save the record

Click Save or press Enter to submit the completed form.

For practice, press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Running the quarterly processor

To create the quarterly information extract file:

1. Create the P20 Batch Master file

To create the P20 Batch Master File, execute the JPAYXTR jobstream.

For example:

jpayxtr > ..\log\payxtr.log

Review the log file and then the payxtr.03 file to determine if there were any errors. Correct any errors before proceeding.

2. Create the extract file

Execute the standard jobstream JMNTRUN or JPAYRUN to create the quarterly information extract file.

You must place in any of positions 19-80 of the P4 parameter card (contained in the P05RDR file for the P4CALC step) a single non-numeric character which corresponds to the Report Select character on the DD-SCR for the following report generators:

- Main Extract Generator (7F7F)
- Balancing Report by Organization (7I7I)
- Balancing Report by State (7J7J)
- Exceptions Listing (7K7K)

As delivered, the DD transactions for these report generators contain the character '*' in the Report Select field.

For example, on an NT platform:

JMNTRUN > JMNTRUN.LOG

Review the log and then the Transaction Load Report and the Payroll Audit Trail files to determine if there were any errors.

Note: It is imperative that you research and resolve the reason any name appears on the Exceptions Listing (7K7K) as those employees will not appear in the quarterly processing run.

Other outputs to review include the Exceptions Listing (7K7K), the Balancing Report by Organizations (7I7I), and the Balancing Report by State (7J7J).

File ID	File Description
PRINT1	Payroll Audit Trail, Options and Exceptions Report
PRINT3	Exceptions Listing
PRINT4	Balancing Report by Organization, Balancing Report by State

☞ *See* **Report Quick Reference** *(on page 121).*

3. Format the quarterly data and produce media

To format the quarterly data and produce reporting media for the various filing entities, run JQTRRUN.

For example:

```
jqtrrun > ..\log\jqtrrun.log
```

Review the Options and Exceptions Report (P5QTR). The processing totals should foot back to the balancing reports created during the pay or maintenance run in Step 2. If they do not, the report will note that fact.

Also review the Employee Detail Audit (P5QAUD) report produced from this job.

Printing and reviewing the output files

Use the Cyborg print utility to print and view reports

Note: With the release of this quarterly processing software, Cyborg Systems, Inc. has included a print utility that will facilitate printing and viewing quarterly reports. The Cyborg Print Utility program can be activated by using a desktop shortcut icon on your PC. Please contact your technical support staff if you need assistance in creating the shortcut.

☞ *Refer to the online help system to utilize the Cyborg print utility (CYBPRUTL) to print and view the Quarterly Processor outputs.*

Review the output files to confirm that the format and content are correct according to the filing entity's specifications.

Archiving the quarterly data

After processing is complete and reports sent to the filing entities, archive the P20 file and FILE01.

This ensures that quarterly reports can be re-created if necessary.

Archiving the quarterly data

After processing is complete and reports sent to the filing entities, archive the P20 file and FILE01.

This ensures that quarterly reports can be re-created if necessary.

Review of Questions Answered

1. What documentation should be reviewed as I prepare for quarterly processing?

2. Why should a special quarterly processing environment be prepared?

3. How do I indicate the states for which reports should be prepared?

4. What job(s) do I run to extract the quarterly reporting information?

5. What output can I review to check the reporting accuracy?

PART 4

Appendices

In This Section

APPENDIX A

Practice and Review Answers

In This Appendix

Overview of Quarterly Processing

Review of Questions Answered

1. What is Quarterly Reporting?
   The submission of quarterly contribution and SUI wage information to the filing entities in all states in which a company has employees.
2. What are the magnetic media reporting formats used?
   MMREF, ICESA, TIB-4 and custom

Note: *Remember that although states may accept multiple formats, the Cyborg Quarterly processor is programmed to one format per state in the order of MMREF, ICESA, TIB-4, or custom.*

3. Which quarterly processor-related activities must be performed each reporting period?
   Review of current, updated quarterly reporting information

   Setup of quarterly processing environment

   Extraction and formatting of data

   Review of quarterly reports and output files

   Archival of quarterly data

Creating File Header Records

Review of Questions Answered

1. What types of information do Quarterly Processor file headers contain?
   The name, address, and EIN of the business submitting the information.

   The name, address, and phone number of the person to contact at the business if there is a problem with the magnetic media.

   The name and address of the company to which the magnetic media should be returned.

   Computer-related information such as computer manufacturer, media density, recording code, number of tracks, and blocking factor.
2. What is a filing entity?
   The filing entity is the state or states in which you are filing quarterly reports.
3. How does the Quarterly Processor use the Effective Date field?
   The Effective Date allows you to track changes as they occur, maintain tables for historical purposes, and future date tables for changes that will go into effect at a later time.

   During processing, the Quarterly Processor uses the most recent, not future dated occurrence on the form.

Setting Up and Using Quarterly Table Control Numbers

Review of Questions Answered

1. Why would I share tables?
   So that you do not have to enter the same data for each organization.
2. To what level can I share?
   Several or all organizations may access the same set of tables.
3. Why develop a naming strategy for control numbers?
   The control numbers give the system direction as to the specific tables to access for a particular organization.

   For example, if you have an organization that must have its own table for Employer Information and another organization will use different Employer Information, then you would establish two employer information control numbers.
4. Why enter future table dates? Why isn't it always a good idea to do so?
   The table date reflects the effective date of the table. The quarterly reporting process ignores any tables that are set up with a date that is beyond the quarter-end date for the quarter being processed except for the State Selection form (QL-SCR).

   You may create future date tables, in which case the Quarterly Processor ignores the table data until that time. Cyborg recommends that you use great care when using future-dated tables.
5. What difference does it make in Quarterly Reporting if you use establishment reporting instead of reporting by organization (Control 1–2)?
   By using establishment reporting an employer can file wage reports by location or unit to the Bureau of Labor Statistics (BLS).

Entering State-Specific Information

Review of Question Answered

Why should you review the Additional Quarterly Information form (QI-SCR) before each quarterly processing run?

You must review it every quarter prior to running the Quarterly Processor to clear or update such fields as Prev Qtr Underpay, Interest, Penalty, and so forth that were entered for the preceding quarter.

Entering Employee-Specific Information

Review of Question Answered

If a filing entity requires that you should report the employer's health code, which form would you use to record it?

The Quarterly UI Information form (EQ-SCR) is used to record the employer's health code.

Creating Quarterly Reporting Output

Review of Questions Answered

1. What documentation should be reviewed as I prepare for quarterly processing?
   The current Cyborg Systems, Inc. quarterly regulatory bulletin

   Updates from filing entities to which you submit reports
2. Why should a special quarterly processing environment be prepared?
   If you attempt to do quarterly processing in your production environment, any changes made to FILE01 while the quarterly processor is running may affect the quarterly results.

   By establishing a separate environment for quarterly processing, you will be working with a P20 that is not subject to change. This also facilitates re-running a quarter.
3. How do I indicate which states should be processed?
   Use the State Selection form (QL-SCR) to select states for quarterly processing.
4. What job(s) do I run to extract the quarterly reporting information?
   JPAYXTR to create the P20 Batch Master file

   Depending upon your setup, either JPAYRUN or JMNTRUN

   JQTRRUN to format the quarterly data and produce media
5. What output can I review to check the reporting accuracy?
   Transaction Load Report (Translod)

File ID	File Description
PRINT1	Payroll Audit Trail, Options and Exceptions Report, Employee Audit Detail, Summary Totals
PRINT3	Exceptions Listing
PRINT4	Balancing Report by Organization, Balancing Report by State
9091 or 2T2T	Tax Filing Report

APPENDIX B

Report Quick Reference

In This Appendix

Payroll Audit Trail

☞ *Refer to the Payroll Reports and Balancing manual for more information about the Payroll Audit Trail (0101).*

Report generators resident on the Sequential Master File are listed at the beginning of the report. Each of the reports is listed as being either LOADED or NOT LOADED.

LOADED means that the report is available to be produced on this run; NOT LOADED means that it cannot be produced.

Under each organization's section of the Payroll Audit Trail report, each report that has a Report Requests form (DD-SCR) entry is listed as either SELECTED or NOT SELECTED. A report will only be produced for an organization if it has been selected. In order for a report to be selected it must be LOADED.

Quarterly reporting report generators will be selected if the Report Select non-numeric character in the DD-SCR matches any of positions 19-80 of the P4CALC P4 transaction found at the top of the Payroll Audit Trail (0101).

Special considerations

The Payroll Audit Trail (0101) report should always be printed. Do not suppress the printing of this report.

See also:

- Payroll Audit Trail - Example ***(see "Payroll Audit Trail" on page 123)***

For more information on this report.

Payroll Audit Trail

```
                                                                      PAYROLL AUDIT TRAIL    REPT                   FILE VERSION    PAGE     1
                                                                                             0101                   TIME 15:52 DATE 06/14/2002
CC   EMPLOYEE IDENT-   FLD FIELD                FIELD OR CARD CONTENTS         CARD  MESSAGE                                     BATCH     CARD
      NUMBER  IFIER    NBR NAME                                                COLS.                                             NBR.      NBR.
PROGRAM VERS.  38.05         *COPYRIGHT (C) 1989 - 2002 CYBORG SYSTEMS, INC.
H2
P4                  *
R0  0A               2          NOT LOADED                    PERMANENT CONSTANTS                                    10/05/99 11:41:39
R0  0G               2          NOT LOADED                    VARIABLE CONSTANTS                                     10/05/99 11:41:39
R0  0O               2          NOT LOADED                    WRKFLDS                                                10/05/99 11:41:39
R0  0P               2          NOT LOADED                    PAY CONSTANTS                                          10/05/99 11:41:39
R0  17               2          NOT LOADED                    EDIT ERROR MESSAGES                                    10/05/99 11:41:39
R0  18               2          NOT LOADED                    ROUTINE NUMBERS 000-099                                10/05/99 11:41:39
R0  19               2          NOT LOADED                    ROUTINE NUMBERS 100-255                                10/05/99 11:41:39
R0  20               2          NOT LOADED                    DEFINE USER EDIT TABLES                                05/23/01 08:55:31
R0  21               2          NOT LOADED                    FIELD NUMBERS 1-100                                    10/05/99 11:41:39
R0  22               2          NOT LOADED                    FIELD NUMBERS 101-200                                  10/05/99 11:41:39
R0  23               2          NOT LOADED                    FIELD NUMBERS 201-300                                  10/05/99 11:41:39
R0  24               2          NOT LOADED                    FIELD NUMBERS 301-400                                  10/05/99 11:41:39
R0  25               2          NOT LOADED                    FIELD NUMBERS 401-500                                  10/05/99 11:41:39
R0  26               2          NOT LOADED                    FIELD NUMBERS 501-600                                  10/05/99 11:41:39
R0  27               2          NOT LOADED                    FIELD NUMBERS 601-700                                  10/05/99 11:41:39
R0  28               2          NOT LOADED                    FIELD NUMBERS 701-800                                  10/05/99 11:41:39
R0  29               2          NOT LOADED                    FIELD NUMBERS 801-900                                  10/05/99 11:41:39
R00101             O 0          LOADED                        PAYROLL AUDIT TRAIL                                    10/05/99 11:41:39
R00103          CT O 0          LOADED                        CONTROL HEADERS                                        11/30/00 14:40:39
R00202       7                  LOADED                        MASTER FILE PRINT                                      10/05/99 11:41:39
R00505       7                  LOADED                        ACCRUAL REPORT                                         10/05/99 11:41:39
R01C1C  234XXX    H             LOADED                        PAY RECONCILIATION                                     10/05/99 11:41:39
R01H1H 1234   C   H             LOADED                        HISTORY REPORT                                         10/05/99 11:41:39
R01J1J      6  T                LOADED                        QTRLY EE LIST                                          07/17/01 08:02:12
R01L1L            L L           LOADED                        LABOR REPORT                                           10/05/99 11:41:39
R01N1N       7                  LOADED                        JIMM TEST                                              04/10/01 16:15:11
R02222                          LOADED                        COMBINED REGISTER                                      10/05/99 11:41:39
R02B2B       7C                 LOADED                        FLAG ACTIVE J'S                                        07/17/01 08:02:12
R02H2H 1234   C                 LOADED                        HED'S-COMBINED REGISTER                                10/05/99 11:41:39
R02T2T 1234   C                 LOADED                        TAXES-COMBINED REGISTER                                10/05/99 11:41:39
R05G5S               Y          NOT LOADED                    W2 ST/LCL PAIRING V00.01                               11/30/00 14:40:39
R05G7G                          LOADED                        QTRLY EXCEPTIONS SUBRTN                                04/15/01 18:48:10
R05G7P                          LOADED                        QTRLY EXCEPTIONS SUBRTN                                11/14/01 15:50:39
R05G7Q                          LOADED                        QRTRLY 1ST EE RTNS  V1.0                               11/14/01 15:50:39
R05G9W                          LOADED                        HOURS WORKED M.C.                                      04/10/01 16:15:11
R05H5Z               4          NOT LOADED                    ON-LINE CSSS ROOT                                      10/05/99 11:41:39
R06767 1234                     LOADED                        DEPOSIT SLIP-COMB. REG.                                10/05/99 11:41:39
R06868 1234                     LOADED                        CHECK-COMBINED REGISTER                                10/05/99 11:41:39
R07F7F      6 CT O              LOADED                        QRTRLY PROCESSOR EXTRACT                               11/14/01 15:50:39
R07I7I                          LOADED                        QTR PRCSR BAL C1-2  V1.0                               11/14/01 15:50:39
R07J7J                          LOADED                        QTR PRCSR BAL STATE V1.0                               11/14/01 15:50:39
R07K7K                          LOADED                        QRTRLY PRCSSR EXCEPTV1.0                               11/14/01 15:50:39
```

```
R09090 1234   C                LOADED                        PAID FREQ TAX FILING RPT                                04/10/01 16:15:11
R09091 1234   C                LOADED                        ALL FREQ. TAX FILING RPT                                04/10/01 16:15:11
R09D9D       7                 LOADED                        1099 MISC                                               10/24/00 11:16:10
POSITIONS LEFT IN DATA AREAS - REPORT AREA  77,659 PAYER AREA  70,816 TAX AREA  99,999 EMPLOYEE AREA  71,333 AREAW   77,355
```

Balancing Report by Organization

The Balancing Report by Organization (7I7I) prints a total by states being reported upon of the gross state wages, taxable, total, and excess SUI wages, and the number of employees.

Business Tasks

This report is used to complete the following business task:

- verify data against one of the Tax Filing reports, either 2T2T or 9091.

Report field details

- **Gross State Wages**—118.
- **Taxable SUI Wages**—121.
- **Total SUI Wages**—123.
- **Excess SUI Wages**—123 - (minus) 121.
- **Number Emps**—Number of employees for whom wages were reported in that state.

See also:

- Balancing Report by Organization - Example ***(on page 127)***

For more information on this report.

Balancing Report by Organization - Example

CORPORATION 01 US 1099 TEST COMPANY QUARTERLY PROCESSOR REPT FILE VERSION 39 PAGE 1
REGION 1099 TEST DATA FOR 1099 PROCESSING BALANCING REPORT BY ORGANIZATION 7I7I TIME 15:52 DATE 06/14/2002

			GROSS STATE WAGES	TAXABLE SUI WAGES	TOTAL SUI WAGES	EXCESS SUI WAGES	NUMBER EMPS
*STATE TOTAL	ALABAMA	PROC	150,868.16	40,000.00	148,601.20	108,601.20	5
		TOTAL	150,868.16	40,000.00	148,601.20	108,601.20	5
*STATE TOTAL	ALASKA	PROC	150,868.16	123,303.84	148,450.24	25,146.40	5
		TOTAL	150,868.16	123,303.84	148,450.24	25,146.40	5
*STATE TOTAL	ARIZONA	PROC	150,868.16	35,000.00	148,601.20	113,601.20	5
		TOTAL	150,868.16	35,000.00	148,601.20	113,601.20	5
*STATE TOTAL	ARKANSAS	PROC	150,868.16	45,000.00	148,601.20	103,601.20	5
		TOTAL	150,868.16	45,000.00	148,601.20	103,601.20	5
*STATE TOTAL	CALIFORNIA	PROC	150,868.16	35,000.00	148,601.20	113,601.20	5
		TOTAL	150,868.16	35,000.00	148,601.20	113,601.20	5
*STATE TOTAL	COLORADO	PROC	150,868.16	50,000.00	148,601.20	98,601.20	5
		TOTAL	150,868.16	50,000.00	148,601.20	98,601.20	5
*STATE TOTAL	CONNECTICUT	PROC	150,868.16	75,000.00	148,601.20	73,601.20	5
		TOTAL	150,868.16	75,000.00	148,601.20	73,601.20	5
*STATE TOTAL	DELAWARE	PROC	150,868.16	42,500.00	148,601.20	106,101.20	5
		TOTAL	150,868.16	42,500.00	148,601.20	106,101.20	5
*STATE TOTAL	FLORIDA	PROC	150,868.16	35,000.00	148,601.20	113,601.20	5
		TOTAL	150,868.16	35,000.00	148,601.20	113,601.20	5
*STATE TOTAL	GEORGIA	PROC	150,868.16	42,500.00	148,601.20	106,101.20	5
		TOTAL	150,868.16	42,500.00	148,601.20	106,101.20	5

Note: This is a partial report listing. After listing all states for an organization, total lines will print. For example:

ORG. TOTAL	011099	PROC	7,484,679.52	2,998,910.24	7,372,362.16	4,373,451.92	247
		TOTAL	7,484,679.52	2,998,910.24	7,372,362.16	4,373,451.92	247

There will also be report grand totals given at the end of the Balacing Report by Organization. For example:

GRAND TOTAL	7I7I	PROC	33,540,334.64	12,170,599.76	33,168,626.64	20,998,026.88	1,187	
		REJ	23,599,007.72	8,777,407.24	22,663,920.66	13,886,513.42	963	
		TOTAL	57,139,342.36	20,948,007.00	55,832,547.30	34,884,540.30	2,150	</STYLE>

Balancing Report by State

The Balancing Report by State (7J7J) prints for each state gross state wages, taxable, total, and excess SUI wages, and number of employees paid in each organization of the state.

Business Tasks

This report is used to complete the following business task:

- Verify data against the Balancing Report by Organization (7I7I)

Report field details

- **Organization**—Control 1–2.
- **Gross State Wages**—118.
- **Taxable SUI Wages**—121.
- **Total SUI Wages**—123.
- **Excess SUI Wages**—123 - (minus) 121.
- **Number Emps**—Number of employees in that state.

See also:

- Balancing Report by State - Example ***(on page 129)***

For more information on this report.

Balancing Report by State - Example

```
STATE-2AL                                          QUARTERLY PROCESSOR        REPT                  FILE VERSION 38 PAGE     1
                 ALABAMA                           BALANCING REPORT BY STATE      7J7J                  TIME 15:52 DATE 06/14/2002
                                    ORGAN-                     GROSS       TAXABLE          TOTAL          EXCESS      NUMBER
                 SUI#               IZATION              STATE WAGES       SUI WAGES      SUI WAGES       SUI WAGES        EMPS
*                0910638AL          011099
                                          PROC         150,868.16       40,000.00     148,601.20      108,601.20           5
                                          TOTAL        150,868.16       40,000.00     148,601.20      108,601.20           5
*SUI#  TOTAL     0910638AL                PROC         150,868.16       40,000.00     148,601.20      108,601.20           5
                                          TOTAL        150,868.16       40,000.00     148,601.20      108,601.20           5
*                1910638AL          01ATLA
                                          REJ           99,813.92       50,240.00      99,601.92       49,361.92          18
                                          TOTAL         99,813.92       50,240.00      99,601.92       49,361.92          18
*                1910638AL          01MICH
                                          PROC         392,548.56      130,240.00     387,823.44      257,583.44          28
                                          TOTAL        392,548.56      130,240.00     387,823.44      257,583.44          28
*SUI#  TOTAL     1910638AL                PROC         392,548.56      130,240.00     387,823.44      257,583.44          28
                                          REJ           99,813.92       50,240.00      99,601.92       49,361.92          18
                                          TOTAL        492,362.48      180,480.00     487,425.36      306,945.36          46
*                4910638AL          01W2US
                                          REJ          141,866.48       40,000.00     139,620.32       99,620.32           5
                                          TOTAL        141,866.48       40,000.00     139,620.32       99,620.32           5
*SUI#  TOTAL     4910638AL                REJ          141,866.48       40,000.00     139,620.32       99,620.32           5
                                          TOTAL        141,866.48       40,000.00     139,620.32       99,620.32           5
*STATE TOTAL     ALABAMA                  PROC         543,416.72      170,240.00     536,424.64      366,184.64          33
                                          REJ          241,680.40       90,240.00     239,222.24      148,982.24          23
                                          TOTAL        785,097.12      260,480.00     775,646.88      515,166.88          56
Note:This is a partial report listing. There will also be report grand totals given at the end of the Balacing Report by State. For example:
*GRAND TOTAL     7J7J                     PROC      33,540,334.64   12,170,599.76  33,168,626.64   20,998,026.88       1,187
                                          REJ       23,599,007.72    8,777,407.24  22,663,920.66   13,886,513.42         963
                                          TOTAL     57,139,342.36   20,948,007.00  55,832,547.30   34,884,540.30       2,150
```

Exceptions Listing

The Exceptions Listing (7K7K) prints a list of employees by

Business Task

This report is used to complete the following business task:

- Identify exceptions in FILE02/P20 employee level data for the Quarterly Processor.

Report field details

- **Lvl**—W=Warning message, E=Error in employee record; employee not included in report, F=Fatal error in company setup; company is bypassed in processing.
- **Employee**—Employee number.
- **Name**—Employee name.
- **Ident**—Tax identifier.
- **Exception**—Description of error.

See also:

- Exceptions Listing - Example ***(on page 131)***

For more information on this report.

Exceptions Listing - Example

```
CORPORATION  01   CYBORG SYSTEMS, 01MICH  V35.00       QUARTERLY PROCESSING       REPT                    FILE VERSION 05 PAGE     1
DIVISION     MICH PAYROLL TEST COMPANY - 01MICH        EXCEPTIONS LISTING         7K7K                    TIME 15:52 DATE 06/14/2002
LVL EMPLOYEE    NAME                           IDENT      EXCEPTION
 W  0611        LOW, SINGLE VICTOR             4CASDI     DISAB TAX     9.54 S/B    1,060.00 * .000000  =      .00
 W  0612        SMITH2, SINGLE VICTOR          4CASDI     DISAB TAX    18.18 S/B    2,020.00 * .000000  =      .00
 W  0613        SMITH, TODD MICHAEL E          4CASDI     DISAB TAX    26.79 S/B    2,976.32 * .000000  =      .00
*** END OF EXCEPTIONS REPORT FOR 01MICH
CORPORATION  01   US RRTA TEST COMPANY                 QUARTERLY PROCESSING       REPT                    FILE VERSION 39 PAGE     1
REGION       RRTA TEST DATA FOR RRTA PROCESSING        EXCEPTIONS LISTING         7K7K                    TIME 15:52 DATE 06/14/2002
LVL EMPLOYEE    NAME                           IDENT      EXCEPTION
 F  ALL         !! FATAL COMPANY ERROR !!      FILE01     NO AQ-SCR TBL REC, ALL EMPLOYEES REJECTED, EDITS CONTINUE
*** END OF EXCEPTIONS REPORT FOR 01RRTA
CORPORATION  01   CYBORG SYSTEMS TEST COMPANY          QUARTERLY PROCESSING       REPT                    FILE VERSION 40 PAGE     1
DIVISION     TEST PAYROLL TEST COMPANY - 01TEST        EXCEPTIONS LISTING         7K7K                    TIME 15:52 DATE 06/14/2002
LVL EMPLOYEE    NAME                           IDENT      EXCEPTION
 F  ALL         !! FATAL COMPANY ERROR !!      FILE01     NO AQ-SCR TBL REC, ALL EMPLOYEES REJECTED, EDITS CONTINUE
 E  0900        VERY HIGH, SINGLE              2CT        SUI TAXABLE  780,000.00 EXCEEDS SUI TOTAL WAGE        .00
 W  1511        LOW, SINGLE INCOME             4HISDI     DISAB TAX      .00 S/B      790.90 * .005000  =     3.95
 W  1515        HAWAII, LOTS OF HEDS           4HISDI     DISAB TAX    26.57 S/B    6,068.90 * .005000  =    30.34
 W  1521        LOW, MARRIED INCOME            4HISDI     DISAB TAX     7.76 S/B    1,544.40 * .005000  =     7.72
 W  1525        HIGH, MARRIED INCOME           4HISDI     DISAB TAX    25.04 S/B    5,000.00 * .005000  =    25.00
*** END OF EXCEPTIONS REPORT FOR 01TEST
CORPORATION  03   CYBORG SYSTEMS, 03TEST  V35.00       QUARTERLY PROCESSING       REPT                    FILE VERSION 39 PAGE     1
DIVISION     TEST PAYROLL TEST COMPANY - 03TEST        EXCEPTIONS LISTING         7K7K                    TIME 15:52 DATE 06/14/2002
LVL EMPLOYEE    NAME                           IDENT      EXCEPTION
 E  7511        LOW, SINGLE INCOME             2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7512        STEP 2, SINGLE INCOME          2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7513        STEP 3, SINGLE INCOME          2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7514        MAX, SINGLE INCOME             2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7515        MAX, SINGLE INCOME             2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7521        LOW, MARRIED INCOME            2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7522        STEP 2, MARRIED INCOME         2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7523        STEP 3, MARRIED INCOME         2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7524        MAX, MARRIED INCOME            2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7525        HIGHST, MARRIED INCOME         2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7581        LOW, TABLE 8 INCOME            2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7582        STEP 2, TABLE 8 INCOME         2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7583        STEP 3, TABLE 8 INCOME         2PR        NO QC-SCR OR T1 SUI ACCT NUM
 E  7583        STEP 3, TABLE 8 INCOME         2VI        NO QC-SCR OR T1 SUI ACCT NUM
*** END OF EXCEPTIONS REPORT FOR 03TEST
CORPORATION  99   ACME RETIREES                        QUARTERLY PROCESSING       REPT                    FILE VERSION 41 PAGE     1
DIVISION     5555 RETIREE ORGANIZATION                 EXCEPTIONS LISTING         7K7K                    TIME 15:52 DATE 06/14/2002
LVL EMPLOYEE    NAME                           IDENT      EXCEPTION
*** END OF EXCEPTIONS REPORT FOR 995555
</STYLE>
```

Options and Exceptions Report

This report, produced by the Quarterly Processor, is a listing of all FILE01 transactions entered via forms and selected for the run.

Business Tasks

This report is used to complete the following business task:

- Verification of data entry, FILE01 transactions, and detection of errors

Report field details

- **Process State**—Yes or no.
- **Magnetic Media**—Diskette or tape.
- **Tape Format**—ICESA, MMREF, TIB-4, custom.
- **Forms**—Yes or no.
- **Status**—Processed or not processed due to error.

See also:

- Options and Exceptions Report - Example ***(see "Options and Exceptions Report" on page 133)***

For more information on this report.

Options and Exceptions Report

```
                                                                                                   TIME  15:55:13   DATE 06/14/2002

PROCESS STATE           YES
MAGNETIC MEDIA          NONE
FORMS                   YES
STATUS                  PROCESSED

QL-SCR (STATE SELECTION)
TRAN EFF DATE
---- ----------
UQR0 2001/08/27 A       20010331
UQR0 2001/08/27 B       A               N N     N           N                 Y

AQ-SCR (ORG. CONTROL NUMBERS)
TRAN CTL1-2 EFF DATE
---- ------ --------
TZAQ 011099 2000/06/12  44443333222211110000

--- QO-SCR (OUTPUT MEDIA)
TRAN CTL# ST EFF DATE
---- -- ----------
UQR8 2222 AA 2000/07/14 Y

--- CYBORG MAINTAINED PARAMETERS
TRAN ST EFF DATE
---- -- ----------
UQRA AL 2001/01/01 A    IYYYNYYY          YN               1 Y
UQRA AL 2001/01/01 B    030603005454144850150101025600000000000000000000000011
UQRA AL 2001/01/01 C    0154340054360000012900007800000000000000007800000000

--- QE-SCR (EMPLOYER)
TRAN CTL# EFF DATE
---- ---- ----------
UQR2 4444 2001/03/31 A  CYBORG SYSTEMS, INC
UQR2 4444 2001/03/31 B                           120 S. RIVERSIDE PLAZA
UQR2 4444 2001/03/31 C  17TH FLOOR - DEVELOPMT
UQR2 4444 2001/03/31 D  CHICAGO                IL606063911
UQR2 4444 2001/03/31 E   NR
UQR2 4444 2001/03/31 F  N

--- QC-SCR (STATE CONTROL)
TRAN CTL# ST EFF DATE
---- ---- -- ----------
UQR6 3333 AL 2001/03/31       0910638AL                                       *** GENERATED ***

--- QE-SCR (EMPLOYER)
TRAN CTL# EFF DATE
---- ---- ----------
UQR2 4444 2001/03/31 A  CYBORG SYSTEMS, INC
```

```
UQR2 4444 2001/03/31 B                             120 S. RIVERSIDE PLAZA
UQR2 4444 2001/03/31 C  17TH FLOOR - DEVELOPMT
UQR2 4444 2001/03/31 D  CHICAGO                  IL606063911
UQR2 4444 2001/03/31 E   NR
UQR2 4444 2001/03/31 F  N
AL - ALABAMA           03/2001    QUARTERLY PROCESSOR - OPTIONS AND EXCEPTIONS REPORT     P5QTR     ST 4.5.3              PAGE     2
                                                                                                    TIME  15:55:13   DATE 06/14/2002

--- QC-SCR (STATE CONTROL)
TRAN CTL# ST EFF DATE
---- ---- -- ----------
UQR6 3333 AL 2001/03/31        1910638AL                                       *** GENERATED ***
</STYLE>
```

Summary Totals

The Summary Totals report is also processed by the Quarterly Processor. It lists by state the SUI account number, control number, unit, the gross state wages, taxable, total and excess SUI wages, number of employees, and totals selected and processed by each of these categories.

Business Tasks

This report is used to complete the following business task:

- Verification of totals from previous reports

Report field details

- **SUI Account Number**—State Unemployment Insurance account number.
- **CTL #**—Control number created for Quarterly Processing.
- **Unit**—Number used when doing establishment reporting.
- **Gross State Wages**—118.
- **Taxable SUI Wages**—121.
- **Total SUI Wages**—123.
- **Excess SUI Wages**—123 - (minus) 121.
- **Num Emps**—Number of employees for whom wages were reported in that state.
- **1ST Mo**—Total number of employees for who wages were reported by month of the quarter.
- **2ND Mo**—Total number of employees for who wages were reported by month of the quarter.
- **3RD Mo**—Total number of employees for who wages were reported by month of the quarter.

See also:

- Summary Totals - Example ***(see "Summary Totals - Report" on page 137)***

For more information on this report.

Summary Totals - Report

```
 REPORTING PERIOD   03/2001    QUARTERLY PROCESSOR - SUMMARY TOTALS REPORT             P5QTR     ST 4.5.3              PAGE     1
                                                                                                   TIME  15:55:13   DATE 06/14/2002

                                        GROSS           TAXABLE             TOTAL            EXCESS       NUM      1ST       2ND       3RD
                                  STATE WAGES         SUI WAGES         SUI WAGES         SUI WAGES      EMPS       MO        MO        MO
ALABAMA
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638AL            3333          150,868.16         40,000.00        148,601.20        108,601.20         5        3         2         2
1910638AL            3333          392,548.56        130,240.00        387,823.44        257,583.44        28       16        10        12
                                -------------     -------------     -------------     -------------    ------    -----     -----     -----
 SELECTED BUT OUT OF BALANCE       543,416.72        170,240.00        536,424.64        366,184.64        33       19        12        14

ALASKA
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638AK            3333          150,868.16        123,303.84        148,450.24         25,146.40         5        2         2         2
1910638AK            3333          305,918.64        255,902.24        300,812.00         44,909.76        13        6         6         5
                                -------------     -------------     -------------     -------------    ------    -----     -----     -----
 SELECTED BUT OUT OF BALANCE       456,786.80        379,206.08        449,262.24         70,056.16        18        8         8         7

ARIZONA
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638AZ            3333          150,868.16         35,000.00        148,601.20        113,601.20         5        2         2         2
TEST DATA            3333          413,645.36        126,966.08        407,612.00        280,645.92        23       13        10         7
                                -------------     -------------     -------------     -------------    ------    -----     -----     -----
 SELECTED BUT OUT OF BALANCE       564,513.52        161,966.08        556,213.20        394,247.12        28       15        12         9

ARKANSAS
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638AR            3333          150,868.16         45,000.00        148,601.20        103,601.20         5        2         2         2
TEST DATA            3333          568,059.44        298,202.72        562,035.04        263,832.32        49       29        20        18
                                -------------     -------------     -------------     -------------    ------    -----     -----     -----
 SELECTED BUT OUT OF BALANCE       718,927.60        343,202.72        710,636.24        367,433.52        54       31        22        20

CALIFORNIA
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638CA            3333          150,868.16         35,000.00        148,601.20        113,601.20         5        2         2         2
1910638CA            1111            3,692.32          3,692.32          3,692.32               .00         1        0         0         0
1910638CA            3333        1,670,287.84        205,268.24      1,664,191.20      1,458,922.96        35       21        14        13
                                -------------     -------------     -------------     -------------    ------    -----     -----     -----
 SELECTED BUT OUT OF BALANCE     1,824,848.32        243,960.56      1,816,484.72      1,572,524.16        41       23        16        15

COLORADO
```

```
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638CO            3333            150,868.16        50,000.00       148,601.20        98,601.20        5       2       2       2
1910638CO            3333            313,503.44       120,586.80       308,808.32       188,221.52       16       9       6       6
                                  -------------    -------------    -------------    -------------   ------   -----   -----   -----
 SELECTED BUT OUT OF BALANCE         464,371.60       170,586.80       457,409.52       286,822.72       21      11       8       8

CONNECTICUT
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638CT            3333            150,868.16        75,000.00       148,601.20        73,601.20        5       2       2       2
1910638CT            3333          2,444,899.84     1,254,297.68     2,436,031.04     1,181,733.36       94      56      38      36
                                  -------------    -------------    -------------    -------------   ------   -----   -----   -----
 SELECTED BUT OUT OF BALANCE       2,595,768.00     1,329,297.68     2,584,632.24     1,255,334.56       99      58      40      38

DELAWARE
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638DE            3333            150,868.16        42,500.00       148,601.20       106,101.20        5       2       2       2
1910638DE            3333            505,066.64       236,736.80       499,970.32       263,233.52       34      19      13      14
                                  -------------    -------------    -------------    -------------   ------   -----   -----   -----
 SELECTED BUT OUT OF BALANCE         655,934.80       279,236.80       648,571.52       369,334.72       39      21      15      16

FLORIDA
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638FL            3333            150,868.16        35,000.00       148,601.20       113,601.20        5       2       2       2
TEST DATA            3333            378,046.64       105,000.00       373,324.24       268,324.24       15       8       6       6
                                  -------------    -------------    -------------    -------------   ------   -----   -----   -----
 SELECTED BUT OUT OF BALANCE         528,914.80       140,000.00       521,925.44       381,925.44       20      10       8       8

GEORGIA
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638GA            3333            150,868.16        42,500.00       148,601.20       106,101.20        5       2       2       2
TEST DATA            3333            292,734.64        85,000.00       288,221.52       203,221.52       10       5       4       4
                                  -------------    -------------    -------------    -------------   ------   -----   -----   -----
 SELECTED BUT OUT OF BALANCE         443,602.80       127,500.00       436,822.72       309,322.72       15       7       6       6

Note: This is a partial report display. At the end of the report a Grand Total is printed. For example:

GRAND TOTAL                       33,540,334.64    12,170,599.76    33,168,626.64    20,998,026.88    1,187     639     461     419
```

Employee Audit Detail (P5QTR)

This is report is also produced by the Quarterly Processor. This section is a listing by state, filing standard and media of employees in social security number order who are included in the Quarterly Report.

Business Tasks

This report is used to complete the following business task:

- detail the data sent to the state

Note: The example that follows is for the ICESA reporting format; other formats appear differently and contain different data.

See also:

- Employee Audit Detail (P5QTR) - Example ***(on page 141)***

For more information on this report.

Employee Audit Detail (P5QTR) - Example

```
AL - ALABAMA  06/2002    QUARTERLY PROCESSOR -  EMPLOYEE DETAIL AUDIT REPORT     P5QTR    ST 4.5.3              PAGE     1
0910638AL                 CYBORG SYSTEMS, INC 07/11/02                   ICESA /DISKETTE TIME  15:26:28   DATE 09/28/2002

  SOC SEC    -----       EMPLOYEE              NAME      -----  ORG.  WEEKS    TAXABLE       TOTAL      HIRE    SEPARATION
   NUMBER                                                            WORKED   SUI WAGES    SUI WAGES     DATE       DATE

338-56-7631  ALSMITH             AMANDA                       011099  02      8000.00     22658.16     01/1999
   GROSS WAGE    23095.28  EXCESS WAGES:    14658.16
 UI ACCT NBR:0910638AL                            HOURS WORKED:  0  EMPL MONTH 1:1  EMPL MONTH 2:0  EMPL MONTH 3:0

366-54-8795  ALMENDELL           ARTHUR                       011099  05      8000.00     28799.12     01/1999
   GROSS WAGE    29250.40  EXCESS WAGES:    20799.12
 UI ACCT NBR:0910638AL                            HOURS WORKED:  0  EMPL MONTH 1:0  EMPL MONTH 2:0  EMPL MONTH 3:1

388-56-7645  ALHOWARD            JONATHAN        A            011099  06      8000.00     42616.16     01/1999    05/2001
   GROSS WAGE    43099.28  EXCESS WAGES:    34616.16
 UI ACCT NBR:0910638AL       UNIT LOCATION:AAAAAAAA HOURS WORKED:  0  EMPL MONTH 1:1  EMPL MONTH 2:0  EMPL MONTH 3:1
 SEASONAL INDIC:AA  EMPLOYER HLTH: A  EMPLOYEE HLTH: A  PROBATION CD:  A  OFFICER CODE:  1  WAGE PLAN CODE:A
```

APPENDIX C

Quarterly Processor Error Messages

In This Appendix

New error messages by form

Following are new error messages for the Quarterly Processor, organized by the form on which they appear:

Illinois State Specific Information (QILSCR) – Error Messages

PR153R—Control Nbr cross reference not on file; see AQ-SCR

The AQ table record is missing for the Control 1–2 present on the Command Line or the Control on the AQ-SCR for the Control 1–2 present on the Number field for the table is blank on the AQ Table.

Either enter the full AQ Table record on the AQ-SCR form, if it is missing, or enter the Control Number for this Table.

Louisiana State Specific Information (QLASCR) – Error Messages

North Dakota State Specific Information (QNDSCR) – Error Messages

New Jersey State Specific Information (QNJSCR) – Error Messages

PR156R—Control Nbr cross reference not on file; see AQ-SCR

The AQ table record is missing for the Control 1–2 present on the Command Line or the Control on the AQ-SCR for the Control 1–2 present on the Number field for the table is blank on the AQ Table.

Either enter the full AQ Table record on the AQ-SCR form, if it is missing, or enter the Control Number for this Table.

PR158R—Only 12, 13, or 14 is allowed for the max base wks worked.

You have entered a number other than 12, 13 or 14. These are the only correct number of weeks that may be entered for the maximum base weeks worked.

New Mexico State Specific Information (QNMSCR) – Error Messages

New York State Specific Information (QNYSCR) – Error Messages

State Selection (QL-SCR) – Error Messages

PR152R—Reporting Month must have a value of 3, 6, 9, or 12.

You have entered a value other than 3, 6, 9, or 12. These are the only correct values for this field.

Submitter/Transmitter Information (QS-SCR) – Error Messages

PR153R—State and Zip must be blank.

Because the Foreign Address indicator is checked, the State and Zip fields must be blank.

PR154R—The State and Zip fields must be entered.

For a domestic address, the State and Zip fields must be entered.

PR155R—The Foreign address information must be blank.

Because the Foreign Address indicator is not checked, information cannot be accepted in the foreign address fields.

PR160R—Foreign address information must be entered.

You have selected the Foreign Address indicator, therefore, the foreign address fields must be completed or you should uncheck the indicator and enter a domestic address.

Employer Information (QE-SCR) – Error Messages

PR150R—Agent EIN Required

The Agent EIN was not entered and is required for the Agent Indicator selected.

Either enter the agent EIN or select a different Agent Indicator.

PR151R—Agent EIN must be blank.

An Agent EIN was entered and is not valid for the Agent Indicator selected.

Either remove the Agent EIN number or select an Agent Indicator that is appropriate.

Tape Return Information (QT-SCR) – Error Messages

State Controlling Information (QC-SCR) – Error Messages

Output Media (QO-SCR) – Error Messages

Additional Quarterly Information (QI-SCR) – Error Messages

P156R—Numeric values cannot be negative

Negative amounts are not valid entries for numeric fields on this form.

Wyoming State Specific (QWYSCR) – Error Messages

Report error messages

(F)FATAL ERRORS

1. NO WLFD7F WORK REC(S), ALL EMPLOYEES REJECTED, EDITS CONTINUE

   Two WL records of the following format are required. (These are automatically loaded with the extracted report generators.)

```
1...5...10...15...20...25...30...35
WLFD7F1                    *
WLFD7F2                    *
```

2. NO QL-SCR TABLE REC, ALL EMPLOYEES REJECTED, EDITS CONTINUE

3. NO AQ-SCR TBL REC, ALL EMPLOYEES REJECTED, EDITS CONTINUE

(E)EMPLOYEE ERRORS

TAX BODY NOT IN COMPANY TAX AREA
LVF NAME SEGMENT NOT PRESENT
LVH CITY/ST SEGMENT NOT PRESENT
NEGATIVE GROSS WAGES
NEGATIVE TAXABLE WAGES
NEGATIVE TAX WITHHELD
NEGATIVE SUI TAXABLE WAGES
NEGATIVE SUI TAX
NEGATIVE SUI TOTAL WAGES
NEGATIVE WEEKS WORKED

SUI TAXABLE EXCEEDS SUI TOTAL WAGES
SUI TAXABLE EXCEEDS SUI MAX
SUI TAX (OUT OF BALANCE)
NEGATIVE DISABIY WAGES
NEGATIVE DISABIY TAX
NEGATIVE NY WAGES YTD
NEGATIVE NY TAX YTD
NEGATIVE NY TOTAL PAY QTD
NEGATIVE NY TOTAL PAY YTD
NEGATIVE NY CITY TAX QTD
NEGATIVE NY CITY TAX YTD
NEGATIVE YONKERS TAX QTD
NEGATIVE YONKERS TAX YTD

(W)WARNING ERROR

DISAB TAX (OUT OF BALANCE)

APPENDIX D

Additional Quarterly Considerations

In This Appendix

Important information about method code 5G8Q

The 5G8Q method code is designed to accumulate and store hours worked based on the fact that an accumulator HED is set to an active frequency. The state tax record identified in the HED User Number field must also be an active tax record.

Once you set a tax record to an inactive status, method code 5G8Q stops accumulating hours worked for that HED.

For example:

An employee works the first eight weeks of the quarter with memo accumulator 450 with state tax record 2MN for Minnesota state tax. The employee then moves to Washington.

You change the Minnesota tax record to inactive for that employee and add an active Washington tax record.

You add a new accumulator HED to the employee's record to allow hours to be accumulated for Washington.

You enter '2WA' in the HED User Number field on the Employee Earning and Deduction (HH-SCR) form.

Hours worked stop accumulating for Minnesota and start accumulating for Washington.

As the employee moves from state to state, you set up additional memo HEDs to accumulate hours worked for each state that requires the reporting of those hours.

Note: *Remember that the memo HEDs you establish must have a number greater than any of the HEDs to be accumulated.*

These memo HEDs can be generic. In other words, you do not have to link them to any specific state tax code because the method code reads the entry in the HED User Number field and processes the tax information based on this entry.

Establishing the accumulator method code

Setting up for hours worked accumulation requires these steps:

1. organization level
   - set up the accumulator HED
   - set up the HEDs to be accumulated
2. employee level
   - add the accumulator HED to the employees' records

Organization-level setup

To initiate the accumulation process at the organization level you perform these two tasks:

- Establish memo HEDs through the Company Earnings and Deductions (A8-SCR) form
- List the HED numbers with hours to be combined and then stored in the accumulation HED through the HED Accumulation Method Code Setup (MCASCR) form

Establishing memo HEDs

To establish memo HEDs, perform these steps:

1. Access the Company Earnings or Company Deductions (A8-SCR) form.
2. Create a memo HED to accumulate the hours worked. Be sure to choose an earning (not deduction) HED number that is higher than any of the working HED numbers that are being accumulated in the new HED.
3. Select the Accumulation Method (8Q) option in the Calc Method field.
4. Complete the rest of the fields as appropriate and submit the form.

Note: *See the Payroll Organization Setup documentation for information about the Company Earnings and Deductions (A8-SCR) form.*

Setting up HEDs to be accumulated

To list the HED numbers with hours to be combined and then stored in the accumulation HED, perform these steps:

1. Access the HED Accumulation Method Code Setup (MCASCR) form.
2. In the Accumulated HED field, list the HED number you established that will store the total of the working HED numbers.The processing order that you specify on the Company Earnings and Deductions (A8-SCR) form for the accumulation earning must be higher than the processing order of any of the HED numbers being accumulated in the lower portion of this form.
3. Enter a number in the Sequence field beginning with 01.
   The entry you make in the Sequence field allows you to store the combined total of

more than 10 working earning numbers in a single accumulation number. You accomplish this by linking multiple HED Accumulation Method Setup forms.

4. On each additional HED Accumulation Method Code Setup (MCASCR) form, enter a consecutive number in the Sequence field (02 for the second form, 03 for the third form, and so on). Specify the same accumulation HED number on each additional form.
5. In the Calculation Action field, select either Blank or 0 (zero) for no calculation because this process accumulates hours only.
6. In the Limit Definition field, select Blank.
7. In the Accumulated HEDs/Ops 1 through 10 entry fields, list all of the earning HEDs that are to be accumulated into actual hours worked for quarterly state tax reporting. The 'All' option is invalid for method code 5G8Q because it accumulates only dollars, not hours.
8. In the Accumulated HEDs/Ops 1 through 10 list box fields, select the (+3) Add Hours option.
9. Complete the rest of the fields as appropriate and submit the form.

Note: *See the Payroll Organization Setup documentation for information about the HED Accumulation Method Code Setup (MCASCR) form.*

Warning: *See the Important Information section earlier in this section.*

Employee-level setup

To establish the accumulation process at the employee level, you assign the accumulation HED to the employees.

1. Access the Employee Earnings And Deductions (HH-SCR) form.
2. Assign the accumulation HED that you created through the Company Earnings or Company Deductions (A8-SCR) form.
3. Enter the state tax identifier for the employee's active tax record in the first three positions of the HED User Number field.

- For example, if you are reporting to Illinois, the first three positions in the HED User Number field must contain '2IL'.

Note: *See the Payroll Employee Setup documentation for information about the Employee Earnings and Deductions (HH-SCR) form.*

Warning: *See the Important Information section earlier in this section.*

One-time reporting option

Note: *If this is the first quarter you are to report accumulated hours and you have not been accumulating those hours, you may want to use Report Generator 8Z8Z.*

As a quick, one-time reporting method, you can use Report Generator 8Z8Z to collect quarterly hours worked.

Note: *You must do all the organization and employee setup activities from the preceding pages.*

For subsequent quarters, you will use the 5G8Q method code to accumulate the hours worked.

This report generator accumulates the hours worked as specified by the HED numbers in a specific WL record. The program posts these hours to the HED that you enter as part of the key on that WL record.

Note: The HED that you use here must be an earning number to insure proper clearing at quarter- and year-end.

Setting up Report Generator 8Z8Z for one-time reporting

You can load Report Generator 8Z8Z into the production Batch Master File (P20) during either a payroll or maintenance run. The WL and D transactions and forms detailed in this section control this program.

WL transaction for 8Z8Z

	Position	Description
WLFDHOURS	1-9	Required key for the 8Z8Z report generator
aaa	11-13	HED in which hours are to be accumulated. This HED must be set up at the organization level before running 8Z8Z, but it is not required at the employee level.
b	14	Action code for the adjustment. Enter '+' (plus sign) to indicate that hours are being added to the HED.
c	15	To-date code for this adjustment. Enter '2' to indicate that the hours are to be posted in the quarter-to-date and year-to-date fields on the target HED.
d	16	Adjustment batch code for this adjustment. Enter 'A'. This field is used to separate adjustments on the various registers.
eee	28-30	First earning HED to accumulate.
fff	32-34	Second earning HED to accumulate.
ggg	36-38	Third earning HED to accumulate.
hhh	40-42	Fourth earning HED to accumulate.
iii	44-46	Fifth earning HED to accumulate.
jjj	48-50	Six earning HED to accumulate.
kkk	52-54	Seventh earning HED to accumulate.
lll	56-58	Eighth earning HED to accumulate.
mmm	60-62	Ninth earning HED to accumulate.
nnn	64-66	Tenth earning HED to accumulate.

Note: The WLFDHOURS WL record can accommodate up to 10 HEDs. If hours worked are accumulated in more than 10 HEDs, additional passes of 8Z8Z are required; you must change the WLFDHOURS record to reflect the additional HEDs to be accumulated. Each pass writes KB records to P05T80 file. You can combine these files as input to a payroll or maintenance run to post the hours worked for the quarter.

WL Record Maintenance (WL-SCR) form entry for 8Z8Z

On the following sample WL Record Maintenance form (WL-SCR), matching entries are shown for the corresponding WL transaction:

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDHOURS aaabcd           eee fff ggg hhh iii jjj kkk lll mmm nnn
```

Note: Choosing the Column Ruler button on the WL Record Maintenance (WL-SCR) form displays position numbers on the form as shown in this sample. This option makes it easier to convert batch transactions to form entries.

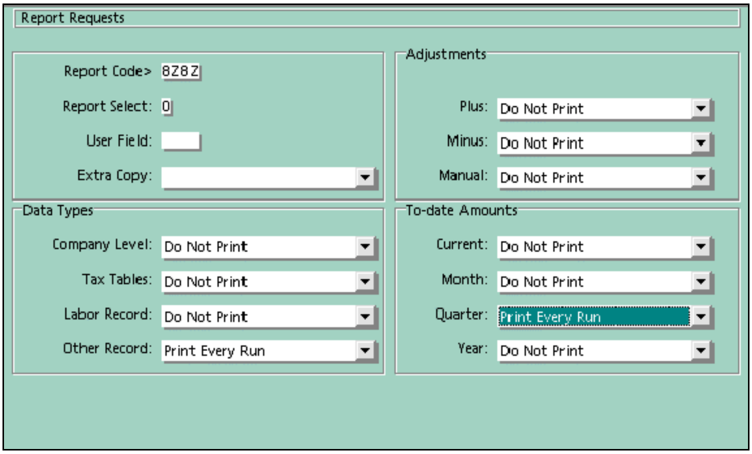
D Transaction for 8Z8Z

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7    8
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0
D aaaabcccccdeeeef
```

	Position	Description
D	1	Constant ‘D’
aaaa	3-6	Constant ‘8Z8Z’
b	7	Constant ‘0’
ccccc	8-12	Constant ‘55555’
d	13	Constant ‘0’
eee	14-17	Constant ‘5555’
f	18	Constant ‘0’

Report Requests (DD-SCR) form entry for 8Z8Z

On the following sample Report Requests (DD-SCR) form matching entries are shown for the corresponding D transaction:



Additional report to run each pay run

In order to update the flag in the employee file that indicates an employee was active on the 12th of the month, be sure to run Flag Active Js on 12th of Month Generator (2B2B).

There is no P5PRNT output file produced. This is a processing report which updates the employee tax records.

There are no WL requirements.

Set up the following D transaction for each reporting Organization Number:

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7    8
1...5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø
D 2B2B0      1
```

Special Considerations

- You may change the Select-Code to a '1' or an alphabetic character to be selected on a payroll run or a '0' (zero) to be selected on a maintenance run.
- Generator 9B9B must be run at the end of the quarter before the first payroll run of the new quarter.
- The WORK-FLAG-CODE field is checked to determine which month(s) of the quarter the employee was active.

Note: *The WORK-FLAG-CODE is set by generator 2B2B which you must select each payroll run for accurate reporting.*

Note: *During the first payroll run of the new quarter, the P4CALC program causes the WORK-FLAG-CODE to be cleared when quarter-to-date amounts are cleared with the Payroll Run Process Control form (AE-SCR).*

Additional report to run at the end of each quarter

At the end of each quarter prior to the first pay run of the next quarter, you must run the Employees Active on the 12th of the Month Generator (9B9B).

The P5PRNT output file name is Print 1.

There are no WL requirements.

Set up the following D transaction for each reporting Organization Number:

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7    8
1...5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø
D 9B9B0      ØØ
```

Glossary of Terms

.EXE
A binary file containing a program in machine language that is ready to be executed.

.INI
A file that contains the parameters (values) used by the .exe file (program).

360-degree appraisal
Appraisals that include evaluations from an employee's managers and supervisors, peers, subordinates, and even customers, clients, and suppliers.

Absence data
Employee-level absence information that is entered on the absences forms.

Absence point
User-defined number that may be assigned for a particular absence and that can be totaled over time to determine if an employee is within the accepted number of absences for a time period.

Absence type
A classification of an employee absence, such as 'jury duty' or 'sick'. Employee absences are recorded by date and absence type.

Account timeout
The period of time that elapses before a user's account becomes invalid because of inactivity.

Accumulator id
A three-position, alphanumeric identifier for a benefits accumulator.

Acrobat
A suite of programs developed by Adobe Systems, Inc. For creating and distributing electronic documents. Programs in the suite allow you to create a portable document format (PDF) file for a document. You can then distribute the PDF file electronically to people who view the document with their freely distributed acrobat reader. People viewing a PDF file (or document) with the Acrobat Reader see the document with the exact layout intended by the author.

Action button
An action button performs an action such as saving the information you entered or telling the system you finished reviewing a page. An action button consists of an icon (or button) accompanied by underlined text (link text). For example, at various places throughout eCyborg Interactive Workforce you may see an action button displaying a check mark accompanied by the underlined text 'save changes'. You can click either the text or the button to save your changes to the page.

Activity code
Describes the clock transaction (ring) activity, such as clock start or meal end.

Activity types
With the time and attendance solution, you can set up the system so that an employee or group of employees may clock in and out for up to eight different activities: clock-in (1), break 1 start (2), break 1 end (3), meal start (4), meal end (5), break 2 start (6), break 2 end (7), and clock end (8).

Actuarial valuation
An examination of a pension plan to determine if contributions are being accumulated at a rate sufficient to pay the promised pensions.

Administration home page
The administration page that displays when a user logs on using his or her administrator user ID and password. The administration page displays links to individual administrator pages (eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration).

Administrative User ID
User ID created by an administrator with the role of eCyborg Interactive Workforce administrator. This ID

differs from the employee user ID generated for the administrator.

Aggregate tax method
Method of calculating taxes in which year-to-date income is used to project annual wages (using prorating), on which taxes are calculated. With this method, the amount of tax withheld can vary from pay period to pay period. This method is useful in preventing a salesperson from being over withheld as the result of fluctuations in commission over various pay periods. It is activated on the payroll solution by selecting aggregate/cumula tax (9) from the Withholding Method (PR09) option list on the Employee Tax Record Maintenance form. It is also referred to as cumulative tax calculation method.

Annualization
Process of calculating the annual amount of pay based on the number of pay periods and pay period amounts. Calculated by multiplying the number of pay periods in the year by the current taxable wages in the pay period.

Annualization factor
The factor that is used to multiply current pay period wages to determine annual wages. For example, a monthly pay frequency has an annualization factor of 12. The Payroll Solution typically calculates income taxes on the basis of annual wages. The annualization factor is entered by selecting an option from the Annualization (PP33) option list on the Company Pay Frequencies form for each pay frequency.

Annuitant
Someone entitled to receive or currently receiving payments from an annuity.

Annuity
A contract providing an income for a specific period of time.

Applicant
A person who is applying for a job or position in your organization. Internal applicants come from within your organization while external applicants come from outside of your organization.

Appraisal rating
A method of ranking the performance of an employee during a given period using options ranging from 1-outstanding to 5-unsatisfactory.

ASCII
American **S**tandard **C**ode for **I**nformation **I**nterchange. The basis of character sets used in almost all present-day computers; US-ASCII uses only seven bits to convey some control codes, space, numbers, most basic punctuation, and unaccented letters a-z and A-Z.

Ask Me wizard
A natural language, full-text search facility within the online help. This allows users to type in a question, the wizard interprets the question, and displays related topics.

As-of reporting
Ability to report on data for a specified date or date range.

Audit record
A snapshot of information entered on a form. Audit records are stored on the employee database and are displayed on audit reports in an is/was reporting format. Adjustments and time entries are stored as audit records and are extracted for a payroll run in which they update the employee's record.

Audit report
A report that is available after the running of a program; it lists created records as well as error messages for records that could not be created.

Audit trail
A report of changes made to your employee database, such as the Payroll Audit Trail (0101) report.

Authorized absence
Absences that are generally considered as paid time away from regularly scheduled work.

Automatic plan
A plan that has been defined with a default option and default pre- or posttax indicator (also known as core/default plan).

Average deferral percentage
Percentage used in nondiscrimination and compliance testing mandated by US law. The calculation is defined as the contribution divided by the compensation.

Average rating
A rating used for performance appraisal systems with categories weighted by relative importance, where the average score reflects the weighted scores.

Back
Takes the user back to the previous page.

Badge
Time and Attendance Administration can be set up to use two different types of badge readers. The type of badge your organization uses, is determined by your third party badge reader software. The two types of badges are magnetic badges and bar code badges.

Badge error
Occurs when a badge is used to create a clock transaction (ring) and an employee has not been assigned to the badge.

Badge number
Up to ten-character ID stored on employee badges and clock transactions (rings) that tie clock transactions (rings) to an employee on the ***Employee Database*** (on page 164).

Banner
Banner forms separate groupings on forms produced from the Federal, State/Local, and Employee Queues.

Batch
A group of transactions submitted to the batch payroll processing system. Also, a collection of time entries that corresponds to an employee group, such as department.

Batch control record
Precedes all transactions separated by group; used to identify the company to which the transactions in that group apply. By entering anticipated totals for dollars and hours on the batch control record, you may verify your totals against those accumulated by the system.

Batch layout facility
A program that produces a segment layout for loading forms via batch. This was formerly known as BATCHL.

Batch number
An alphanumeric field on the batch control record containing a user-defined value used to identify a unique group of time entries or transactions.

Batch processing
A processing method that runs in the background and requires limited intervention.

Benchmark job
A standard or point of reference for determining total job points.

Beneficiary
A person named by the participant in an insurance or pension plan to receive any benefit provided by the plan if the participant dies.

Benefits control number
A four-position, alphanumeric identifier that specifies which tables are accessed for an organization.

Benefits statement
Report that indicates the coverage and cost of each benefits plan in which an employee participates.

Big option list
A large option list that includes a search facility. This was formerly known as a big codeset.

Bridge loan
A loan made to assist a relocated employee in purchasing a new residence before the sale of their old residence is complete.

Browser
Software application used to locate and display web pages. Modern browsers give users access to graphics, text, and multimedia information, including sound and video.

Budget plan year
A twelve-month period over which a salary budget is effective.

Budget scenario
The result of creating one or more salary plans in order to see the effect of different increase policies on the budget.

Budget setting
The process of analyzing and selecting an organization's salary budget for the coming plan year.

Cafeteria plan
A specific type of flexible benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with flexible benefits plan.

Calculation option list
An option list that contains calculation formula. This was formerly known as a calculation codeset.

Candidate
A person who is applying for a job or position in your organization and is under consideration.

Career planning
Providing career incentives such as advancement and additional education and training for individual employees in order to meet projected organizational needs.

Carrier record
A carrier record supplies information from one application area to another application.

Case-sensitive
A program that distinguishes between uppercase (capital) and lowercase (small) letters. A case-sensitive program that expects you to enter all commands in uppercase will not respond correctly if you enter one or more characters in lowercase.

Catalog
A file (with the extension of .cat) that contains all the information necessary for Impromptu to access and retrieve information from a relational database. The catalog provides a business view of the data, as well as information about what database to access, where the database is stored, and how the tables in the catalog are joined in the datamart.

Category code
General term used to refer to the option selected from category (PP01 and PP02) option lists on the company earnings and company deductions forms. It is used to indicate the type of earning or deduction.

CE/H
Abbreviation for considered earnings/hours.

Change control facility
A facility for updating and comparing your system control repository. This was formerly known as MAINTI/MAINTO.

Check box
A standard windows control that displays a yes/no setting, either checked (yes) or unchecked (no).

Check digit
Unique identifier that is generated by the TBLCHK program and used by the system to check the table relationship records.

Checklist
A list of tasks to be performed in sequence. The checklist displays within the navigator area. Checklists link tasks and other checklists together to perform work flow functions. Users can display a checklist by selecting a checklist icon within the tasks in the navigator.

eCyborg Interactive Workforce specific—a list of tasks/pages generally displayed in a chart with hot spots (links) for the checklist items. The user clicks the link to access the page.

Checklist item
An item appearing within the navigator when a checklist is being displayed. Checklist items include tasks, dialogs and even other checklists.

Checklist item status
Defines the status of a checklist item. These can be:

- Available to perform
- Required
- Not available
- Already completed

Checklist margin
The area of the navigator that displays the checklist item status when a checklist is being displayed.

Checkmark
If in the done column of a eCyborg Interactive Workforce checklist, indicates that an item on a checklist is complete. Can also indicate OK, finished, submit, and so forth.

Class
A class is an occurrence of a course that is specific to a location and a date, that is being administered using Training Administration. For example, 'eCyborg: Using the Web Client′ on Thursday, December 21, in Chicago is a class of the course 'eCyborg: Using the Web Client'.

Class evaluation results
These are the results as entered on the evaluation forms filled out by the class participants upon completion of the class. These results are recorded on the class evaluation results form.

Client data file
File containing information replicated from the System Control Repository. Used by client workstations to improve response time, since editing can be performed locally. May be located on each client workstation or may be located on a server and be shared by multiple client workstations on the network. Formerly known as the Client Control File.

Clock in and out
Also referred to as swipe/swiping the clock. When an employee uses their badge to record an activity time, they must pass their badge through the badge reader. This action can be referred to as clocking in and out.

Clock transaction
Record containing the information needed to create time entries for payroll processing. Clock transaction (ring) information includes date, time, and badge number. A clock transaction (ring) is created when a badge is swiped through a clock.

Clock transaction warning
Occurs when a clock transaction (ring) time falls outside of an employee's schedule warning times.

Closing costs
The costs associated with the purchase of a new house.

CLP
Abbreviation for certificates, licenses, and permits.

Codeset
A list of valid code values and associated descriptions from which you may select an appropriate entry. This is now known as an option list.

Coefficient
Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Combined register (2222) report
A report that provides a detailed printout of all earnings, hours, taxes, and deductions for all the payments and adjustments made on a payroll run. It is Report Generator 2222.

Command button
A standard windows control that initiates a command of sets an option (previously known as push button).

Common tax organization
A method of setting up taxation in an organization in which all necessary tax specification records are contained in a single organization. The common tax organization often handles tax specification records more efficiently, since it avoids duplication of the federal tax records and of any state or local records used by multiple companies.

Communication event
A letter or email that can be triggered automatically or manually within the system. Communication events are set up by the system administrator and usually include data from a form or record.

Compa ratio
The ratio of a given salary compared with the midpoint of the salary range. The formula is the salary divided by the midpoint.

Competency
A requisite capacity to perform a single or set of skills or activities.

Complement limit
A 'complement limit' is the maximum number of complement units that can be assigned to a position at any one time.

Complement position
A 'complement position' is a position that is included in complement control.

Complement unit
A 'complement unit' is the type of unit used to measure the value of a position, for example, headcount, fte or hours.

Compliance
Conformity in fulfilling legal requirements.

Component
The first level of functional organization on the navigator or menu, such as employee resourcing or employee development.

Component icon
An icon that denotes the current component. There are a number of components within the system. Each component appears as an icon on the navigator.

Component plan
Any plan included under the flex master plan or grouped together under a group master.

Condition
Predefined criteria that can be added to a report's filter.

Considered earnings
An employee's paid earnings that are to be accumulated, based on plan rules, for use in determining credited service or calculations of final benefits amounts.

Considered earnings/hours (CE/H) accumulators
Used only in benefits plans to accumulate the earnings and hours an employee has acquired toward eligibility for a deferred plan. Accumulators may be retained on a monthly, quarterly, or annual basis.

Considered hours paid
Actual number of hours for which an employee was paid and that are to be accumulated based on plan rules.

Considered hours worked
Actual number of hours an employee worked. These hours are to be accumulated based on plan rules for use in determining credited service for a plan participant (or for a non-participant if eligibility has been met).

Consolidated reporting
Option that enables packaged reports to be processed for all organizations (consolidated).

Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Context-sensitive help
Information about an object and its current condition. It answers the question 'what is this?'

Contribution type
The type of contribution being made to a benefits plan. The system allows for the deduction and accumulation of up to five different contributions per plan: basic employee pretax, basic employee posttax, supplemental employee pretax, supplemental post-tax, and organization.

Control 1-2
A company or group of employees (now known as an organization).

Control levels
A hierarchy of values used to determine the breakdown of an organization for reporting purposes. The values are user-defined.

Control number
An alphanumeric designation assigned to a table to define the table records that will be used for each organization.

Conversion
A method for transferring data from either a manual or automated system into the system.

Co-ordinator
A coordinator is an instructional institution, organization or person who administers training courses.

Core plan
One of the plans that make up the minimum benefits in which all eligible employees are required to enroll—for

example, medical and life. Employees who fail to return enrollment forms with their benefit choices may be automatically enrolled in the core plans (also known as default plans).

Cost categories
Cost categories are classifications or divisions used to separate costs for training into broad groupings, for example, equipment or operating costs.

Cost types
Cost types are used to further define training costs. For example, the category of equipment could be further broken down into the cost type of overhead projector and monitor rental.

Costing
Projecting the future cost of a benefits plan contribution for budget purposes.

Course
A course is a separate unit of instruction in a subject being administered using the training administration solution. For example, 'eCyborg: Using the Web Client′ is a course. This may be applied to a training course provided internally or externally.

Course directory
A course directory is a list of all available courses.

CPI
Characters **p**er **i**nch

Credited service
The number of years of employment for which an employee is given credit for use in determining final benefits amounts.

Crew
A group of employees who rotate from one schedule assignment (shift) to another, following a rotation pattern.

Crew code
A unique, one-character, alphanumeric identifier of a crew.

Cross-reference keys
Provide direct query access to data within the system database.

CSL
Abbreviation for ***Cyborg Scripting Language*** (on page 161).

Cumulative data
Also called 'to-date data'. includes payroll earning, deduction, net pay, taxable wage, and tax to-date figures for employees.

Cursor
A special symbol, usually a solid rectangle or a blinking underline character, that signifies where the next character will be displayed on the screen. To type in different areas of the screen, you need to move the cursor. You can use the arrow keys or a mouse to move the cursor.

Customer-defined
Values that depend on an organization-specific definition--for example, option list.

CYB88X
An English Language root program used to set the production version switch to on or off, in addition to other automatic settings.

Cyborg Scripting Language
Cyborg's fourth-generation programming language, previously called English Language.

Data extract
Method for extracting information from The Solution Series for the purpose of subsequently loading it into eCyborg Interactive Workforce databases.

Data load
The process of moving data from one system or media to another. It encompasses data mapping, data extraction and conversion, and the actual loading of the data. Also the method of loading data extracted from The Solution Series into eCyborg Interactive Workforce databases using programming scripts.

Data mapping
The process of identifying, comparing, and matching data (field to field) to be converted from one system or media to another.

Database
A collection of information organized so that a computer program can quickly search for and select

specific pieces of data. Think of a database as an electronic filing system.

Datamart

Relational tables with a defined structure that have been designed to automatically accept full datamart extract data seamlessly.

Deduct credits by plan

A method of distributing flexible benefit credits. The total monetary value for credits is prorated based on the employee's pay frequency. Credits are given to employees as earnings added to their pay; the cost of individual employee plans are collected through payroll deductions and listed on the employee's payment stub.

Deduct credits by plan method

A method of distributing flexible benefit credits. Credits are given to employees as earnings added to their pay; the individual employee plan costs are then collected through payroll deductions.

Deduction

An amount subtracted from available net pay. Deductions can be involuntary (child support or maintenance) or voluntary (pension plans).

Deduction cycle

A predetermined schedule for taking voluntary deductions, based on the defined frequency.

De-enrollment

The process of shutting off plan benefits for an employee for reasons other than a separation activity.

Deferred compensation

Any benefit that is not immediately payable to an employee, but is instead deferred to a later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plan.

Deferred plan

Any benefits plan in which benefits are not immediately payable to an employee, but are deferred to some later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plans.

Delimiter

A character that tells the system where an item of data ends and another starts.

Dependent

An individual who relies or depends on another for his or her support.

Dependent number

A unique number in the eCyborg Interactive Workforce database that identifies an employee's spouse and his or her other dependents.

Detail page

A page in eCyborg Interactive Workforce that displays detailed information. Summary pages contain links to the detail for each record.

Dialog box

A secondary window that appears on the screen to present information or request input. Dialog boxes are generally temporary—they disappear after you enter the requested information.

Disability insurance tax

A tax required by some us states to be funded by employee-paid contributions to pay all or part of the cost of disability insurance coverage. On the Payroll Solution, us state disability insurance tax records are established as Type 4 taxes.

Disciplinary action

Action taken against an employee for violation of an organization policy or procedure.

Discretionary increase

A salary increase amount or percentage determined by a manager according to the guidelines established by the organization.

Display

Make data or images display on a computer monitor.

Display box

An area on a form in which data is displayed (formally known as an inquiry field).

Disposable income

For garnishment purposes in the us, an employee's earnings minus deductions required by state or federal law.

Distributed location
A customer location where data changes are replicated and may be distributed. A DL is identified to the system by a unique 5-position alphanumeric node ID.

Distribution
The process of passing data from a source DL to one or more target DLs.

Distribution rules
A set of parameters that determine how data will be distributed from one DL to another. These are defined at each DL by the owner using the distribution rules screens. Distribution rules are stored in tables that are not replicated (thus, they cannot be distributed).

DL
Abbreviation for ***distributed location*** (on page 163).

Double-click
Click a mouse button twice in rapid succession.

Drop-down list
A drop-down list is a view of the acceptable entry options available for a text box.

Drop-down list box
A standard windows control that displays a current setting but can be opened to display a list of choices. The user selects a choice by double clicking on the choice. The user can type into the field, and the system moves the list of choices to the last letter typed.

Dynamic SQL
Statements created by a program that must be interpreted and converted to executable sql statements at run time.

Earned income credit
A refundable amount that reduces the tax owed by certain low-income individuals in the us who meet adjusted gross income levels.

Earning
Money paid in return for work performed or services rendered. In Payroll Administration, earnings are separated by earning numbers into various categories such as regular pay, overtime pay, shift pay, bonuses, and so forth.

Earnings category
Used to categorize similar earnings. For example, all the overtime earnings can be grouped into category 01, all the shift differentials/premiums into category 06, and so forth.

EBCDIC
Extended **B**inary **C**oded **D**ecimal **I**nterchange **C**ode; binary code for alphabetic and numeric characters developed by IBM for its computers.

eCyborg Interactive Workforce Home
Button on every page that returns the user to the eCyborg Interactive Workforce Home Page.

eCyborg Interactive Workforce Home page
Home page that displays each time employees log on to eCyborg Interactive Workforce after completing the new user tasks on the New User Home page.

Effective date
Date on which an event takes place, for example, an enrollment or benefits plan change.

EIC
Abbrevation for ***earned income credit*** (on page 163).

EL
Abbreviation for English Language, now called CSL (Cyborg Scripting Language).

Electronic Performance Support system
Online tools that help users perform their job quickly and efficiently. EPSS can include online help, computer-based training (CBT), electronic manuals, wizards, and so on.

Email
Literally 'electronic mail'. This is a message that is sent to one or more people within or outside of your organization by an automated email software package.

Employee cancellation
An employee cancellation occurs when an employee is canceled from attending a training class or training program.

Employee Database
The file that contains organization and employee records. This is File02. It was formerly known as the Master File.

Employee Database record
The complete record for an employee. It may be composed of multiple physical records.

English Language
Former name of Cyborg's fourth-generation programming language, now called Cyborg Scripting Language.

Enrollment form
A customer-defined form used by employees to record their benefits elections and any associated dependent and/or beneficiary information.

Entitlement accrual
An accumulation of hours for an employee benefit, such as sick leave or vacation time, commonly known as an accrual.

Entity
Each Organization Unit, Job, Position, and Incumbent is an entity. Together they are entities.

Entry field
An area on a screen or browser page where the user can input information.

Entry form
An entry form is a form used to enter data.

Environment
The host platform and workstations where your Cyborg system resides, and any communication protocols. Also, a work space dedicated to a specific processing type. For example: development, test, and production.

EPSS
Abbreviation for ***Electronic Performance Support system*** (on page 163).

Establishment Reporting
Establishment Reporting occurs when an employer with several business locations chooses to file wage reports, broken down by location or unit, to the Social Security Administration. Each unit is identified by a four-character code, called an Establishment Number. The employer obtains approval from the SSA to use Establishment Reporting. Establishment Reporting does not apply to 1099s.

Event
The combination of a trigger (changes made to system data) and an action (the creation of an email or letter). Events always consist of these two component halves.

Excused absence
Absences from regularly scheduled work that can be considered as either paid or unpaid time off.

Extract file
A data file generated to be used by another system or application.

Federal Insurance Contributions Act
The United States Federal Insurance Contributions Act imposes two taxes on both employers and employees. Tax is withheld from an employee's wages to finance the Old-Age, Survivor's, and Disability Insurance (OASDI) social security program and the Hospital Insurance (HI) medicare program. Employers are then required to match the amounts withheld from employees. On the Payroll Solution, employee information for FICA-OASDI social security tax is entered on tax record 101 and FICA-HI Medicare tax on tax record 103.

FICA
Abbreviation for Federal Insurance Contributions Act.

Field
A data item on the database. This is usually displayed on a form as a text box.

eCyborg Interactive Workforce specific—A space allocated for a particular item of information. A tax form, for example, contains a number of fields: one for your name, one for your Social Security number, one for your income, and so on. Every field has a name (also called a field label).

Filter
Device used by report to select certain rows of information from the database, thus limiting the amount of data from the database to be viewed in the report.

Finished
Users click Finished when they have completed all information on a checklist or other *ESS* page.

Flat rate tax
A US local tax that is calculated as a standard percentage rate and that is calculated in the same way for all employees (that is, factors such as marital status do not enter into the calculation). For many such local taxes, Cyborg does not provide tax specification information on the Tax Authority File. Instead, you need to enter a Tax Specification Record for the tax on a Tax Specification Information form, indicating the tax rate in the Flat Rate text box.

Flex credits
Units granted to an employee in order to purchase benefits under a Flexible Benefits Program.

Flex Master Plan
Defines your Flexible Benefits Program and ties component plans together as a group. Employees are enrolled in the Master Plan and then select the benefit plans in which they wish to participate—for example, medical, dental, and life. Flex master plans are set up in Benefits Administration and used by eCyborg Interactive Benefits to display benefit plans to users for initial and open enrollment.

Flex plan
A benefit plan where, in addition to a core of basic benefits (if applicable), the organization/company allocates to each employee a credit for purchasing additional benefits tailored to their individual needs. Flexible benefit plans may include a flexible spending account.

Flexible Benefits Plan
A specific type of benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with cafeteria plan.

Flexible Benefits Program
A benefits program in which an organization may allocate to each employee a pool of credits or a monetary amount that is to be used to purchase benefits tailored to individual needs.

Flexible Spending Arrangement
A benefits welfare plan set up as an account in an employee's name that is used to reimburse the employee for certain personal expenses. In the United States, these accounts are provided by employers as a way for employees to pre-fund dependent care, legal services, or medical expenses with pretax currency.

Folder
Logical organization device for the content of a Cognos catalog.

Form
A window of information that appears within The Solution Series, including text boxes and other controls. This was formerly known as a screen.

Form area
An area of the window that contains a form.

Form Builder
A tool provided by Cyborg Systems for use with The Solution Series for designing forms.

Formal education
Education that is obtained from a college or university.

Forward
Displays the next page.

FSA
Abbreviation for Flexible Spending Arrangement.

FTE
Abbreviation for Full Time Equivalent.

FTP
File **T**ransfer **P**rotocol. A means of allowing a user on one computer to transfer files to and from another computer over a network

Full Time Equivalent
The ratio of total working time to the time that represents full time employment for a single employee. For example, an FTE of 0.5 means working half of the time that represents full time employment.

Funeral days
Absences from regularly scheduled work due to a funeral, which at the discretion of the organization, can

be considered as authorized or unauthorized, paid or unpaid time off.

Gap analysis

Comparison of a current state of being with a desired state of being. For example, you could perform a skill or competency gap analysis on individual employees or on the workforce as a whole, comparing the existing state of skills and competencies with the required state or level of skills and competencies.

Garnishment

A legal procedure authorizing a deduction from an employee's earnings to satisfy a legal requirement.

General ledger interface

A file that provides a balanced payroll journal for the period. This file contains journal entries for labor expenses, withheld deductions, income, disability, UI, and other withheld taxes, net pay, and company-paid taxes. The interface may also be produced on paper.

Go to details

Displays a new page with detailed information. Used on summary pages.

Graphical User Interface

The Solution Series provides integrated human resource and payroll functionality via the Microsoft Windows Graphical User Interface. These are the elements that display on your screen.

Grievance

A formal complaint made by an employee against the organization usually because of an unsatisfactory working condition or other work-related dispute.

Gross wages

The total of all earnings paid to an employee.

It is stored in the Total Pay (field 119 of the US Tax Authority File) field of the employee's US FICA tax record 101 (FICA-OASDI). This figure appears on the Combined Register (2222) report as Total Pay. It does not appear on US W-2 forms.

Group box

A standard Windows control that groups a set of controls.

Group plan

Defines any number of benefit plans tied together as a group. Group plans are used to define common eligibility and to cluster plans for reporting purposes.

GUI

Abbreviation for Graphical User Interface.

Handicap

Having a physical or mental disability that substantially limits activities especially in relation to employment or education.

Health and safety profile

Data on the employee record that includes information such as the employee's blood type, language, physician, emergency contacts, and any disabilities.

HED

Acronym for Hours, Earnings, and Deductions. Each earning or deduction must be established in The Solution Series with a unique identifying three-digit code. HEDs are used to record pay, hours worked, and deduction amounts and arrears for each employee.

Help

Hot spot on an eCyborg Interactive Workforce page that displays step-by-step directions for completing the page.

History record

Part of an employee's payment history; a snapshot of a check paid to an employee or an adjustment made to an HED or tax.

Holiday days

The time off that all employees are entitled to based on the decision of the organization or government regulation.

Home page

The main page of a Web site that generally serves as an index or table of contents to other documents stored as pages on the site.

HTML

Abbreviation for **HyperText Markup Language,** the authoring language used to create documents on the World Wide Web. HTML defines the structure and layout of a Web document by using a variety of tags and attributes.

Import facility
A tool delivered with The Solution Series that moves data from an external source to any organization or employee form.

Import record
A line in a spreadsheet or delimited file that contains employee or company data.

Inactive plan
A benefits plan that no longer allows employee enrollment.

Inactive tax record
An employee tax record that is no longer in effect for a given employee. Neither wages nor taxes are accumulated for the particular tax record. However, any wages and/or taxes already accumulated remain until clearing is performed. Such clearing is usually performed in preparing the Employee Database for a new year. The inactive records can be deleted at this time. The process of making a tax inactive is called deactivating.

Incumbent
An incumbent is an employee linked with a specific position. The linking of an employee with a Position is an incumbency. An employee may be linked to more than one position; in other words, an employee with multiple incumbencies. A position to which more than one employee is linked has multiple incumbents.

Information-level security
These records grant access to employee and table data via specific password records.

Initial Administrator
Only user whose user ID and password are created during installation. The initial administrator always has authority to all administrative functions: eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration, and can assign administrative roles to others by creating administrative user IDs and passwords.

Initial passwords
Password generated by eCyborg Interactive Workforce for each user ID extracted from The Solution Series. Users must create a user-defined password when they log on to eCyborg Interactive Workforce for the first time.

InitialAdmin
See Initial Administrator.

Inquiry form
A inquiry form is a form used to view data already entered.

Instructional text
Any paragraph(s) on the page that explain the function of the page or fields to the user.

Internal candidate
An employee of your organization who is applying for another job or position in your organization.

Internet
A global network connecting millions of computers.

Intranet
A network belonging to an organization, usually a corporation accessible only by the organization's members, employees, or others with authorization and used to share information.

Investment funds
Different options or accounts available to employees for allocating their contributions, usually applicable to thrift/savings plans.

IPEDS
Integrated Postsecondary Education Data System.

Job assignment
A job associated with a particular employee.

Job code
A designation for a job assignment.

Job streams
A generic reference, Job Control Language, for your operating system's command language.

Alternately: Jobstreams

Job type
A generic category that further defines a particular job.

Jury duty
This is compulsory service on court appointed juries. Employers are required by law to excuse jury duty

related absences. They are not, however, required by law to pay the employee during this time away from the job.

Label
Text that describes the information the user enters into the field.

Labor record
A record containing the hours, amounts, associated charge-to control levels, and function assigned on the employee's Payroll Home Location/Pay Allocations form.

Leave of absence
Occurs when an employee leaves the organization for a period of time, usually temporary, for personal reasons such as medical leave.

Log off
Logs the user off the system. When referring to the Log Off button, use initial caps.

Logical Employee Model
A collection of default employee information that is used to create a model. Logical Employee Model templates are used when hiring new employees to save time and ensure that critical information is established consistently and correctly. These were formally known as LMODELs.

LPI
Lines **p**er **i**nch

Mailing address
An address, other than your legal residence address, to which you have your mail sent.

Maintenance payroll run
A maintenance payroll run automatically updates organization and employee records, but it does not process time entries or generate payments, pay slips, or deposit advices. It is also used to create payment history records.

Major activity
Event that causes a change in an employee's employment status, such as a new hire, termination, or rehire.

Mandatory field
A field that requires the user to enter information before the user can exit the screen or page.

Map file
Stores the predefined relationships between an import file and a form.

Mass time entry creation
Creating time entries for a group of employees through one program execution, such as for a paid holiday.

Master File (0202) report
A Cyborg report that produces a formatted display of the data in an employee's current batch Employee Database record. This includes the wages and taxes accumulated for the employee, covering current, month-to-date, quarter-to-date, and year-to-date information for individual tax codes. It is report generator 0202.

Matrix ID
Unique identifier for each pay-for-performance matrix.

Menu
A list of choices; the choices are generally links that take the user to another screen or page.

Menu bar item
A menu that appears on the menu bar.

Message area
An area of the window that contains messages or selection lists relevant to the current form. The Message Area can be turned on or off.

Method code
One of many specific routines (usually delivered by Cyborg and identified by a two-character code) used to calculate earnings and deductions.

Midpoint
The middle of the span of currency from the minimum to the maximum of the employee salary grade.

Minimart
Relational tables you create so you can insert data from your Subset data extractions.

Monetary perquisites
A privilege or profit that an employee is entitled to that is incidental to regular wages or salary.

Moving expenses
The expenses incurred by an employee due to moving from one location to another for employment purposes.

Multiple master
A file compression technique that duplicates the current employee Permanent Master Record as many times as there are payments to that employee during one pay period. These multiple masters are detail records reflecting the amounts for the payment being made (current), and the adjusted MTD, QTD, and YTD totals. The system uses multiple master records to create history records showing the current payment figures only.

Navigation bar
In eCyborg Interactive Workforce the Navigation bar shows the name of the page you are using, for example, 'Mailing Address'. The top line of the Navigation bar shows the path you took from the Home page to reach the present page. Links on the Navigation bar let you return to the home page or log off the system.

Navigator
Left pane of the work area which forms the main method of moving through the forms. From the Navigator users select the component, process, and task in which they are interested.

Net credit method
A method allocating flex credits. An employee's cost of benefits is calculated as either a net cash earning or a net deduction from the employee's pay. The net amount is the difference, either plus or minus, between the credits allocated to the employee and the cost of his or her flex benefits choices.

New hire
Process of hiring a new employee for your organization.

New user
A user of eCyborg Interactive Workforce who has not yet completed reviewing and updating their personal information on the New User Home page.

New User Home page
Home page that displays for new users of eCyborg Interactive Workforce until they complete reviewing and updating their personal information.

Node
A Distributed Location.

Node ID
A unique 5-position identifier for a node. The naming convention is defined by the user.

Number registered
This is the number of employees registered for a training class. It is updated and displayed on the Class Schedule form.

Object
Each System Control Repository record type is assigned an object code. A single record type can have several object codes assigned to allow limited display.

Object key
A field that allows you to specify the System Control Repository record group you want to display. The value of this field is dependent on the type of information you want to display.

Obsolete plan
A benefits plan that will no longer be used.

Off cycle
An off-cycle payroll run is an additional payroll for the period just completed. An off-cycle payroll run is commonly used to process nonstandard payments, such as bonuses. It is sometimes referred to as an additional or bonus payroll run.

Online
Turned on and connected, for example, printers are on-line when they are ready to receive data from the computer. Users are considered on-line when they are connected to a computer service through a modem. That is, they are actually on the line.

Open enrollment
A period of time during which employees can enroll in or change their benefit choices for the upcoming year, generally in October or November.

Operator ID
A four-character code that identifies the user to the system.

Option
An item in the option list for a field. This was formerly known as a codeset item.

eCyborg Interactive Benefits and Benefits Administration specific—In Benefits, the plan coverage that an employee selects, such as single or family coverage.

Option button
A standard Windows control that allows you to select from a fixed set of mutually exclusive options (previously known as radio button).

Option list
An option list is a list of options that are available within a Text box. This was formerly known as a Codeset.

eCyborg Interactive Workforce specific—Options available in The Solution Series that the eCyborg Interactive Workforce administrator loads in to eCyborg Interactive Workforce. The options are then available in the drop-down list boxes in eCyborg Interactive Workforce.

Organization
A group of employees who are employed in a common structure, governed by the same set of rules or policies, and eligible for the same earnings and deductions For example, your organization may be structured into parts that represent employee groups such as active, union, retirees, applicants, and so forth.

Formerly known as a company or Control 1-2.

Organization Level 3
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Organization Level 4
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 5
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 6
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Number
A six-character user-defined code that represents an organization; the highest level of the organizational structure in Payroll Administration.

Formerly known as a Control 1-2.

Organization Unit
An organization unit ('Org Unit') is a grouping of Positions within an organization (for example, Accounts Department).

Organization Validation table
A table that validates that an organization is valid and payments can be made.

Organization-specific tax setup
A method of implementing Tax Specification Records in which each organization involved in tax processing contains all the specification records required to process taxes for its employees, as opposed to a common tax organization.

Override file
A file used to maintain COBOL or Report Generator changes to the system.

Packaged reporting
A processing mode in which a job is scheduled to be run at a certain time.

Paid absence
Employee absence that will be paid by the organization. A time entry will be created for this absence.

Parallel run
The process of executing the same programs simultaneously on two separate systems to obtain the same or similar results.

Parameter form
A form that is displayed when certain programs are called from the Navigator or menus. The form facilitates entering parameters for the program.

Password
A secret series of characters, generally user defined, that enables you to access a computer, a software application, or a file. On multi-user systems, each user must enter his or her password before the computer will respond to commands.

In eCyborg Interactive Workforce, the password ensures that unauthorized users cannot access user-specific information.

Password aging
The period of time that elapses before a user-defined password expires and the user must change his or her password.

Pay allocation
A means of allocating, on a percentage basis, employee labor hours and amounts to multiple sets of control levels 3 through 6 and function to accurately reflect employees whose labor must be charged to more than one area within an organization.

Pay document
A pay slip or deposit advice with its associated pay stub.

Pay frequency
The interval at which a group of employees is paid. Examples are weekly and semimonthly. Also referred to as a payroll period.

Pay schedule
A predetermined schedule for a calendar year, identifying period-end and payment dates for each pay frequency.

Pay stub
A preprinted form, corresponding to a check or deposit advice that lists all earning, gross pay, taxes, deduction, and net pay information for an employee.

Pay-for-performance matrix
Chart representation of the variables that result from the combination of salary increase information, how much to give and when.

Payment history record
A record documenting the detail information for a payment or adjustment. Multiple payment history records may be generated for an employee, reflecting multiple adjustments or payments. These records include all earning, deduction, and tax information included in the payment or adjustment.

Payroll home location
The location where the employee is normally assigned to work and where labor distribution information is charged. An employee's home location comprises specific Payroll Levels and is always assigned Allocation Number 01 on the Payroll Home Location/Pay Allocations form. The Function field may also be used as part of a home location, depending on your specific requirements.

Payroll Level 3
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Payroll Level 4
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 5
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 6
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll period
A defined period of time for which an employer pays wages to employees.

Payroll Process Control
A series of forms used during the Payroll Process to determine the type of run (payroll run or maintenance run). Allows you to specify the pay frequencies to be paid and which reports are to be produced.

Payroll run
Updates organization and employee records, processes time entries, calculates employee pay, generates pay documents and payroll reports, including the Combined Register. It also produces a variety of special interface outputs.

PCL
Printer **C**ontrol **L**anguage

PDF
A file format that captures formatting information from a variety of desktop publishing applications, making it possible to have formatted documents appear on the screen and be printed. To view a file in PDF format, you need Adobe Acrobat Reader, a free application distributed by Adobe Systems.

Peer-group appraisal
Appraisal that uses performance evaluations completed by an individual employee's co-workers or project team members.

Pending de-enrollment segment
Plans for which an employee is enrolled, but has lost eligibility, as listed on the Pending Plan Enrollment/De-Enrollment form.

Pending eligibility segment
Plans for which an employee is eligible but not enrolled, as listed on the Pending Plan Enrollment/De-Enrollment form.

Performance appraisal
A periodic assessment and ranking of an employee's skills and accomplishments.

Performance appraisal rating
A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance rating
A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance-related pay
Monetary payments made to employees based on how well an employee has fulfilled job expectations.

Perquisites
Property or privileges extended to an employee.

Personal days
Authorized absences that are generally considered as paid time away from regularly scheduled work, but can be either paid or unpaid.

Phonetic keys
The keys you use to access employee data using the phonetic spelling of an employee's last name.

Pixel
The smallest rectangular area of an image on a screen.

Plan deactivation
A process that makes a plan inactive and prevents future employee enrollment.

Plan ID
A three-position, alphanumeric identifier for a plan in the system.

Plan shutdown
The process of de-enrolling an employee from all benefits plans because of a separation activity.

Plan year
The 12-month period over which a salary budget is effective.

eCyborg Interactive Workforce specific—The calendar, policy, or fiscal year in which the records of a Benefits plan are maintained.

Policy tables
Highest level tables that are used to record the generic (or master) rules for an organization or group of employees. These included your organization's rules relating to working time procedures, such as clocking in and out, docking for lateness, and overtime. Each

policy consists of a Policy Master table and one or more Policy Activities table.

Pop-up menu
A menu that appears when you use the second mouse button within the system. This menu contains context sensitive commands and options that relate to the object you have clicked on.

Portable document format
See PDF.

Position
A specific role with an organization—for example, Accounts Manager.

Alternative definition: to place an object in a specified location.

Position Administration Control Number
Two-character alphanumeric value that tells Position Administration which tables to use for a specific company.

Position complement
A 'Position complement' is the value of a Position. The organization complement is the total value of all Positions included in the complement.

Position in range
The difference between a given salary and the minimum of the salary range, divided by the difference between the range's maximum and minimum, and expressed as a percentage.

Posttax
A contribution made after taxes have been withheld from earnings.

Premium
The amount of money an organization agrees to pay an insurance company for a policy or annuity, or the amount contributed by an employee to the employer to cover the employee's portion of the total premium.

Prenotification
Informing a bank or credit union that an employee will be using direct deposit with them in the future. Cyborg recommends that you fill out the Direct Deposit Information form two pay periods in advance of the first deposit date. This ensures that a prenotification record is provided to the bank or credit union in a timely manner.

Pretax
A contribution made before taxes have been withheld from earnings.

Primary account
The account set up in eCyborg Interactive Workforce to receive an employee's pay or reimbursement checks. After deductions and deposits to additional (secondary) accounts, the remainder of pay is deposited into the primary account.

Process
A subset of a component that logically groups tasks on the Navigator or menu. For example, the process 'Maintain Employee Details' contains tasks such as 'Basic Employee Information' and 'Personal Information'.

Alternate definition: An action that brings about a result.

Process bar
The graphical representation of a process on the navigator. Each process bar is within a Component.

Program
A program is a series of classes being administered using Training Administration. For example, 'The Cyborg Training Schedule for January-June 1996' may be a program consisting of eight different classes.

Alternative definition: a form or other program within the system, accessed directly from the Command dialog box. For example, form EF-SCR is a program.

Protected amount
The amount of disposable income protected from garnishment in the US This amount may vary from state to state.

Prototype HED
An HED defined on a benefits form for use in recording employee/organization contributions when an employee is enrolled in a benefits plan. This allows the setup and maintenance of payroll deductions using Benefits Administration.

Provider
A provider is an instructional institution, organization, or person who is available to teach training courses.

Push button
A button on the interface which appears depressed when clicked on (now known as command button).

Quartile
Points that represent the division of a salary grade range into four equal parts.

Query alternate keys
The keys you use to access the employee master record in an order other than by primary key.

Query primary keys
The keys you use to direct your QUERY program to a record type.

Quick Hire
The process of hiring an employee by entering one two-panel form with the required data elements rather than entering a series of forms.

Radio button
A button on a form that selects an option, the radio buttons that make a field are mutually exclusive (now known as an option button).

Recall
Return a laid-off employee to active status, usually with no affect to benefits.

Reciprocal taxation
Reciprocal tax withholding refers to agreements made between US states and (or) localities regarding income tax calculation and reporting for compensation paid to an employee who lives in one state or locality and works in another.

Record
A complete set of fields, such as the fields that make up a tax form or a name and address record.

Alternate definition: To set down for preservation in writing or other permanent form.

Recruitment
Process of finding and hiring new employees who meet the needs of your organization.

Recycle File
P05IN; A file that contains employee data and pay document information required for payment reconciliation. It also contains time entries to be processed and paid at a later date. This file is used to pass data to the next payroll or maintenance run.

Registration
Registration is the act of enrolling an employee in a class.

Registration number
A three-digit registration number is assigned to employees for tracking purposes when they register for a training class. This enables the order in which the employees registered to be viewed.

Rehire
The process of hiring a former employee of your organization. Typically, a break in service is incurred and benefits must start over (usually requiring a new adjusted seniority date if used in benefits tracking).

Reimbursement account
The account into which employee's travel and other expense type reimbursement checks are directly deposited.

Reinstatement
The process of returning a former employee to active status within a certain time period (such as 90 days), thus qualifying the employee to have certain benefits restored to the original hire date.

Reject time
The point at which an error condition will occur. An error condition must be manually corrected/approved and approved before a time entry can be generated by the system.

Relocation
The process of moving an employee from one organization to another geographic location, whether the move be domestic or international. This process also applies to applicants who are being relocated as part of the hire process.

Remaining net pay
The 'bucket' of money that is left after all employee deductions and taxes have been taken from the employee's gross pay. This 'bucket' of money can then be used for multiple deposits if the enterprise sets up multiple deposit HEDs.

Replication
The automatic process of writing changes made in the Employee Database and option lists and tables in the System Control Repository to the Replication Holding File (FILE08).

Replication Application
English Language program (DSAPLY) that reads records from the Replication Packet File (FILE20) produced by the Replication Reception program (DSRECV) and updates the System Control Repository and Employee Database accordingly.

Replication Distribution
Two COBOL programs that work together to distribute and receive updates. The Replication Distribution Program (DSTRIB reads either the Replication Holding File (FILE08) or a Replication Packet File (FILE20), selects data applicable to a specific DL and writes all necessary data to a new output-only Replication Packet File (FILE21). The resulting FILE21 will be processed on the remote DL via the DSRECV Replication Reception program.

Replication Holding File
FILE08. This file contains additions, changes, and deletions to the System Control and the Employee Database. Data is distributed from and written to this file, based on the data distribution rules configured for the target DL by the source DL.

Replication Packet File
(FILE21/20). This file contains data changes and is created specifically to update a target DL. This information may include Company/Employee data, tables and option lists, and time entry and adjustment records.

Report
The term report refers to a report produced on paper.

Report Generator
A program that produces the batch payroll and the batch payroll reports.

Report Group
A series of packaged reports that are created using the Report Group Activities form and are run together.

Report Group Scheduler
This is the program that allows you to schedule reports. This was formerly known as the Report Scheduler.

Report parameters
Specific guidelines for determining the information to be processed by a given report or program.

Requisition
A formal request to fill a vacancy or vacancies.

Requisition candidate
A candidate for a vacancy represented on a requisition.

Requisition limit
A total unit value of a requisition.

Requisition unit
The value of a requisition expressed as an FTE, hours, salary or headcount.

Retirement
Occurs when an employee retires from the organization.

Return
The activity of an employee returning as an employee to active status, usually following a leave of absence.

Alternative definition: key on keyboard used to perform a carriage return, can also be known as Enter.

Review process
A method used by an organization to evaluate an employee's salary or performance in a standard, timely manner.

Roll-up reporting
Option that enables packaged reports to be processed within organizations (roll-up).

Rotation pattern
A way of describing the working pattern for a group of employees (crew) who regularly work different shifts.

A crew is a group of employees who together regularly work the same schedules according to a rotation pattern.

Safety standards
Legally-mandated workplace safety standards.

Salary budget record
Defines, for each employee, the budgeted increase amount, percentage, and effective date for a specific salary plan year, and the prorated effect of this increase on the budget in terms of amounts and percentages for each employee.

Salary grade
A range of salary amounts associated with a particular job.

Salary grade range
A range of salary amounts associated with the salary grade for a particular job.

Salary plan
A set of rules or guidelines used to budget for salary increases for the coming year.

Salary plan year
A 12-month period over which a salary plan is effective.

Salary range
The span of salary amounts from the minimum to the maximum of the employee salary grade.

Salary review
A periodic evaluation of an employee's compensation.

Salary review authorization form
Hard copy format of the employee criteria necessary to review and approve proposed salary increases.

SAT file
The Solution Series form appearance table. Simple text file that reflects the form's layout.

Save Changes
Saves the page (form) the user completed. (When you click 'Save Changes', eCyborg Interactive Workforce saves the information on the page whether or not the user made changes.)

Schedule Activities table
Identifies activity types for each point in a work day where the process of clocking in and out should be dealt with. Each Schedule activity also contains time parameters that will be used to calculate whether an employee will be docked or credited time.

Schedule assignments
Also referred to as a schedule. This term refers to the details of the Schedule Master tables to which an employee is assigned. These details include the date the assignment took place, the Schedule Number and Sub-Schedule Number, and (if applicable), the crew to which the employee is assigned.

Schedule error
Occurs when a clock transaction (ring) time falls outside of an employee's schedule reject times.

Schedule Master table
Used to set up your organization's Time and attendance rules (such as HEDs and the minimum number of hours an employee must work before a meal deduction is made). A Schedule Master table is associated with a Calendar Routine, earnings Code, and Shift Premium table by entering the appropriate identifier.

Schedule number
A unique three-character alphanumeric identifier used to partially identify a schedule table.

Screen
Now known as a form.

Scroll bar
When information on a page takes up more than one screen of your monitor, the system adds scroll bars to the right side of the screen. On the scroll bar:

- Click the up arrow to move line by line to the top of the page
- Click the down arrow to move line by line to move to the bottom of the page
- Click the double arrows to move several lines up or down the page

Click and drag the bar in the scroll area to manually move up or down the page.

Search argument
The value from an employee's master record used to search benefits tables to apply plan rules to specific groups of employees.

Search type
The definition of a field from an employee's master record to use as the search argument.

Secondary account(s)
Additional account or accounts at financial institutions that employees set up in eCyborg Interactive Workforce receive a portion of their pay. A primary account must be defined before an employee can set up additional accounts.

Security Officer
The assigned employee who is responsible for the setting up and monitoring of the security your Cyborg system.

Self-adjusting taxes
Taxes for which the system automatically recalculates the tax on a cumulative year-to-date basis on each payroll run.

In the U. S. these include FICA taxes: Social Security (tax record 101) and Medicare (tax record 103). The purpose of this calculation is to avoid any differences (of pennies) in FICA tax paid versus FICA tax due at year-end due to rounding on a pay period basis. In addition, certain state disability taxes and employee-paid state unemployment insurance taxes also self-adjust.

Sequential Master File
P20IN; The batch processing version of the Employee Database. This file contains organization and employee data, tax tables, and the object code for programs.

Service interruption
A period of time during which an employee did not maintain an active working status in the organization.

Service method
A calculation option list that determines the method for calculating credited service.

Session
When users log onto a software application, they begin a session. When they log off, they end the session.

Alternate definition: The period of time during which a class is held.

Shift
An employee schedule assignment for a given day. For a rotation pattern, this is a Sub-Schedule Number.

Alternative definition: key on keyboard, typically used to describe key combinations for a shortcut key.

Shift premium
A premium (or differential) added to an employee's regular earnings, overtime earnings, or both. It is represented by a shift code or HED Number.

Shortcut menu
A menu that appears when you right-click within The Solution Series 4. This menu contains context-sensitive commands and options that relate to the object (form, Navigator, and so on) on which you have clicked.

Sick days
The time off that an employee is allowed to take due to illness as a result of an employment contract or organizational policy.

Solution View
An online utility that provides the tools for creating new forms, fields, and report programs without the direct use of Cyborg Scripting Language.

Source DL
The node that owns the data being distributed. Depending on the rules established, the same DL can alternate from source to target.

Special assessment
Extraordinary or temporary taxes, such as additional employer-paid or employee-paid contributions to state unemployment programs or to mandatory health insurance programs.

Spinbox
A control on the interface composed of a text box and increment and decrement buttons that allow you to adjust a value from a limited range of possible values.

Spreadsheet application
Software for recording ledger entries, creating worksheets, graphing data, and other accounting functions.

Standalone Time and Attendance
Customers who are using the Cyborg's Time and Attendance Administration but not the Cyborg's Payroll Administration.

Static data
Includes organization and employee information, such as name and salary.

Static SQL
Data Definition Language (DDL) and Data Manipulation Language (DML) statements embedded in application programs.

Status bar
The bar that appears at the bottom of The Solution Series window. The Status Bar displays useful information, such as your current session number, the currently displayed organization and employee, and so forth.

Statutory employee
Any of the four categories of workers who are independent contractors under common law and are treated by statute as employees. These include:
(1) a driver who distributes beverages (other than milk) or meat, vegetables, fruits, or bakery products; or who picks up or delivers laundry or dry cleaning, if the driver is your agent or is paid by commission.
(2) certain types of full-time insurance sales reps
(3) an individual who works at home on materials supplied by you that must be returned to you
(4) certain full-time traveling or city salespeople.

Social Security and Medicare (FICA) taxes may or may not be withheld. Income taxes are not withheld from a statutory employee. A statutory employee will receive a W-2 with the ‘Statutory Employee’ box checked.

Sub-schedule number
A two-digit numeric text box used to further identify a schedule table.

Succession planning
Finding and developing employees for placement into identified key positions that are expected to become vacant sometime in the future.

Summary page
To help you see information at a glance, eCyborg Interactive Workforce uses summary pages. The summary page displays a short view of detailed information. For example, all your emergency contacts appear on a summary page. You delete the contact or proceed to the detail for the contact from the summary page.

Summary plan
A customer-owned description of a benefits plan.

Supplemental wages
Wages that are separate from regular earnings may be classified as supplemental wages and taxed using the default method. The default method means using a set percentage specified by the tax authority. Examples of such earnings are bonuses and commissions.

Surplus
A 'surplus' is an exceeded complement position.

System administrator
An individual responsible for maintaining a multi-user computer system, including a local-area network (LAN). Typical duties include:

- Adding and configuring new workstations
- Setting up user accounts
- Installing system-wide software
- Performing procedures to prevent the spread of viruses
- Allocating mass storage space

System Control Repository
This is the file that contains system definitions for The Solution Series*,* (FILE01).This was formerly known as the Control File.

System Generator
A type of Report Generator that performs system functions, such as defining data elements and system messages.

Table
Contains an organization's rules and policies and controls what actions take place at the employee level.

Alternative definition: means of displaying information in columns and rows.

Table Definition Record
Table containing data about the Position Administration table records, including the location of keys to associated tables.

Target DL
The node that receives the data being distributed. Depending on the rules established, the same DL can alternate from target to source.

Task
The lowest level of organization on the Navigator or menu, generally equivalent to a form. checklist, or dialog.

Task icon
An icon denoting a task. Task icons describe the type of task, including Forms, Checklists, Dialogs and others.

Tax authority
A government agency to which an employer and employee has statutory tax obligations. The tax authorities for which you handle taxes exist at the federal, state/province, and local levels.

Tax Authority File
A Cyborg-supplied file that contains all the tax-specific information needed to calculate taxes for tax authorities. This includes wage-bracket tables for different marital statuses and information relating to allowances and standard deductions. The sources for the contents of this file are tax specifications published by the various tax authorities.

Tax code
The three-character to seven-character Cyborg-supplied reference code that identifies a tax and that serves as the link between the Tax Specification Record and the employee tax record.

Tax Maintenance File
One of the two Cyborg-supplied tax files. A Tax Maintenance File is a file issued by Cyborg in conjunction with a Tax Update Bulletin (TUB). It contains all the tax specifications that are being updated in the bulletin, in the form of tax specification transactions. These transactions are typically used as input to the batch maintenance run in which tax updates are applied.

Tax specification
Each tax authority publishes tax specification information that specifies how each tax must be administered. This information specifies how employers should calculate taxes and how taxes should be withheld from employees (if withholding applies). The tax specifications can be in the form of tax formulas and (or) tax tables.

Tax Specification record
A record on your Employee Database that contains the tax specifications for a tax. The record contains all the information, as obtained from the governmental authority, needed to calculate tax amounts for the tax. The record may contain more than one tax; for example, US state Tax Specification records contain information for both state income tax and state unemployment insurance. Once a Tax Specification record is activated, tax specification information from the Cyborg-supplied tax files can be loaded onto the record on your Employee Database.

Tax table
A set of information required to calculate a tax, for a specific set of employee parameters. Tax tables are stored and maintained in Tax Specification records. A table typically includes wage and bracket information and data relating to allowances, such as personal exemptions and to standard deductions. There can be several tables relating to marital and resident status in a given Tax Specification record.

Tax type
This term refers to various categories of taxes, for example, income, National Insurance, unemployment, disability, Social Security (FICA-OASDI), and Medicare (FICA-HI).

Taxability
The term refers to whether an hours, earnings, and deductions amount is to be included in taxable wages to be accumulated for a specific tax. If the hours, earnings, and deductions amount is excludable, then the amount is not included in taxable wages. If the hours, earnings, and deductions amount is taxable, then the amount is included in taxable wages. The term fully excludable or fully taxable implies that more than one type of tax is being referenced, for example, state income tax and state unemployment insurance in the US.

Taxable wage base
The taxable wage base represents the maximum amount of an employee's wages on which tax is levied and after which there is no liability. A wage base in the US

typically is in effect for FICA, unemployment taxes, and disability.

Tax-related Regulatory Bulletin

A TUB contains the updates to tax specifications supplied by Cyborg, consisting of a bulletin document, a tax file that contains the updated tax specifications, and a printed listing of tax specification transactions with the updates.

TDR

Table Definition Record.

Template

A basis from which to create a custom item. For example, you can use an existing Cyborg report as a template for your custom report.

Temporary password

A set of alphanumeric characters used with a user ID to limit access to a software application. The system requires that users replace their temporary password with a user-defined password within a certain number of days.

Termination

The activity of an employee no longer being employed by the organization.

Test environment

A separate organization or system partition used only for testing.

Text box

A control on the interface in which text can be entered and edited (formerly known as a field).

Text qualifier

The character surrounding an item between delimiters. All values between the qualifier are data items and are not scanned for a delimiter. This allows a delimiter character, such as a comma, to be a valid data item. Example:

"item 1","item 2","item 3, 4 and 5"

This string contains three data items:

Item 1

Item 2

Item 3, 4 and 5

Although the third item contains a comma, it is ignored as a delimiter because it is between the text qualifier of speech/quotation marks (").

Time entry

The form in which you enter the hours worked for an employee. This was formerly known as a Time Card.

Time entry extract file

A file of time entries external to the Time and Attendance Solution that is used to feed to payroll.

Time entry validation

The Time Entry Validation/Creation program identifies and assigns an activity, for example Clock In (1), to each clock transaction (ring) when performing the validation function. Each clock transaction must be assigned to an activity, in order for time entry hours to be calculated for an employee, for a particular shift. This program validates clock transactions (rings) and generates time entries.

Timeout

The period of time that elapses before a user's eCyborg Interactive Workforce account becomes invalid because of inactivity.

ToolTip

A standard Windows control that provides a small pop-up window that provides descriptive text, such as a label, for a control or graphic object.

Top-down appraisal

Appraisal made by a supervisor or manager of an employee's capabilities. Such an appraisal is generally based on the supervisor's or manager's day-to-day observation of an employee's work performance and will usually include an appraisal interview with the employee.

Trainer

Trainers are set up on the Provider Index Form. They are instructional institutions, organizations or persons who are available to teach a training class.

Trainer code

The trainer code is a four-character value that represents a trainer. This value resides in Option List TR38.

Training area
The training area is recorded on the Class Schedule Form. It is typically defined as the section of the organization to which the training applies, such as manufacturing.

Training class results
These are the class details and absence information recorded on the Process Class Results form. Details recorded include the objectives met when taking a training class.

Training class status
The status value is updated and displayed on the Class Schedule Form. It tracks whether the training class is canceled, full or available.

Training course code
The training course code is a six-character value that represents a training course. This value resides in Option List TR33 and is associated with a course title.

Training plan
A plan of training courses that an employee will attend in the future to achieve the necessary skills to perform a job.

Training reason
The reason for training is used to identify why a training request has been made. For example, the purpose of the training to act as a refresher, to acquire new skills, and so forth.

Training request
A training request is a request for an employee to attend a specific course or class. A formal request for training is not essential. This step could be omitted and the employee could be registered directly in the course of his or her choice.

Transfer
Process of moving an employee from one organization to another organization, such as moving an applicant from the applicant organization to the active employee organization.

Alternative definition: to move data or files from one computer to another

Trend analysis
Reporting or statistics that indicate the rate of change in costs and other elements of a benefits plan.

Trigger
A set of conditions that must occur for an email or letter communication event to start. This can involve the creation, deletion, or modification of forms or checklists within the system.

Tuition reimbursement
Remuneration made to employees for tuition expenses.

Type of training request
The type of training request indicated whether the employee was required to attend the training or whether he or she asked to attend the training.

Unauthorized absence
Absences that are generally not considered paid time away from regularly scheduled work.

Underlined text
In browser applications, text that provides a link to another screen or page.

Unemployment insurance tax
A tax required by some US states to be funded by employee-paid contributions to pay all or part of the cost of unemployment insurance coverage. On the Payroll Solution, state unemployment insurance tax records are established as Type 2 taxes.

Unpaid absence
Employee absence that will not be paid by the organization. A time entry will not be created for this absence.

Upward appraisal
Appraisal that calls for evaluations by those who work under the direction of the employee being evaluated.

URL
Acronym for uniform resource locator. A standard way of specifying the location of an object, typically a web page, on the Internet. URLs are the form of address used on the World-Wide Web. They are used in HTML documents to specify the target of a hyperlink which is often another HTML document (possibly stored on another computer).

User class
Cognos Impromptu assigns security according to configured user profiles. These security profiles are configured by your Impromptu administrator.

User code
A set of characters (up to eighteen alphanumeric characters) that, along with the password, identify the user to the system as a valid user user when they log on.

The user code is case-sensitive (upper case, lower case) and must be entered using the correct case.

User defined password
A set of alphanumeric characters created by users that allows them to view and update information in a software application.

User ID
A set of characters that identify you to the software application. The application contains a list of authorized users by user ID. When you attempt to log on, the system checks the list of authorized users to determine whether you have authority to use the application.

User profile
Used for security purposes to determine what you can and cannot do while you are using the system, and which parts of the system you can access. A user profile is created and maintained for you by a Security Officer. Each user of the system will have a user profile.

Vacancy
An open position that needs to be filled, or an unfilled complement position

Vacation days
The time off that an employee is entitled to as a result of an employment contract or due to length of service.

Validation
The process where the Time Entry Validation program identifies and assigns an activity to a clock transaction (ring) when performing the validation function.

Variant forms
Method of displaying country-specific variation of Cyborg-delivered forms.

Waive
The act of choosing not to enroll in an optional benefits plan.

Warning time
Used to set a period of time after which an employee will appear on the exception report for a particular activity. A Warning condition will allow the creation of a time entry. A Reject condition will not. This is part of the Time and Attendance Administration.

Welfare benefit plan group
First level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare benefit plan subgroup
Second level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare plan
Any insurance or other benefit plan that provides immediate benefits to a participant—for example, medical insurance.

What-if mode
Method for processing a report that allows viewing of information without updating of employee records.

Window
A standard Windows object that displays information. A window is a separately controllable area of the form that typically has a rectangular border.

Wizard
A form if user assistance that automates a task through a dialog with the user.

Work area
The Solution Series screen. It includes the menus, toolbars, Navigator, forms area, message area, and status bar.

Work instructions
Specific tasks to be completed during the migration of data and files from test to production.

Work restrictions
Restrictions that prevent an employee from participating in specific workplace functions.

Worker's compensation
Legislation in the US that provides compensation to employees who suffer work-related injuries.

Workforce competency
The capacity of the overall workforce to perform required functions and sets of activities.

XHTML
Extensible HyperText Markup Language, used by the help pages for eCyborg.

Year End Master File
P20OUT file from the final payroll run of the year

Index

D

E

T

U

V

W

X

Y

Using the Cyborg Print Utility

2.0

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Contents

PART 1

Introduction

In This Section

CHAPTER 1

About This Manual

How to use this manual

This manual has been designed as a reference manual. It has been written to facilitate self-study.

Table of contents

The manual has been carefully designed for ease of use. All our manuals are written to be task oriented to help you complete your business tasks using our software.

The table of contents lists all the tasks and their respective chapters.

Glossary of Terms

A Glossary of Terms section is provided to explain terms used in the documentation.

Index

An index is provided to help you locate specific information.

This document was designed to reduce your need for an index. You should find the table of contents sufficient.

Introductory chapters

It is important that you read the introductory chapters first. Chapter 1 ensures you get the most out of the information we have provided. Chapter 2 provides the detailed directions for using the Cyborg Print Utility.

Instructional chapters

All chapters, other than the introductory chapters, are instructional chapters. They contain detailed instructions on how to complete the business tasks. Each instructional chapter has the following distinct sections:

Key Concepts

Always read the conceptual information first. This will help you understand why you have to perform certain tasks. It will also help you make decisions about your options and help you understand the importance of performing certain tasks.

Exercises to help you apply the concept to a business task are included at the end of most concepts.

Detailed Directions

When you are ready to perform a task, review the Detailed Directions, which provide guidance, as well as the specific steps, to complete a task.

Guided Practice

The Guided Practice within the Detailed Directions offers you an opportunity to practice a task with step-by-step instructions. It takes you through the various steps, providing detailed examples so you can gain a comfort level with the task. Guided Practice is easy to locate.

For practice, type 'ACME Manufacturing'.

Note: *To successfully follow the Guided Practice, you must have completed all the previous Guided Practice exercises in the manual.*

All users who complete the Guided Practice must either have their own test data.

Review of Questions Answered

To be certain that you have understood all of the information in a chapter, complete the review questions provided at the end of a chapter. The answers to these questions can be found in the appendices.

Conventions used in this manual

The underlying page layout and design of this manual are meant to be as intuitive as possible for you. Our intent is to make it easy to navigate through the manual and concentrate on learning and doing.

Cross-references

Wherever appropriate, we provide cross-references to help you find additional information or further discussion of a specific topic.

☞ *Refer to a cross-reference to find more detail or more discussion on a given topic.*

Notes

Whenever there is important information you should be aware of, we provide a note.

Note: *You will find tips or quick techniques covered in Notes.*

How to get additional help

If you can not find the answers to your questions in this manual, contact Cyborg Customer Support, who will be able to answer specific questions and give you general advice on training.

Please visit our web site ***www.Cyborg.com*** (see "Cyborg Home - http://www.Cyborg.com") for the latest schedule of available courses and course descriptions.

Suggestions and feedback

We value your feedback on our performance support materials. Please forward any comments on this manual to Customer Support.

PART 2

Using the Print Utility

In This Section

CHAPTER 2

Using the Print Utility

In This Chapter

Introduction

This document will provide a description of the Cyborg Print Utility (CYBPRUTL) and instructions for its use.

The Cyborg Print Utility is meant to facilitate the printing of year-end forms (W2s and 1099s, for example) and year-end and quarterly reports, although you may find it useful when printing various other reports such as the output from payruns, maintenance runs, or CBSV report runs.

The utility consists of an executable program (.exe) and an '.ini' file that should be installed in the same directory as the help files (.hlp and .cnt).

The utility will run on any Microsoft Windows platform (Windows 95 or higher).

If you wish to run the utility for files created on a platform other than Windows or Windows-NT, you must first use the File Transfer Protocol (FTP) to move the output files in ASCII mode to the PC platform on which you will run CYBPRUTL.

☞ *Refer to Detailed Directions for more information about preparing to FTP files created on an AS400.*

The Cyborg Print Utility is delivered to make it easier to print reports in that you no longer need to rely on Printer Control Language (PCL) to print.

Questions answered

1. What is the Cyborg Print Utility?
2. On which computers can I use the utility?
3. How can I review magnetic media using the Cyborg Print Utility?

Print Utility options

Note: *The Cyborg Print Utility program can be activated by using a desktop shortcut icon on your PC. Please contact your technical support staff if you need assistance in creating the shortcut.*

After you run the year-end or quarterly reports and have created your output files, and, if necessary, used FTP to transfer them to a PC, you can use the Cyborg Print Utility to:

1. Select a print profile
2. Change the Settings of a print profile or create a new print profile
3. Open and print forms or reports using the current print profile
4. Modify printer settings
5. Do a print preview of your form or report
6. Link to Notepad
7. Reformat a tape or diskette file with carriage returns/line feeds so that you can review the tape or diskette file contents using an editor such as WordPad or Notepad
8. Copy a tape to diskette

Note: *Transferring (via FTP) of the output files in ASCII mode is required if the files are created on a non-PC platform. In the case of IBM EBCDIC platforms, the conversion of the IBM carriage control to ASCII carriage control is done by the Print Utility.*

For VAX users: When transferring files via FTP to a PC, the carriage returns/line feeds (CR/LF) will be lost.

Detailed Directions

Note: *Prior to using FTP to move files from an AS400 to the PC for **printing**, you must create a physical database file with a record length of 133. Copy the desired output spool file to the physical file and set the Control Character to 'FCFC'.*

Note: *Prior to using FTP to move files from an O/S 390 to a PC for **printing**, modify your JCL to send the job output to disk rather than spool files; then you can FTP directly to the PC.*

The Cyborg Print Utility has both a menu system and a toolbar which has icons that correspond to the menu items.

A description of an icon can be displayed by moving the cursor over the icon and pausing. The icon description is also shown at the lower left hand portion of the screen when the cursor is on the icon.

The toolbar also has three icons that are grayed out or unavailable when you first start the Print Utility. They are used in a special task and will be described in the documentation where appropriate.

The tasks below use these various means of accessing Print Utility activities.

Tasks

Setting up a printer

1. Activate the Print Utility

Click on the desktop shortcut icon to start the Print Utility.

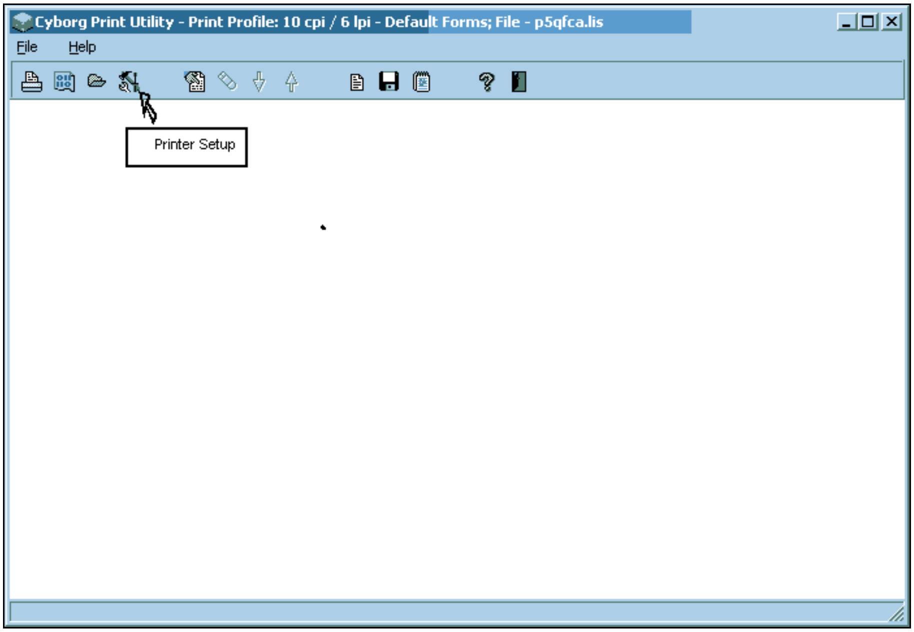
You can also execute the CYBPRUTL.EXE command:

- from a DOS prompt (once you have moved to the directory containing the .EXE file) or
- by double clicking on CYBPRUTL.EXE in the directory/file folder from within Windows Explorer.

For practice, start the Print Utility using the method you prefer.

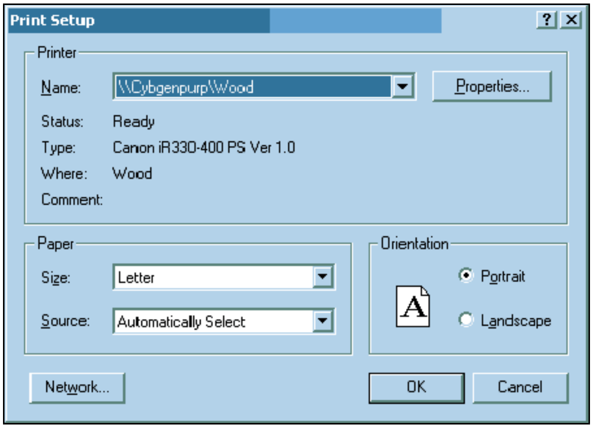
2. Select the File option or the print setup icon

For practice, click on the printer setup icon.



3. Select a printer

The Print Setup form appears next allowing you to direct your print job to a specific printer.



Typically, this is the form on which you can select the type of paper, paper tray, paper orientation, and two-sided printing.

If you have the option to select printer resolution, choose 600.

For practice, explore the various options you have available for setting up the printer you will use, then click Cancel when finished.

Printing forms/reports

To print forms and reports on an impact or laser printer, follow these steps:

1. Activate the Print Utility

Click on the desktop shortcut icon to start the Print Utility.

You can also execute the CYBPRUTL.EXE command:

- from a DOS prompt (once you have moved to the directory containing the .EXE file) or
- by double clicking on CYBPRUTL.EXE in the directory/file folder from within Windows Explorer.

For practice, execute the Print Utility.

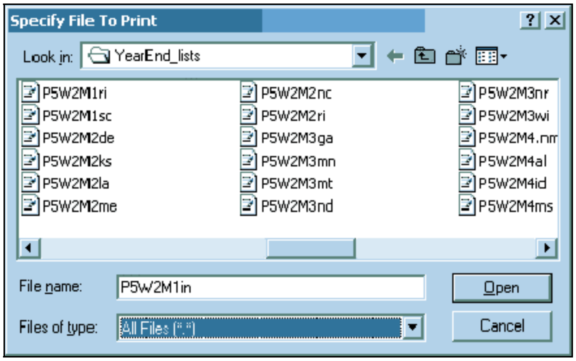
2. Select the File option or the File icon

For practice, click on File.

3. Select Print Forms/Report

For practice, select Print Forms/Report.

After you click on Print Forms/Report, a window 'Specify File to Print' will open a listing of reports to print.



Note: *It may be necessary to browse to the directory in which your files are located the first time you use the Print Utility. The program will 'remember' the last file opened during subsequent use.*

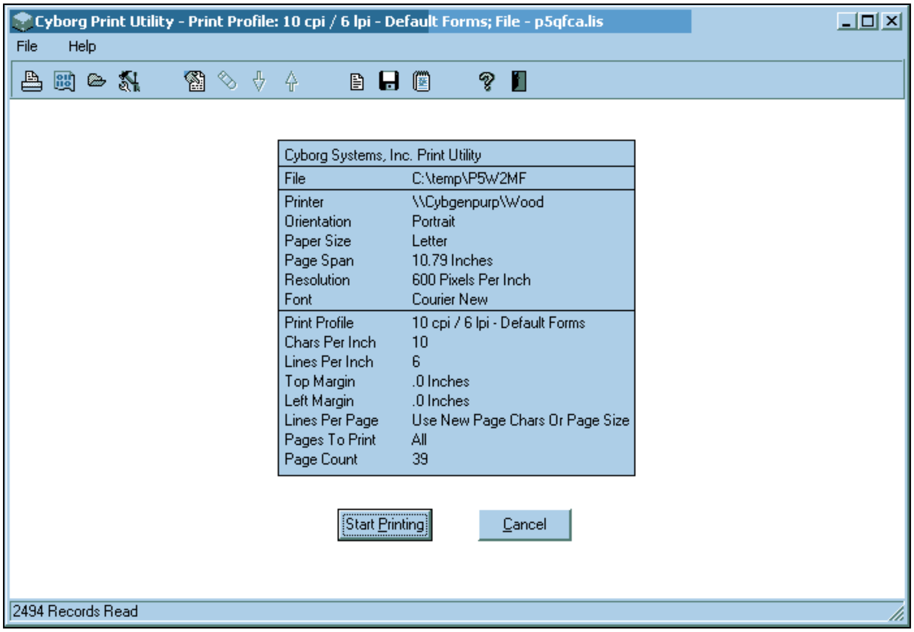
4. Select the report or form to print

Once you have selected the report or form to print, click 'Open'.

For practice, select a file and click 'Open'.

5. Click Start Printing to continue

An informational form is displayed that indicates in the lower left hand corner, the number of records that have been read as well as printer characteristics.

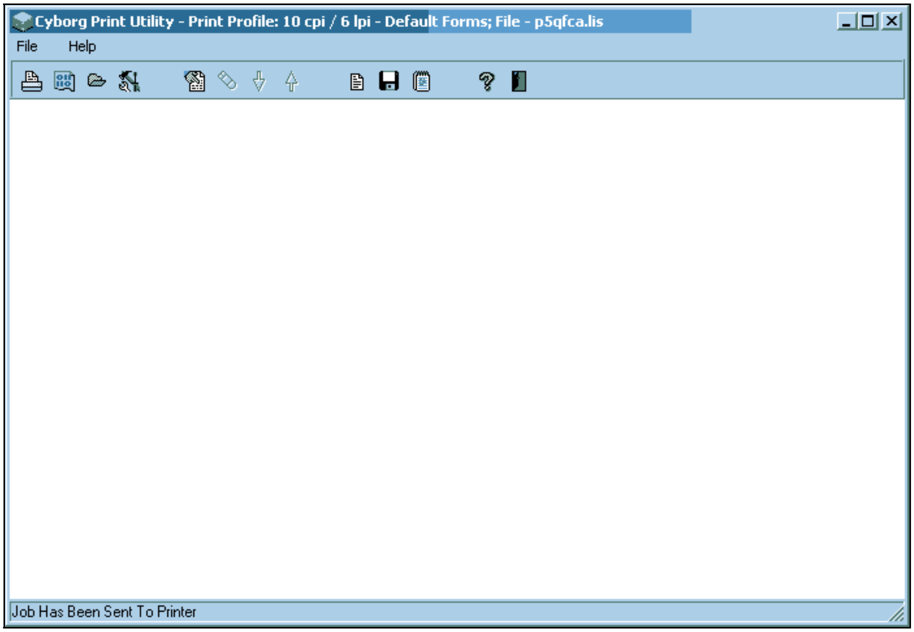


Note: *Make sure that your printer has been loaded with the correct form or report paper stock.*

On the Print Profile form that appears next, click Start **P**rinting to continue or **C**ancel to exit.

6. Receive confirmation

If you selected Start **P**rinting in Step 5, a message will appear at the bottom of the Print Profile form that indicates the report/form has been sent to the printer.



Using Print Preview

By using Print Preview, you can review the contents of a file prior to printing it.

1. Activate the Print Utility

Click on the desktop shortcut icon to start the Print Utility.

You can also execute the CYBPRUTL.EXE command:

- from a DOS prompt (once you have moved to the directory containing the .EXE file) or
- by double clicking on CYBPRUTL.EXE in the directory/file folder from within Windows Explorer.

For practice, start the Print Utility using the method you prefer.

2. Select the File option or the Print Preview icon

For practice, click on the File option.

3. Select the Print Preview option

The file that is displayed is the file you with which you are currently working.

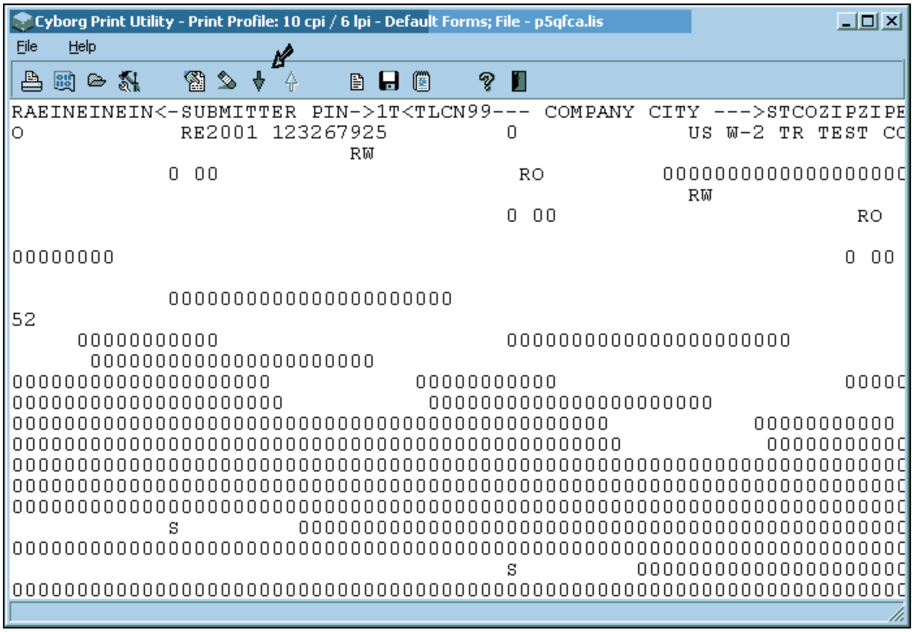
For practice, select Print Preview from the File menu options.

4. Scroll through the file

Notice that the down arrow icon on the Toolbar is active if the report is too long to be displayed all in one screen.

Use the down arrow to scroll through the file until the 'End of File has been reached' message is shown.

Use the up arrow (which also becomes active) to move to the beginning of the file.

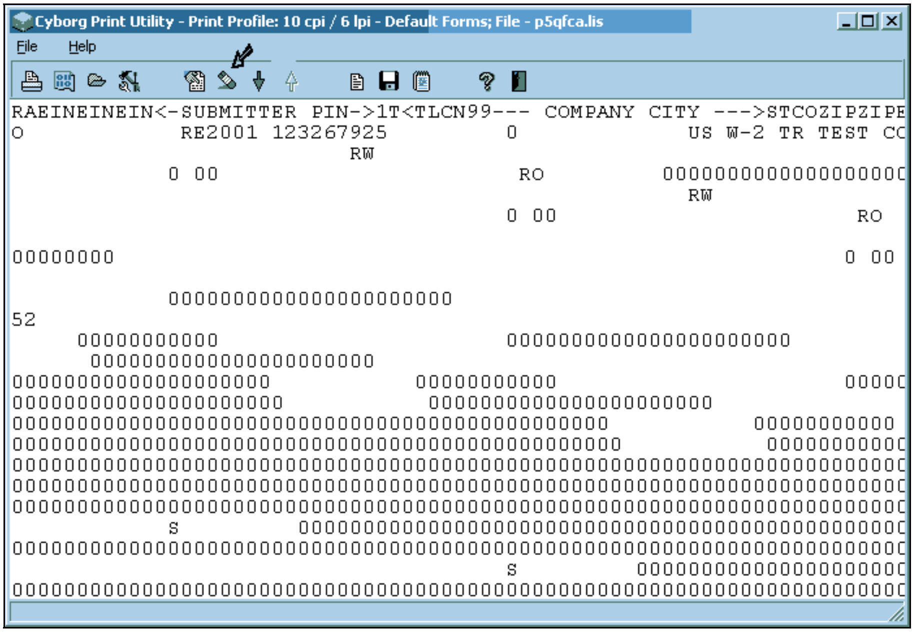


For practice, use the up and down arrows on the Toolbar to scroll through a report.

5. Clear the Print Preview

Notice that the eraser icon on the Toolbar is now active; it is no longer gray.

Click on the eraser icon to close the Print Preview.



For practice, click on the eraser icon to close the Print Preview.

Modifying a print profile

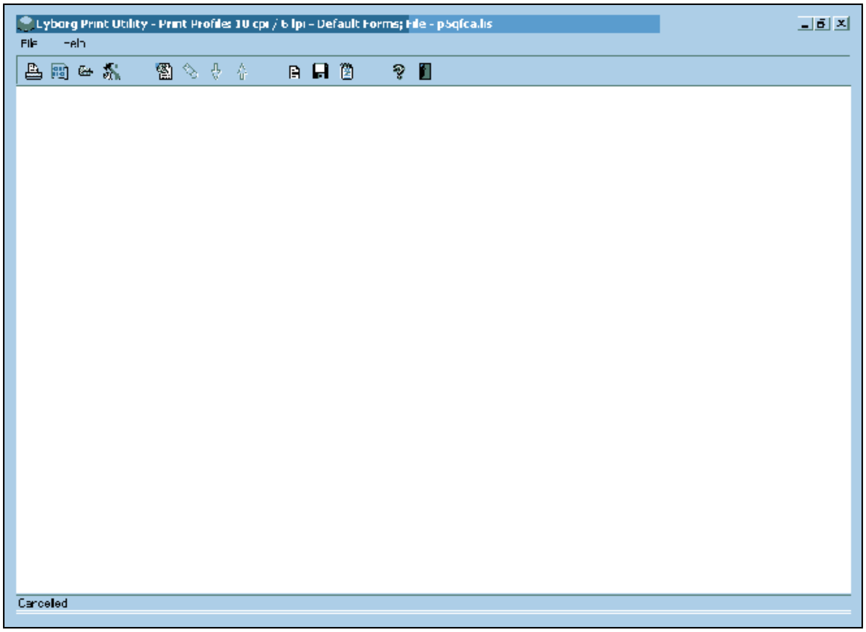
The Cyborg Print Utility comes with some default print profiles:

10cpi/6lpi	Default Forms
12cpi/8lpi	1099 R Laser Forms
12cpi/8lpi	80 Byte Text Files
12cpi/8lpi	W2 Laser Forms
13cpi/8lpi	Reports (Landscape)
17cpi/8lpi	Reports (Portrait)

It is possible to modify existing profiles to more precisely print forms and reports.

1. Click on the printer icon

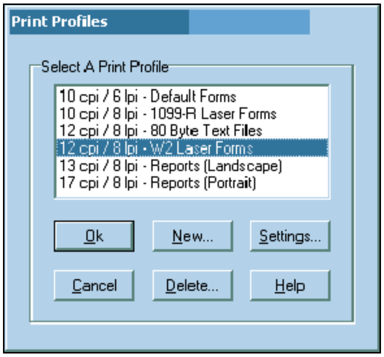
From the toolbar, click on the first icon, the printer.



2. Select a profile

From the Print Profiles menu that appears, select the profile that should be used to format the number of lines per inch (lpi) and characters per inch (cpi) for the report or form you want to print.

For practice, select '12cpi/8lpi - 1099-R Laser Forms'.



3. Adjust Settings, if required (Optional)

If you know that adjustments are necessary for proper print alignment, select the **S**ettings button.

*For practice, click on the **S**ettings button.*

4. Adjust margins, if required (Optional)

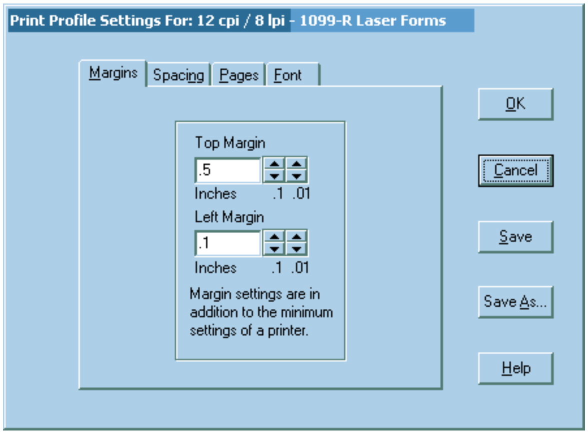
Note: *Generally a laser printer has a resolution of 600 pixels to an inch. For example, increasing a top margin setting by 100 units moves the first print line down 1/6 of an inch.*

Most frequently, margin adjustment is needed when using preprinted forms.

Generally it is the **M**argins area that will require adjustment.

Notice that you can make adjustments in tenths and hundredths of an inch.

For practice, increase the Top Margin to .5 units.



After you change a Setting, the **S**ave and Save **A**s buttons become active.

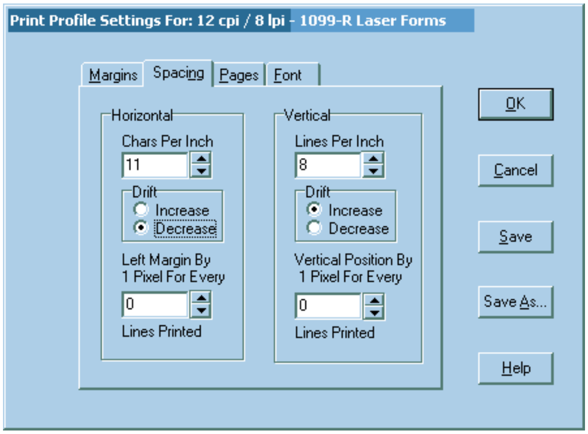
5. Adjust spacing, if required (Optional)

By clicking on the **S**pacing tab, you can adjust vertical and horizontal spacing.

Adjustments to the Line Height (in the Vertical Spacing column) are also possible, but you should rarely have to do so.

The effect of making adjustments to Line Height is cumulative. For example, an adjustment of one unit on a form of 114 such as the W2 Pressure Seal form will move the last line 114 units, or about 1/5 of an inch, up or down.

Notice also that you can increase characters per inch, lines per inch, drift, left margin and vertical pitch down to the number of pixels per line to give you greater control over form and report printing.



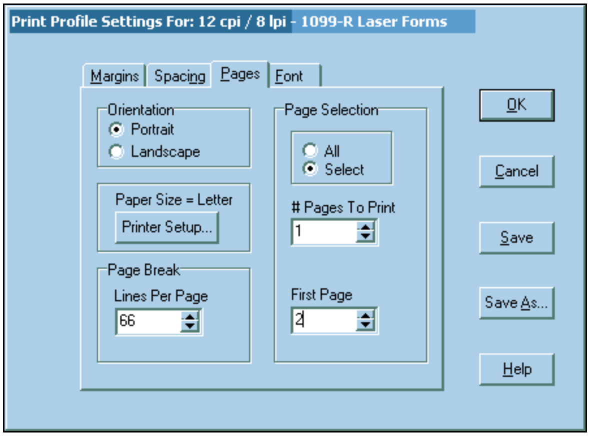
For practice, set the Horizontal Chars Per Inch to 11 and Decrease the Horizontal Drift.

6. Adjust pages, if required (Optional)

By clicking on the **P**ages tab you can select portrait or landscape mode printing, paper size, the number of lines per page, select all pages to print or specific pages to print, and the page by page number.

In the Page Selection column, indicating you want to print Select pages, causes the '# of Pages to Print' and the 'First Page' options to become active.

By using the Printer Setup button, you can select the printer to use and adjust other printer properties.

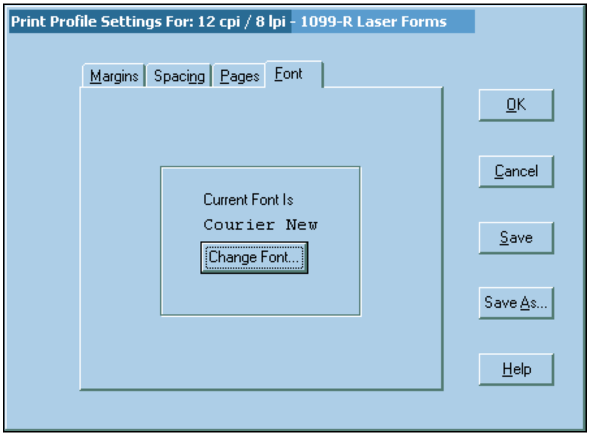


For practice, print 66 Lines per Page and select one page, page 2 as the First Page to print. Use the defaults Settings for Orientation and Paper Size.

7. Change the font, if necessary (Optional)

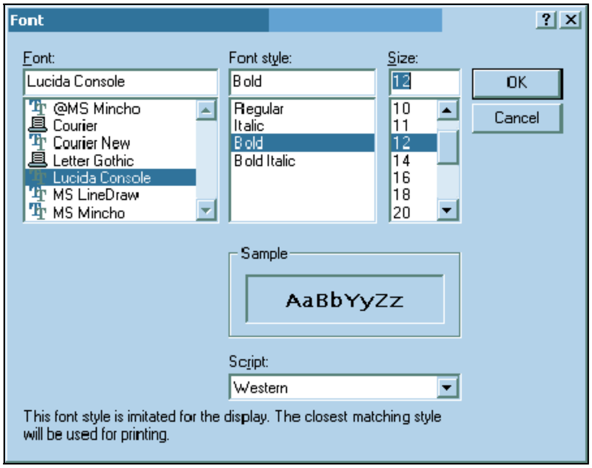
If you need to change the font used in printing, click the **F**ont tab.

The name of the font currently being used is displayed along with the option to Change Font.



A listing of available fonts, font style and font size is displayed by clicking the Change Font key.

Note: *The listing of available fonts may be different from the following example as the content of your listing will reflect the fonts available on your computer.*



After you click OK, the Font tab form will be re-displayed showing your font choice.

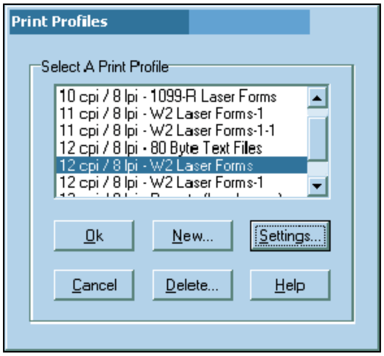
For practice, chose Lucinda Console or another available font on your computer, Bold, 12 and click OK.

8. Save the new Settings for the form/report

Once you have created the correct special Settings needed for a form, you can save them for re-use in the future under the original printer profile name by clicking **S**ave.

For practice, click on ***C****ancel as we do not want to save the changes.*

9. Click Cancel to exit the Print Profile



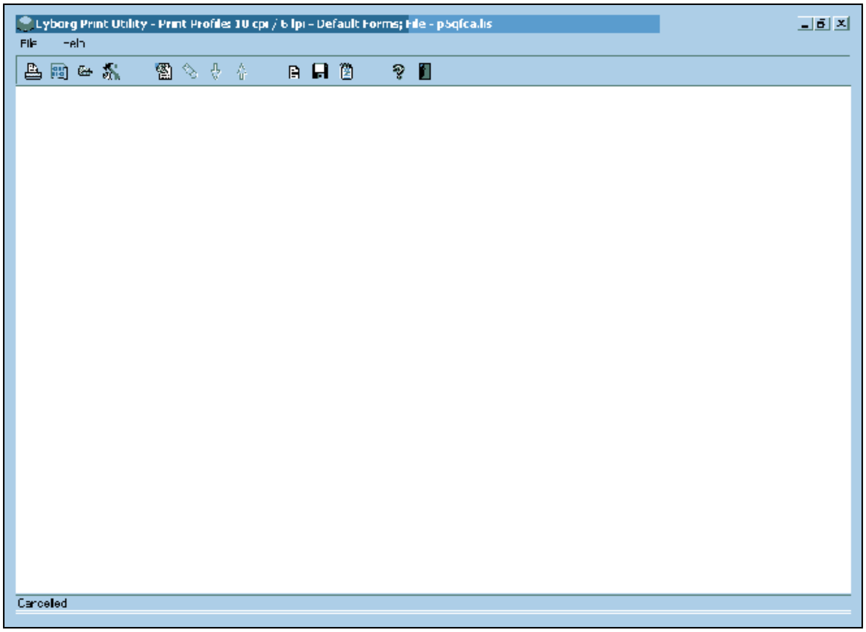
For practice, click on ***C****ancel.*

Creating a new print profile

In addition to modifying existing print profiles as in Printing Forms/Reports, it is possible to create and save new print profiles.

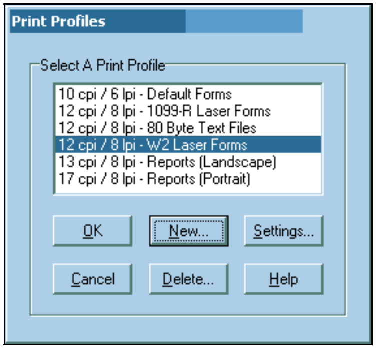
1. **Select the printer icon or the File, Print Profiles option**

From the toolbar, click on the first icon, the printer.



2. **Select the New option button**

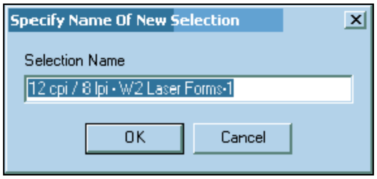
From the Print Profiles menu that appears, click the **N**ew option button.



For practice, click New.

3. Name the new print profile

Enter the name of the print profile that you are creating.



For practice, enter '12 cpi / 8 lpi - W2 Laser Forms-1'.

4. Click OK.

For practice, click OK.

5. Adjust Settings—Margins

The Print Profile Settings For: 12 cpi / 8 lpi - W2 Laser Forms-1 form appears after you click OK in Step 4.

Note: The Print Profile Settings that are displayed are those for the last form you selected. In this example, theW2 Laser Forms-1 form was lasted used. You may see another form depending on your last selection.

*For practice, click on the **M**argins tab.*

6. Adjust margins, if required (Optional)

Note: Generally a laser printer has a resolution of 600 pixels to an inch. For example, increasing a top margin setting by 100 units moves the first print line down 1/6 of an inch.

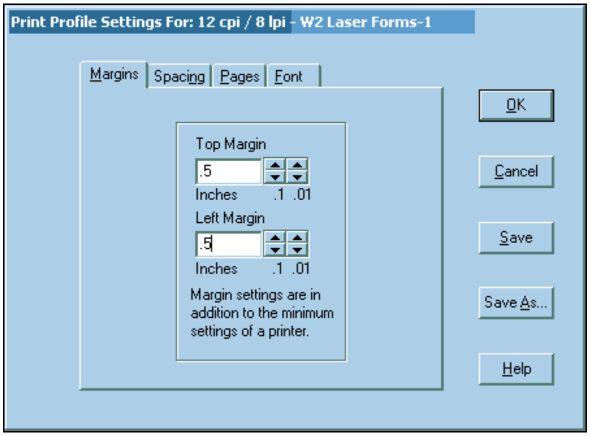
Most frequently, margin adjustment is needed when using preprinted forms.

Generally it is the **M**argins area that will require adjustment.

Notice that you can make adjustments in tenths and hundredths of an inch.

Adjustments to the Line Height (in the Vertical Spacing column) are also possible, but you should rarely have to do so. The effect of making adjustments to Line Height is cumulative. For example, an adjustment of one unit on a form of 114 such as the W2 Pressure Seal form will move the last line 114 units, or about 1/5 of an inch, up or down.

For practice, increase the Top Margin and the Left Margin each to .5 units.

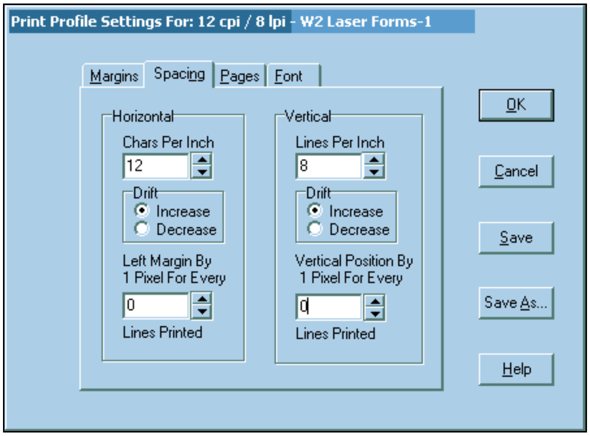


After you change a Setting, the **S**ave and Save **A**s buttons become active.

7. Adjust Settings—Spacing (Optional)

By clicking on the **S**pacing tab, you can adjust vertical and horizontal spacing.

Notice also that you can increase characters per inch, lines per inch, drift, left margin and vertical pitch down to the number of pixels per line to give you greater control over form and report printing.

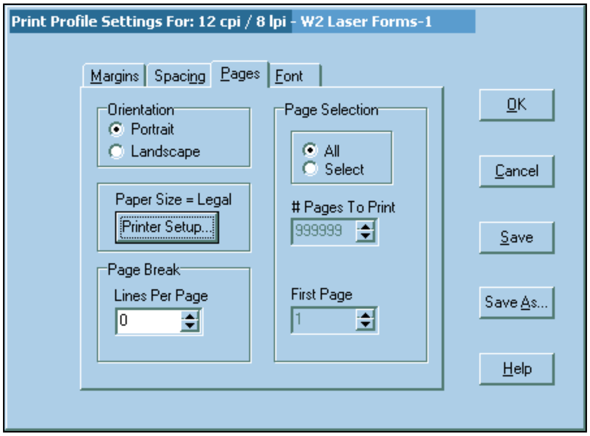


For practice, set the Horizontal Chars Per Inch to12 and Vertical Lines Per Inch to 8.

8. Adjust Settings—Pages (Optional)

By clicking on the **P**ages tab you can select portrait or landscape mode printing, paper size, the number of lines per page, select all pages to print or specific pages to print, and the page by page number.

In the Page Selection column, indicating you want to print Select pages, causes the '# of Pages to Print' and the 'First Page' options to become active.

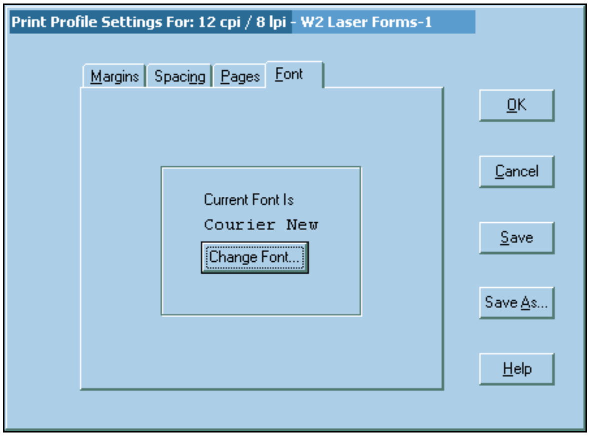


For practice, set the Orientation to Landscape and Page Selection to All. Set the Paper Size to Legal by selecting Printer Setup, then Paper Size to Legal..

9. Adjust Settings—Font (Optional)

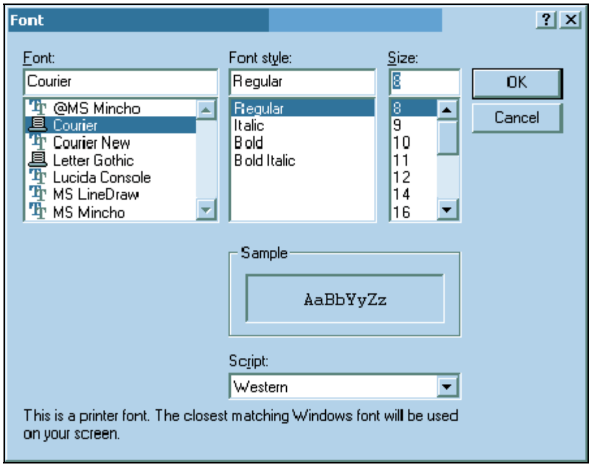
If you need to change the font used in printing, click the **F**ont tab.

A default font displays along with the option to Change Font.



A listing of available fonts, font style and font size is displayed by clicking the Change Font key.

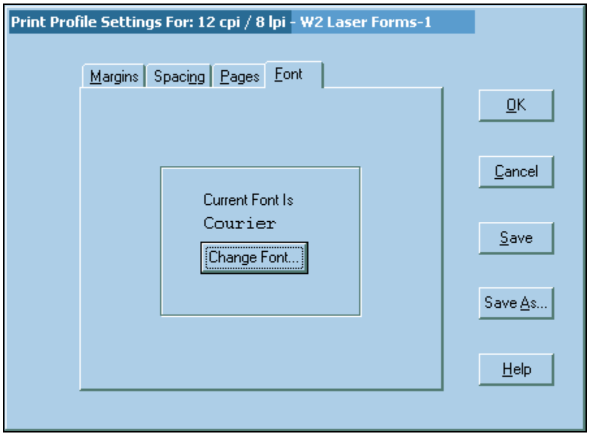
Note: The listing of available fonts may be different from the following example as the content of your listing will reflect the fonts available on your computer.



For practice, chose Courier, Regular, 8, and click OK.

10. Verify font selection

After you click OK, the **F**ont tab form will be re-displayed to confirm your choice of fonts.



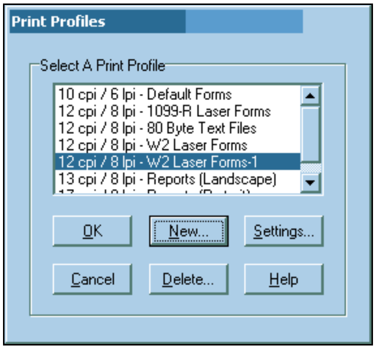
11. Save the new Settings for the form/report

Once you have created the correct special Settings needed for a form, you can save them for re-use in the future.

For practice, click on Save.

12. Verify the Print Profile listing

The name that you gave this print profile in Step 3 should now appear in the listing of Print Profiles.



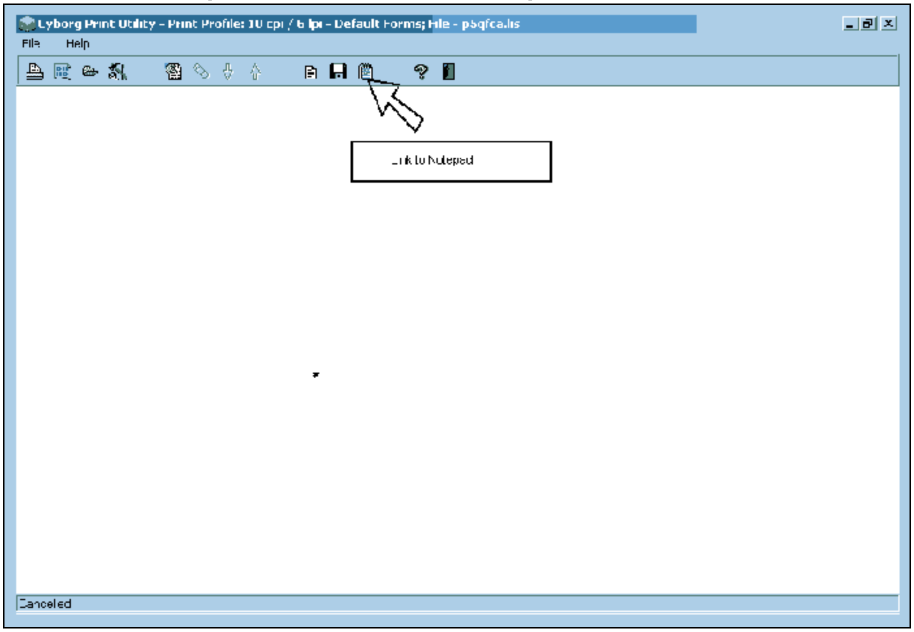
13. Click OK to exit the Print Profiles

For practice, click **OK**.

Linking to Notepad

While in the Cyborg Print Utility you can open, edit, and save a document using the link to Notepad.

1. Select the File option or click on the Notepad icon



For practice, click on the Notepad icon.

2. Open a file

Use the File option on the Notepad menu to open a file.

For practice, open a file of your choosing.

Note: You may have to browse to the appropriate directory to find the file you wish to open.

The various activities that can be performed in Notepad (reviewing, editing, printing, searching and so forth) are available to you.

3. Close the file

After reviewing the file you opened, exit Notepad to return to the Cyborg Print Utility.

For practice, select File then Exit from the Notepad menu.

Adding carriage returns/line feeds to tape

Note: If the ***tape*** *file was created on an IBM EBCDIC platform, you do not need to use this utility to view the tape file.*

To view the contents of magnetic media using an editor, the Print Utility can insert carriage returns/line feeds. If you were to try to view the contents without the carriage returns, the file would appear as one long record.

1. Activate the Print Utility

Click on the desktop shortcut icon to start the Print Utility.

You can also execute the CYBPRUTL.EXE command:

- from a DOS prompt (once you have moved to the directory containing the .EXE file) or
- by double clicking on CYBPRUTL.EXE in the directory/file folder from within Windows Explorer.

For practice, execute the Print Utility.

2. Select the File option or the Add Carriage Control icon

For practice, click on File.

3. Select the Add CR/LF to Tape option

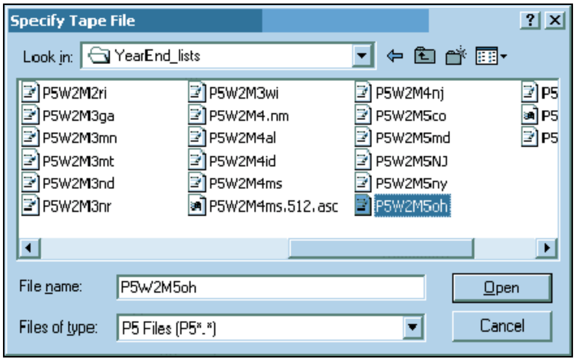
For practice, click on Add CR/LF to Tape.

4. Choose the tape file to which to add CR/LF

In order to view the output with carriage returns/line feeds (CR/LF) inserted, you must first select the file that you want to view.

For practice, select a file and click Open.

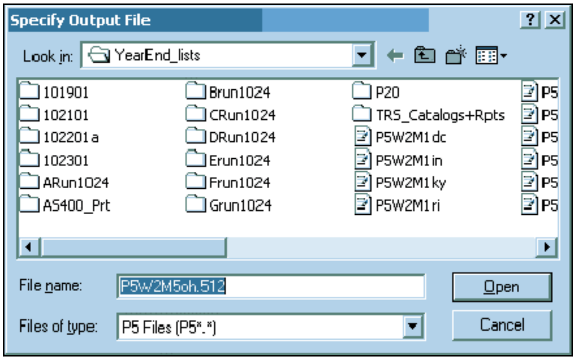
Note: *It may be necessary to browse to the directory in which your files are located.*



5. Name the output file

The file into which the CR/LF are inserted can be saved under a variation of its original name or a name that is meaningful to you.

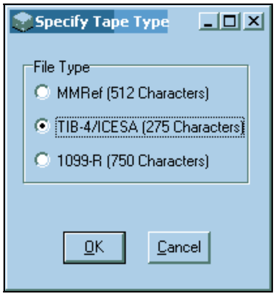
For practice, accept the name suggested by the Print Utility program and click Open.



6. Indicate the filing format

On the form that is displayed next, you must specify the format used when the tape was created.

For practice, choose TIB-4/ICESA and then click OK.



7. View the file with CR/LF inserted

After you click OK, NotePad will open automatically to display the file with Carriage Returns/Line Feeds (CR/LF) inserted.

A message will appear in the lower left corner of the Print Utility confirming that 'X' number of records were written to the directory in which the original output file was located.

Note that the file with CR/LFs inserted has a file name extension of '.ASC'.

Note: *It is recommended that after printing these forms or reports, you delete the '.ASC' files in order to conserve space on the computer.*

8. Close the file

Using the 'X' in the upper right-hand corner of Notepad or the File, Exit commands on the menu, close the file.

For practice, click 'X' in the upper right-hand corner of the form.

9. Close the Print Utility

To close the Print Utility, use the 'X' in the upper right-hand corner of the Cyborg Print Utility or the File, Exit commands on the menu.

For practice, click 'X' in the upper right-hand corner of the form

Copying tape to diskette(s)

Note: *This utility will span diskettes if the amount of data contained on the tape will not fit on one diskette. Be sure to label diskettes sequentially as, for example, 1 of 5, 2 of 5, 3 of 5, and so forth.*

1. Activate the Print Utility

Click on the desktop shortcut icon to start the Print Utility.

You can also execute the CYBPRUTL.EXE command:

- from a DOS prompt (once you have moved to the directory containing the .EXE file) or
- by double clicking on CYBPRUTL.EXE in the directory/file folder from within Windows Explorer.

For practice, execute the Print Utility.

2. Select the File option or the diskette icon

Note: *If you select the diskette icon, go to Step 4.*

For practice, click on File.

3. Select Copy Tape to Diskette

Click on Copy Tape to Diskette.

4. Open the tape file

Select the name of the tape file you which to copy to diskette and click Open.

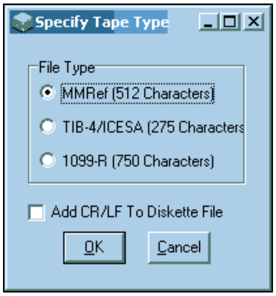
Note: *You may have to browse to the appropriate directory to find the file you wish to open.*

For practice, select a tape file name of your choosing to convert and then click Open.

5. Specify the tape type

You must indicate the format used when the tape was created.

Note: *When creating the diskette, you may, depending on your reporting requirements, have to insert carriage returns/line feeds (CR/LF). If so, click the 'Add CR/LF to Diskette File' option.*



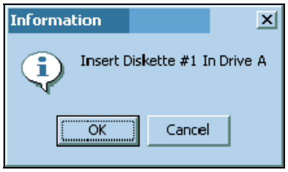
*For practice, select MMREF and **OK**.*

6. Insert diskette into computer

Note: *You should use new, formatted empty diskettes.*

After you click **O**K in Step 5, you will be instructed to insert the first diskette into the floppy disk drive on your computer.

Click OK to continue.

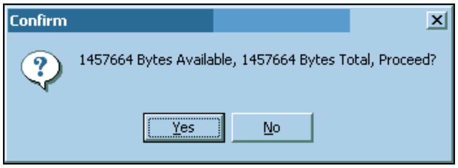


For practice, insert a diskette and click OK.

7. Confirm copy

After you click OK in Step 6, you will be asked to confirm that you want to proceed.

Click **Y**es to continue or **N**o to end the process.



*For practice, click **Y**es.*

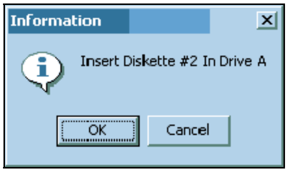
Note: *As the copying occurs there will be a count of the number of records copied shown at the bottom of the form.*

8. Insert additional diskettes, if required.

If the copy spans multiple diskettes, you will be asked periodically to insert diskettes into the computer.

Click OK after inserting the next diskette.

Note: *Remember to sequentially number the diskettes on the diskette label as you remove them.*

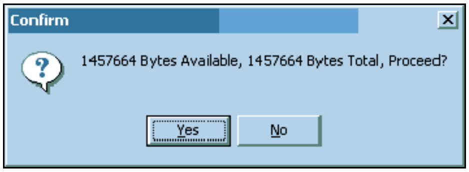


For practice, if the tape file you selected to copy is spanning multiple diskettes, insert the next diskette. Click OK to continue.

9. Confirm copy, if spanning diskettes

After you click OK in Step 8, you will be asked to confirm that you want to proceed.

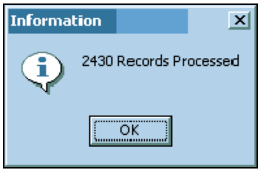
Click **Y**es to continue or **N**o to end the process.



*For practice, click **Yes** to continue.*

10. End process

After the last record is copied, you will receive information giving the number of records copied from tape to diskette.



Click OK to close the Information form ending the copy process.

Remove the last diskette from the drive and label it sequentially as 'X of Y'

where 'X' is the number of this diskette in the total number of ('Y') diskettes used.

For practice, click OK..

Review of Questions Answered

1. What is the Cyborg Print Utility?

2. On which computers can I use the utility?

3. How can I review magnetic media using the Cyborg Print Utility?

PART 3

Appendix

In This Section

APPENDIX A

Practice and Review Answers

In This Appendix

Introduction

This appendix provides answers for the Review of Questions Answered questions that are included in the instructional material.

Practice and Review Answers

Answers for Review Questions - Using the Print Utility

1. What is the Cyborg Print Utility?
   The Cyborg Print Utility is meant to facilitate the printing of year-end forms (W2s and 1099s, for example) and year-end and quarterly reports, although you may find it useful when printing various other reports such as the output from payruns, maintenance runs or CBSV report runs.

2. On which computers can I use the utility?
   The utility will run on any Microsoft Windows platform (Windows 95 or higher).

3. How can I review magnetic media using the Cyborg Print Utility?
   Choose the Print Utility menu option (under the File command) that inserts carriage returns/line feeds into the output file. After choosing the file you want to review, save it under a different name so the source can be preserved for printing later. Then select the filing format that the system will use in formatting the records for your viewing. The system will open the file with CR/LF inserted using Notepad.

Glossary of Terms

.EXE
A binary file containing a program in machine language that is ready to be executed.

.INI
A file that contains the parameters (values) used by the .exe file (program).

ASCII
American **S**tandard **C**ode for **I**nformation **I**nterchange. The basis of character sets used in almost all present-day computers; US-ASCII uses only seven bits to convey some control codes, space, numbers, most basic punctuation, and unaccented letters a-z and A-Z.

CPI
Characters **p**er **i**nch

EBCDIC
Extended **B**inary **C**oded **D**ecimal **I**nterchange **C**ode; binary code for alphabetic and numeric characters developed by IBM for its computers.

FTP
File **T**ransfer **P**rotocol. A means of allowing a user on one computer to transfer files to and from another computer over a network

LPI
Lines **p**er **i**nch

PCL
Printer **C**ontrol **L**anguage

Pixel
The smallest rectangular area of an image on a screen.

Process
An action that brings about a result.

Transfer
To move data or files from one computer to another.

Index

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Hewitt

Maintaining Payroll Tax Codes Manual

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Contents

Chapter 3 163

PART 1

Maintaining Payroll Tax Codes

In This Section

CHAPTER 1

Applying Regulatory Bulletins

In This Chapter

Introduction

The purpose of this manual is to provide detailed information about tax related Regulatory Bulletins (RBs). These bulletins provide the necessary tax updates to meet federal, state, and local tax reporting requirements. Hewitt issues a Regulatory Bulletin when tax authorities revise tax specifications. Such revisions include rates, tables, brackets, withholding allowances, and exemptions. Tax specification changes fall into a variety of categories, including unemployment wage base, percentages for tax or wage brackets, and exemption or allowance amounts.

Hewitt constantly monitors tax specification changes and decides when to issue RBs. This decision is based on the effective dates of the tax changes and the number of tax changes currently pending.

Hewitt tries to provide a timely tax service, while also limiting the number of bulletins issued, by consolidating minor tax changes according to effective date. Occasionally, temporary update files, or pre-bulletins, will be released prior to a full Regulatory Bulletin. These smaller update files are then combined and released on the subsequent bulletin.

All of the necessary files for Regulatory Bulletins (tax and non-tax related) are available on the Cyborg User's Bulletin Board Service (CUBBS).

☞ *Refer to Accessing CUBBS in the knowledgebase or Technical Administration guide for detailed instructions for logging onto CUBBS.*

Prerequisites

This manual assumes you have a basic understanding of the tax processing concepts of Payroll Administration and are familiar with Tax Specification Records and employee tax records. If not, read the *Implementation Essentials* and *Using Payroll Administration* manuals (available from the Customer Center—in the Documentation area) before continuing.

Who should use this document

The audience for this manual consists of the staff responsible for running payroll and the technical staff responsible for executing the batch maintenance runs in which RBs are applied. It is the responsibility of both your payroll staff and technical staff to review this manual and accompanying RB documentation.

Contents of this manual

Beginning in 2000, Hewitt enhanced the documentation associated with Regulatory Bulletins. The *Maintaining Payroll Tax Codes* manual (this manual) contains all the information you need to apply tax related Regulatory Bulletins. This manual is divided into the following chapters:

Read this chapter	For
1: Applying Regulatory Bulletins	A description of the RB and how to apply a tax update
2: Payroll Tax Codes	A list of assigned tax codes

Read this chapter	For
3: Nonstandard Employee Tax Record Setups	Instructions on special tax setups
4: Taxation of Supplemental Wages	Tax information for supplemental wages

References

The sources of tax information used for Regulatory Bulletins are as follows:

- BNA Bureau of National Affairs
- CCH Commerce Clearing House
- Payroll Practitioner's State Tax Alert
- Payroll Tax Fax
- PPM State Tax Alert
- RIA Research Institute of America
- Various state/local notices

Preparing for Tax Maintenance Processing

This section discusses the overall process of a tax update, including preparation, implementation, and ongoing maintenance.

Components of a Regulatory Bulletin

This manual contains detailed information about what is new in this Regulatory Bulletin. This bulletin contains the following:

- Tax Authority File—a complete replacement of all complex calculation tax specifications
- Regulatory Bulletin Guide—identifies and describes all tax changes being issued
- *Maintaining Payroll Tax Codes* manual (this document)—describes updates, implementation, assigned tax codes, and special tax setups

Few RBs require changes to Solution Series programs. However, when required, these program changes are supplied in a Program Temporary Fix (PTF). Successfully applying the PTF is critical to the ongoing function of tax processing. PTF information is supplied in the RB Guide.

Regulatory Bulletin files

The Regulatory Bulletin will not use Tax Classes 5 through 9. The Solution Series does not support online updates to T4 and T5 transactions, they must be updated in batch.

Regulatory Bulletins update the Tax Specification Records on the Sequential Master File (P20) and Employee Database (FILE02). Tax specification transactions are available in a Tax Authority File (TAF). You can use the TAF to apply an RB.

Tax Authority File

This file contains specifications for complex calculation, including those updated with the RB. Use the Tax Authority File to ensure that current versions of all required Tax Specification Records are implemented on the Employee Database, without requiring any special handling or processing. Use the Tax Authority File routinely to replace all Tax Specification Records on file. The Tax Authority File is applied in a maintenance run, discussed later in this chapter. The current version of the Tax Authority File is always available on CUBBS.

☞ *Refer to Accessing CUBBS in the knowledgebase or Technical Administration guide for detailed instructions for logging onto CUBBS.*

You must use the current Tax Authority File if any of the following conditions apply:

- You are adding a new tax specification record
- You have fallen behind in the application of Regulatory Bulletins and want to catch up using a single maintenance run to avoid mishandling multiple RBs
- You want to replace all Tax Specification Records on file, perhaps because they were not properly maintained

The Tax Authority File generates additional messages on the Payroll Audit Trail (0101) report for tax codes that were not changed, and it requires slightly more processing time and system resources to complete the maintenance process. The Tax Authority File is fully tested.

Creating standard procedures for applying RBs

Standard procedures for applying RBs involves two steps: testing and application.

Establishing test procedures

Proper testing verifies that tax changes and calculations have been accurately applied, before processing a live payroll run. It also ensures proper updating of Tax Specification Records, employee tax records, and system programs affected by a tax update. Use the following guidelines when establishing test procedures:

- Establish a test environment and define test procedures
- Make any changes to employee tax records that are required to verify calculation of employee taxes
- Apply the RB in your test environment
- Ensure there is at least one employee to test the specific Tax Specification Record being changed.
- Check the Payroll Audit Trail (0101) report

☞ *Refer to* **Verifying application of an RB through testing** *(see "Verifying application of a RB through testing" on page 15) for a checklist to follow for RB testing.*

Establishing update procedures

Using established tax update procedures ensures predictable and reliable results. The procedures should reflect your implementation decisions for applying tax updates. Use the following guidelines when establishing update procedures:

- Tailor jobstreams to provide a decision-free maintenance process
- Automate the process that selects the tax update file and the Employee Database
- Control the flow of procedures, so that the step identifying the input cannot be skipped and is done before executing maintenance step

The two setup methods

The tax maintenance transactions entered into maintenance runs when RBs are applied will be the same regardless of method: organization specific or common tax.

☞ *Refer to Activating Taxes in the Implementation Essentials manual for more information about these setups.*

☞ *Refer to the* **Detailed Directions for Applying Regulatory Bulletins** *(see "Detailed Directions" on page 9) section for more information about how these setups affect RB maintenance.*

Organization-specific setup method

The organization-specific method requires that every production organization contain all Tax Specification Records required to process taxes for employees assigned to the organization. The system updates only activated Tax Specification Records on each organization. You may update all organizations on file or only selected organizations with this setup.

Common tax organization setup method

In a common tax organization, all Tax Specification Records are established in one organization. With this setup, you maintain Tax Specification Records on the common tax organization only, never on a production organization.

The two setup methods and the Payroll Audit Trail report

The Payroll Audit Trail (0101) report from the maintenance run will vary depending on your setup method.

For organization-specific setups, this report also depends on whether all or selected organizations are updated. If you updated all organizations (using a 999999TAX batch transaction), the IS/WAS Payroll Audit Trail report will not show field-by-field updates of each transaction.

You will receive a nonfatal error message for taxes that were not updated, because they were not activated for tax processing. These error messages do not require any action on your part.

Note: *For debugging purposes, select Print This Run Only from the Print Tax Tables (PP27) option list on the Organization Options form (AF-SCR) on an off-cycle payroll run for every organization that uses any of the taxes maintained by a RB. This will print all active tax codes on the Payroll Audit Trail (0101) report.*

Detailed Directions

There are several tasks involved when applying tax updates. The major steps are discussed in detail in this section:

Tasks

Review the Regulatory Bulletin impact

The RB Guide contains all the necessary information to determine which of the remaining tasks need to be done. If none of the changes apply, no other action is necessary. If changes in the RB do apply, complete the following:

- Provide RB documentation to the appropriate technical and payroll staff.
- Decide whether you or the technical person need to complete the following tasks:
  - ***Update Tax Specification Records*** (on page 9)
  - ***Maintaining employee tax records affected by the RB*** (on page 14)
  - ***Maintaining Solution Series programs affected by the RB*** (on page 14)
- Determine which Regulatory Bulletin file to use and when to execute the maintenance run.
- After the maintenance run, verify that all updates have been applied by checking the Payroll Audit Trail (0101) report for updated Tax Specification Records. The message 'THIS TAX BODY ADDED' indicates a new Tax Specification Record has been added.

Note: *If you use the organization-specific method and update all production organizations (using a 999999TAX batch), the Payroll Audit Trail will show only ADDED/DELETED messages.*

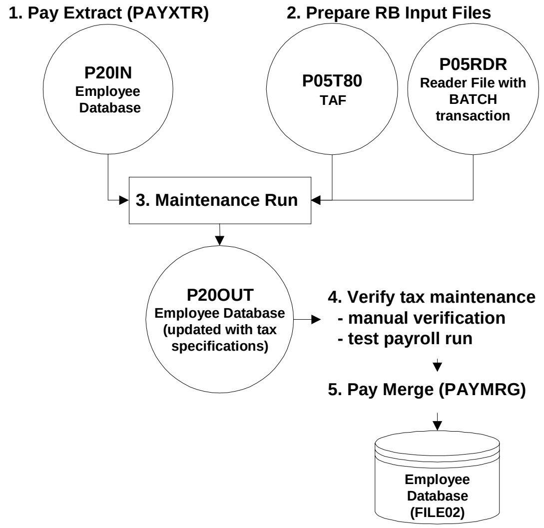
Activate any new Tax Specification Records

When new taxes are levied, you must activate the new Tax Specification Records on the Employee Database (FILE02) before the maintenance run. This task will be performed for only a few RBs.

☞ *Refer to Activating Taxes in the Implementation Essentials manual for more information on activating Tax Specification Records.*

Update Tax Specification Records

In this task, tax maintenance transactions from the RB file update Tax Specification Records on the Employee Database. This task should be part of your standard payroll processing procedures. Once the Tax Specification Records are maintained in the maintenance run, the updated information is used in all subsequent payroll runs. This task is normally completed by technical staff members. The following diagram provides an overview of the steps performed in this task:



Important Note!: Only Solution Series 5.2 has a second Tax Authority File for employer/employee - TAXFILE(E).

1. Perform the pay extract (PAYXTR) process

The pay extract (PAYXTR) process creates a Sequential Master File (P20/FILE12) from the current Employee Database (FILE02). This file is then entered in a maintenance run.

The following chart lists the input and output files of the pay extract process.

PAYXTR inputs	PAYXTR outputs
FILE01 (System Control Repository)	**FILE03** (Audit report records)
FILE02 (Employee Database)	**FILE10** (Time entries and adjustment data)
FILE11 (Sequential Master File)	**FILE12** (Sequential Master File, used as input to the maintenance run in step 3 of this task)
FILE04 (BATCH transaction)	

- Extracting all organizations
  To extract all organizations on file, use the following BATCH transaction:

```
         1    1    2    2    3    3    4    4
1...5....0....5....0....5....0....5....0....5
P PAYXTRJ09500  999999PAYXTR  ALL     T
```

- Extracting selected organizations
  If you use a common tax organization setup, perform a selected extract of that organization. To do this, complete a Selected Company Payroll Run Schedule form and enter the Schedule Name in position 31 of the BATCH transaction.

2. Prepare input files for the maintenance run

Once you have selected the Tax Authority File to use, prepare the following input files for the maintenance run:

- **Reader File (P05RDR)**
  You must prepare the Reader File (P05RDR) with a BATCH transaction. The BATCH transaction specifies the input files to be processed by P2EDIT, as shown in the following example:

```
         1    1    2    2    3    3    4    4
1...5....0....5....0....5....0....5....0....5
BATCH999999PAYR YYB
```

Use the following table to define this BATCH transaction:

Position	Description
17	Y - organization or tax data to be used as input
18	Y - the Recycle File (P05IN) to be used as input
19	B - both P05T80 and P05T81 to be used as input Y - only P05T80 to be used as input (no time entries or adjustments

- **Transaction File (P05T80) for common tax organization setup**
  Use P05T80 to bring in the Tax Authority File.

  For a common tax organization setup, add a BATCH transaction as the first record in the P05T80 file, as shown in the following example:

```
         1    1    2    2    3    3    4    4
1...5....0....5....0....5....0....5....0....5
BATCHccccccnnnn Y
```

Use the following table to define this BATCH transaction:

Position	Description
1-5	BATCH - literal string
6-11	Organization Number of common tax organization
12-15	Batch Number. Do not use ‘TAX’ in any form as Batch Number.
16	blank
17	Y - indicates batch input other than employee transactions

- **Transaction File (P05T80) for organization-specific setup**
  Use P05T80 to bring in the Tax Authority File.

  For an organization-specific setup, add a BATCH transaction as the first record in the PO5T80 file. Two methods are described: updating all organization and updating a single organization.

  To update all organizations, use the following BATCH transaction:

```
         1    1    2    2    3    3    4    4
1...5....0....5....0....5....0....5....0....5
BATCH999999TAX  Y
```

Use the following table to define this BATCH transaction:

Position	Description
1-5	Batch - literal string
6-11	999999 - Indicates that contents of this batch are to be duplicated for all organizations defined on system-level report generator RPT20
12-15	TAX - Causes the P2EDIT to copy all transactions organizations defined on Organization Validation Table (Report Generator RPT20), except Organization 999999
16	blank
17	Y - Indicates batch input other than employee transactions

To update only selected organizations, use the following BATCH transaction:

```
         1    1    2    2    3    3    4    4
1...5....0....5....0....5....0....5....0....5
BATCHccccccnnnn Y
```

Use the following table to define this BATCH transaction:

Position	Description
1-5	Batch - literal string
6-11	Organization Number of organization being updated
12-15	Batch Number. Do not use ‘TAX’ in any form as Batch Number.
16	blank
17	Y - Indicates batch input other than employee transactions

Transaction File (P05T81)

Any time entries or adjustments in the PAYXTR10 file are entered as the P05T81 file.

3. Execute the maintenance run

The maintenance run replaces or adds tax specification information on the Employee Database. A standard maintenance run is used to apply the selected tax file from step 2 to the extracted Master File. To execute a maintenance run, the batch payroll programs P2EDIT, P4CALC, and P5PRNT will be used.

The following table lists the inputs and outputs of the maintenance run:

Maintenance run inputs	Maintenance run outputs
P05RDR (Reader File)	**P20OUT** (Updated Batch Master File)
P05T80 (Tax Authority File with BATCH transaction)	**PRINT1** (Reports)
P05T81 (PAYXTR10 - time entry and adjustment data)	**P05OUT** (Time entries and adjustments processed, renamed to P05IN for next run)
P05IN (Recycle File - output from last pay process)	
P20IN (Batch Master File produced in step 1)	

Note: *Tax updates can be applied in a payroll run; however, we do not recommend this approach.*

4. Perform testing

Verifying the application of a RB should involve a manual verification process. Depending on the scope and complexity of the RB, this process could also include a mock payroll run for one or more test organizations and verification of the results of this run. You should complete these verification processes before continuing to the next step. If you discover errors in this verification step, correct them and re-execute the applicable steps of the maintenance process.

5. Perform the pay merge (PAYMRG) process

The pay merge (PAYMRG) process merges the updated Sequential Master File (FILE11) back into the online environment, to create an updated Employee Database (FILE02).

The following table lists the inputs and output files of the pay merge (PAYMRG) process:

PAYMRG inputs	PAYMRG outputs
FILE11 (Sequential Master File)	**FILE02** (new Employee Database - input or output)
FILE04 (BATCH transaction)	**FILE07** (new Employee Database - output only)

FILE03 (Audit report with record counts)	

Use the following BATCH transaction to process all organizations:

```
         1    1    2    2    3    3    4    4
1...5....0....5....0....5....0....5....0....5
P PAYXTRJ09500  999999PAYMRG          T 1 7 1
```

If a common tax organization setup is used and a selected pay extract was performed, a selected merge must be done. Enter 2 2 2 in positions 41, 43, and 45 of the BATCH transaction. An additional input file is FILE13, the entire batch Master File containing all organizations. There will also be FILE12 output, which is the batch Master File with all organizations, including the updated common tax organization.

Maintaining employee tax records affected by the RB

Certain tax changes require changing existing employee tax records, adding a new employee tax record, or deactivating an existing employee tax record. Make such changes on the Employee Tax Record Maintenance form (JJ-SCR).

To maintain employee tax records affected by the RB, do the following:

- Identify all employees whose tax records must be changed as a result of the RB.
- Decide how to make the changes: online (typically if only a subset of the employees with the tax record is affected), in batch, or with an in-house procedure.
- Ensure that changes to employee tax records are synchronized with the changes to Tax Specification Records.

Note: *In some cases, we will supply a one-time report generator or Cyborg Scripting Language (CSL) program that creates batch change transactions. Normally, technical staff members are responsible for applying these programs.*

Maintaining Solution Series programs affected by the RB

Changes to Solution Series programs are sometimes required in connection with a RB. When necessary, they are provided in a related PTF. When a PTF is required, it will be noted in the RB documentation. Each PTF will include its own documentation and instructions. Make sure that the RB and its accompanying PTFs are implemented simultaneously, so that tax processing is properly synchronized. This task is normally completed by technical staff members. Use the following checklist to complete the necessary steps when PTFs are issued with an RB:

- Read the PTF documentation.
- Treat the RB and its companion PTF as a combined maintenance task that must be completed successfully before the system can be considered current for tax processing.
- Follow the installation steps in the PTF documentation.
- Update all applicable programs in your test library with new versions.
- Apply the RB in a maintenance run.
- Execute a test payroll run (including any new tax test data), using the updated test library.
- Apply the RB to the production file in a maintenance run. Make sure the Master File used for testing incorporates all the Tax Specification Record changes and any employee tax record changes required by the RB. Verify all test results.
- Copy the new executable programs that have been tested and verified into the production library. Make sure the production Master File incorporates all Tax Specification Record changes and all employee tax record changes required by the RB.

When the above items are complete, you are ready to run production payrolls that incorporate up-to-date tax processing as defined by the RB just applied.

Verifying application of a RB through testing

The following checklist will assist you in working through the RB testing process.

Checklist for RB testing

1. When the maintenance for the RB has been applied to your test environment and test employee data is ready, perform a payroll run.
2. Verify that there are no errors on the Payroll Audit Trail. If necessary, correct the data and rerun.
3. Review the pay documents (or other reports) and verify that there are no unexpected or unusual taxes deducted from employee payments.
4. Manually calculate test employees’ current period tax withheld (you may need to use the reference material supplied by the tax authority), based on the taxable earnings paid, marital status (or tax table used to override marital status), number of dependents, and so on. Compare your manual calculation to the tax calculated and withheld in the test run.

   If the test results do not match your manual calculations using annual tables, you must determine what caused the difference. There are several possibilities, each of which must be examined and corrected.

   Were there any errors made in applying the RB tax maintenance transactions to your test organizations? These could be keying errors, omitted transactions, or even transmission errors occurring when the RB files were obtained from CUBBS.

- Were any associated changes to Solution Series programs applied correctly?
- Were the required programs properly recompiled?
  - Were the compiled programs properly transformed into executable versions?
  - Were the existing executable programs in the test library properly replaced by the new, updated versions?
  - Was data for test employees added and updated correctly and completely?
  - Do the test employee earnings (pay rate or salary) need to be changed due to decreases or increases in wage brackets to ensure the intended brackets are tested?
  - Is the tax method option correct for the test employee in question?
  - Are 401(k) contributions and tax-exempt contributions being properly handled?

6. When the error is found and corrected, rerun the test and check the results.

If all of the above is correct and you believe the Solution Series calculation is in error, contact the Help Desk. Have the supporting documentation available, including your hand calculation, and the system calculation showing the delivered tax tables that were used for processing. If an error exists in the RB, we will provide a correction.

CHAPTER 2

Payroll Tax Codes

In This Chapter

Introduction to Payroll Tax Codes

This manual contains information about tax codes used by Payroll Administration. It is a useful guide for locating the appropriate tax code for tax authorities to which your company has withholding and reporting obligations. Tax codes with complex rate calculations are delivered on the Tax Authority File.

Note: *We provide all tax codes for use with Payroll Administration. Please contact the Help Desk if you need to assign a new tax code.*

Each group of tax codes is presented in a table, which is divided into the following columns:

- Title—State, municipality, school district or tax title
- Tax code—Assigned tax code

Federal tax codes

Federal tax title	Tax code
Social Security (FICA-OASDI)	101
Federal Withholding	102
Medicare (FICA-HI)	103
Railroad Retirement Tier I	104
Railroad Retirement Tier II	105

State tax codes

State	Tax code
Alabama	2AL
Alaska	2AK
Arizona	2AZ
Arkansas	2AR
California	2CA
Colorado	2CO
Connecticut	2CT
Delaware	2DE
Florida	2FL
Georgia	2GA
Guam	2GU
Hawaii	2HI
Idaho	2ID
Illinois	2IL
Indiana	2IN
Iowa	2IA
Kansas	2KS
Kentucky	2KY
Louisiana	2LA
Maine	2ME
Maryland	2MD
Massachusetts	2MA
Michigan	2MI
Minnesota	2MN
Mississippi	2MS
Missouri	2MO
Montana	2MT
Nebraska	2NE
Nevada	2NV
New Hampshire	2NH
New Jersey	2NJ
New Mexico	2NM
New York	2NY
North Carolina	2NC

State	Tax code
North Dakota	2ND
Ohio	2OH
Oklahoma	2OK
Oregon	2OR
Pennsylvania	2PA
Puerto Rico	2PR
Rhode Island	2RI
South Carolina	2SC
South Dakota	2SD
Tennessee	2TN
Texas	2TX
Utah	2UT
Vermont	2VT
Virgin Islands	2VI
Virginia	2VA
Washington	2WA
Washington DC	2DC
West Virginia	2WV
Wisconsin	2WI
Wyoming	2WY

State disability tax codes

State disability tax title	Tax code
California State Disability	4CASDI
California State Voluntary Disability	4CAVDI
Hawaii State Disability	4HISDI
New Jersey State Disability	4NJSDI
New York State Disability	4NYSDI
Puerto Rico Disability	4PRSDI
Rhode Island Temporary State Disability	4RITDI

Special assessment tax codes

Special assessment tax title	Tax code
Massachusetts Health Insurance Law	4MAUIMT

Local tax codes

Alabama counties

Alabama county	Tax code
Jefferson, AL	3ALJEFF
New Macon	3ALMACO

Alabama cities

Alabama city	Tax code
Attalla	4ALATTA
Auburn	4ALAUBU
Bear Creek	4ALBRCK
Bessemer	4ALBESS
Birmingham	4ALBIRM
Brilliant	4ALBRIL
Gadsden	4ALGADS
Glencoe	4ALGLEN
Goodwater	4ALGOOD
Guin	4ALGUIN
Hackleburg	4ALHACK
Haleyville	4ALHALE
Hamilton	4ALHAMI
Leeds	4ALLEED
Lynn	4ALLYN
Opelika	4ALOPEL
Rainbow City	4ALRACI
Red Bay	4ALRBAY
Southside	4ALSOSD
Tuskegee	4ALTSKG

Colorado cities

Colorado city	Tax code
Aurora	4COAURO
Denver	4CODENV

Colorado city	Tax code
Greenwood Village	4COGREN

Delaware cities

Delaware city	Tax code
Wilmington	4DEWILM

Indiana counties

Indiana county	Tax code
Adams	3IN01
Allen	3IN02
Bartholomew	3IN03
Benton	3IN04
Blackford	3IN05
Boone	3IN06
Brown	3IN07
Carrol	3IN08
Cass	3IN09
Clark	3IN10
Clay	3IN11
Clinton	3IN12
Crawford	3IN13
Daviess	3IN14
Dearborn	3IN15
Decatur	3IN16
Dekalb	3IN17
Delaware	3IN18
Dubois	3IN19
Elkhart	3IN20
Fayette	3IN21
Floyd	3IN22
Fountain	3IN23
Franklin	3IN24
Fulton	3IN25
Gibson	3IN26
Grant	3IN27

Indiana county	Tax code
Greene	3IN28
Hamilton	3IN29
Hancock	3IN30
Harrison	3IN31
Hendricks	3IN32
Henry	3IN33
Howard	3IN34
Huntington	3IN35
Jackson	3IN36
Jasper	3IN37
Jay	3IN38
Jefferson, IN	3IN39
Jennings	3IN40
Johnson	3IN41
Knox	3IN42
Kosciusko	3IN43
LaGrange	3IN44
LaPorte	3IN46
Lawrence	3IN47
Madison	3IN48
Marion	3IN49
Marshall	3IN50
Martin	3IN51
Miami	3IN52
Monroe	3IN53
Montgomery	3IN54
Morgan	3IN55
Newton	3IN56
Noble	3IN57
Ohio	3IN58
Orange	3IN59
Owen	3IN60
Parke	3IN61
Perry	3IN62
Pike	3IN63
Porter	3IN64
Posey	3IN65

Indiana county	Tax code
Pulaski	3IN66
Putnam	3IN67
Randolph	3IN68
Ripley	3IN69
Rush	3IN70
St. Joseph	3IN71
Scott	3IN72
Shelby	3IN73
Spencer	3IN74
Starke	3IN75
Steuben	3IN76
Switzerland	3IN78
Tippecanoe	3IN79
Tipton	3IN80
Union	3IN81
Vanderburgh	3IN82
Vermillion	3IN83
Vigo	3IN84
Wabash	3IN85
Warren	3IN86
Warrick	3IN87
Washington	3IN88
Wayne	3IN89
Wells	3IN90
White	3IN91
Whitley	3IN92

Kentucky counties

Kentucky county	Tax code
Allen	3KYALLE
Ballard	3KYBALL
Bath	3KYBATH
Boone County - License Fee for Senior Citizens, Mental Health & Mental Retardation	3KYBOO1
Boone County - License Fee for Schools	3KYBOO3

Kentucky county	Tax code
Boone	3KYBOON
Bourbon	3KYBRBN
Boyd	3KYBOYD
Boyle	3KYBOYL
Breathitt	3KYBRTH
Butler	3KYBUTL
Caldwell	3KYCALD
Campbell	3KYCAMP
Campbell Senior Citizens	3KYCAM1
Carroll	3KYCARR
Clark	3KYCLAR
Clay	3KYCLAY
Clinton	3KYCLIN
Cumberland	3KYCUMB
Daviess	3KYDAVI
Estill	3KYESTI
Fayette County Schools License Fee	3KYLEPS
Franklin	3KYFRAN
Gallatin	3KYGALL
Garrard	3KYGARR
Graves	3KYGRAV
Grayson	3KYGRAY
Hancock	3KYHANC
Harrison	3KYHARR
Hart	3KYHART
Jefferson County School Tax	3KYJEFS
Jefferson, KY	3KYJEFF
Jessamine	3KYJESS
Johnson	3KYJOHN
Kenton	3KYKENT
Knox	3KYKNOX
Laurel	3KYLAUR
Lee	3KYLEE
Lexington Fayette Urban County	3KYLEXG
Lincoln	3KYLINC
Livingston	3KYLIVI

Kentucky county	Tax code
Logan	3KYLOGN
Madison	3KYMADI
Magoffin	3KYMAGO
Marion	3KYMARI
Marshall	3KYMARS
Marshall Schools	3KYMAR1
Martin	3KYMART
McLean	3KYMCLE
McCracken	3KYMCCR
McCreary	3KYMCRE
Menifee	3KYMENI
Mercer	3KYMERC
Metcalfe	3KYMETC
Monroe	3KYMONR
Montgomery	3KYMONT
Nelson	3KYNELS
Nicholas	3KYNICH
Ohio	3KYOHIO
Powell	3KYPOWE
Pulaski	3KYPULA
Robertson	3KYROBE
Rowan	3KYROWA
Russell County	3KYRUSL
Scott	3KYSCOT
Scott County Schools	3KYSCO1
Shelby	3KYSHEL
Simpson County	3KYSIMP
Taylor County	3KYTAYC
Union	3KYUNCO
Warren	3KYWARR
Washington	3KYWSHT
Wayne County	3KYWAYN
Whitley	3KYWHIT
Wolfe	3KYWOLF
Woodford	3KYWOOD

Kentucky cities

Kentucky city	Tax code
Adairville	4KYADIR
Alexandria	4KYALEX
Ashland	4KYASHL
Auburn	4KYAUBU
Augusta	4KYAUGS
Bardstown	4KYBARD
Beattyville	4KYBEAT
Bellevue	4KYBELL
Benton	4KYBENT
Berea City	4KYBERE
Bowling Green, KY	4KYBOWL
Bromley	4KYBROM
Brooksville	4KYBROO
Brownsville	4KYBRWN
Burkesville	4KYBURK
Cadiz	4KYCADI
Calvert City	4KYCALV
Carlisle	4KYCARL
Carmargo	4KYCARM
Catlettsburg	4KYCATT
Cave City	4KYCVCY
Cold Springs	4KYCLDS
Covington	4KYCOVI
Crescent Springs	4KYCRSP
Crestview Hills	4KYCRHL
Cynthiana	4KYCYNT
Danville	4KYDANV
Dawson Springs	4KYDASP
Dayton	4KYDAYT
Dry Ridge	4KYDRYR
Eddyville	4KYEDDY
Edgewood	4KYEDGE
Edmonton	4KYEDMO
Elizabethtown	4KYELIZ
Elkhorn	4KYELHR

Kentucky city	Tax code
Elkton	4KYELKT
Elmsmere	4KYELMS
Eminence	4KYEMIN
Erlanger	4KYERLN
Estill	4KYESTI
Flemingsburg	4KYFLEM
Florence	4KYFLOR
Fort Thomas	4KYFTTM
Fort Wright	4KYFTWR
Frankfort	4KYFRAN
Franklin	4KYFKLN
Ft. Mitchell	4KYFTML
Fulton	4KYFULT
Gamaliel	4KYGAMA
Georgetown	4KYGEOR
Glasgow	4KYGLAS
Greensburg	4KYGREN
Guthrie	4KYGUTH
Harrodsburg	4KYHARR
Hazard	4KYHAZA
Henderson	4KYHEND
Hickman	4KYHICK
Highland Heights	4KYHIGH
Hillview	4KYHILL
Hodgenville	4KYHODG
Hopkinsville	4KYHOPK
Independence	4KYINDP
Jackson	4KYJACK
Jamestown	4KYJAME
Jeffersontown	4KYJEFF
Jeffersonville	4KYJEVI
Lakeside Park	4KYLAKE
Lebanon	4KYLEBA
Lebanon Junction	4KYLEBJ
Leitchfield	4KYLEIT
Lewisburg	4KYLEWS

Kentucky city	Tax code
Louisville	4KYLOUI
Ludlow	4KYLUDL
Madisonville	4KYMADI
Marion	4KYMARI
Martin	4KYMART
Mayfield	4KYMAYF
Maysville	4KYMAYS
McClean	4KYMCLE
Middleboro	4KYMIDD
Midway	4KYMIDW
Millersburg	4KYMILL
Morehead	4KYMORE
Morgantown	4KYMORG
Mt. Olivet	4KYMTOL
Mt. Sterling	4KYMTST
Mt. Vernon	4KYMTVE
Mt. Washington	4KYMTWA
Muldraugh	4KYMULD
Newport	4KYNEWP
Nicholasville	4KYNICH
Oak Grove	4KYOAKG
Owensboro	4KYOWEN
Owenton	4KYOWET
Paducah	4KYPADU
Paintsville	4KYPNTV
Paris	4KYPARI
Park City	4KYPARK
Park Hills	4KYPKHL
Pikeville	4KYPIKE
Pineville	4KYPINE
Pioneer Village	4KYPION
Prestonburg	4KYPRES
Princeton	4KYPRIN
Radcliff	4KYRADC
Richmond	4KYRICH
Russell	4KYRUSL
Russell Springs	4KYRUSS

Kentucky city	Tax code
Russellville	4KYRUSV
Salyersville	4KYSALY
Scottsville	4KYSCOT
Shelbyville	4KYSHEL
Shepherdsville	4KYSHEP
Shively	4KYSHIV
Silver Grove	4KYSGRV
Southgate	4KYSOUT
Springfield	4KYSPRI
St. Matthews	4KYSTMA
Stanford	4KYSTFD
Stanton	4KYSTAN
Taylor Mill City	4KYTAYL
Tompkinsville	4KYTOMP
Vanceburg	4KYVANB
Versailles	4KYVERS
Villa Hills	4KYVILL
Warsaw	4KYWARS
West Buechel	4KYWBCL
West Point	4KYWEST
Wilder	4KYWILD
Wilmore	4KYWILM
Winchester	4KYWINC

Maryland counties

Maryland county	Tax code
Allegany	3MDALLG
Anne Arundel	3MDAARN
Baltimore	3MDBALT
Calvert	3MDCALV
Caroline	3MDCARO
Carroll	3MDCARR
Cecil	3MDCECL
Charles	3MDCHAR
Dorchester	3MDDORC
Frederick	3MDFRED

Maryland county	Tax code
Garrett	3MDGARR
Harford	3MDHARF
Howard	3MDHOWD
Kent	3MDKENT
Montgomery	3MDMONT
Prince George's	3MDPGEO
Queene Anne's	3MDQANN
Somerset	3MDSOMR
St. Mary's	3MDSTMA
Talbot	3MDTALB
Washington	3MDWASH
Wicomico	3MDWICO
Worcester	3MDWORC

Maryland cities

Maryland city	Tax code
Baltimore City	4MDBALC

Michigan cities

Michigan city	Tax code
Albion	4MIALBI
Battlecreek	4MIBATC
Big Rapids	4MIBIRA
Detroit	4MIDETR
Flint	4MIFLIN
Grand Rapids	4MIGRAN
Grand Rapids	4MIGRNR
Grand Rapids	4MIGRNN
Grayling	4MIGRAY
Hamtramck	4MIHAMT
Highland Park	4MIHIGH
Hudson	4MIHUDS
Ionia	4MIINIA
Jackson	4MIJACK
Lansing	4MILANS

Michigan city	Tax code
LaPeer	4MILAPE
Muskegon	4MIMSKG
Muskegon Heights	4MIMUSK
Pontiac	4MIPONT
Portland	4MIPORT
Port Huron	4MIPTHU
Saginaw	4MISAGI
Springfield	4MISPRI
Walker	4MIWALK

Missouri cities

Missouri city	Tax code
Kansas City	4MOKC
St. Louis	4MOSTLO

New York cities

New York city	Tax code
New York City	4NYC
Yonkers	4NYYONK

Oregon counties

Note: ** denotes that the tax code is inactive.*

Oregon County	Tax code
Multnomah County	3ORMULT*

Ohio cities

Note: ** denotes that the tax code is inactive.*

Ohio city	Tax code
Aberdeen Village	4OHABER
Ada	4OHADA
Addyston	4OHADDY

Ohio city	Tax code
Akron	4OHAKRO
Alger	4OHALGE
Alliance	4OHALLI
Alvordton Village	4OHALVO
Amberly	4OHAMBE
Amherst	4OHAMHE
Andover	4OHANDO
Anna	4OHANN1
Ansonia Village	4OHANSO
Apple Creek	4OHAPCR
Arcanum	4OHARCA
Archbold	4OHARCH
Arlington	4OHARLI
Arlington Heights	4OHARHT
Ashland	4OHASHL
Ashtabula	4OHASHT
Ashville	4OHASHV
Athens	4OHATHE
Aurora	4OHAURO
Avon	4OHAVON
Avon Lake	4OHAVLK
Baltic	4OHBALC
Baltimore	4OHBALT
Barberton	4OHBARB
Barnesville	4OHBARN
Batavia	4OHBATA
Bath/Akron-Fairlawn-JEDD	4OHBAKF
Bath Township	4OHBATH
Bay Village	4OHBAYV
Beach City	4OHBEAH
Beachwood	4OHBEAC
Beachwood East JEDD	4OHBECE
Beachwood West JEDD	4OHBECW
Bedford	4OHBEDF
Bedford Heights	4OHBEHI
Bellaire	4OHBELL
Belle Center	4OHBELC

Ohio city	Tax code
Bellefontaine	4OHBEL1
Bellevue	4OHBEL2
Bellville	4OHBEL3
Belpre	4OHBELP
Bentleyville	4OHBENT
Berea	4OHBERE
Beverly	4OHBEVE
Bexley	4OHBEXL
Bloomdale	4OHBLOO
Blue Ash	4OHBLUE
Bluffton	4OHBLUF
Bolivar	4OHBOLI
Boston Heights	4OHBOHT
Botkins	4OHBOTK
Bowerston	4OHBOTN
Bowling Green, OH	4OHBOWL
Bradford	4OHBRAD
Bradner	4OHBRAN
Brady Lake	4OHBRLK
Bratenahl	4OHBRAT
Brecksville	4OHBREC
Bremen	4OHBREM
Brewster	4OHBREW
Brice Village	4OHBRIC
Broadview Heights	4OHBDHT
Brook Park	4OHBRPK
Brooklyn	4OHBRKL
Brooklyn Heights	4OHBRHT
Brookville	4OHBROK
Brunswick	4OHBRUN
Bryan	4OHBRYA
Bucyrus	4OHBUCY
Burton	4OHBURT
Butler	4OHBUTL
Byesville	4OHBYES
Cadiz	4OHCADI
Cambridge	4OHCAMB

Ohio city	Tax code
Campbell	4OHCAMP
Canal Fulton	4OHCANA
Canal Winchester	4OHCANW
Canfield	4OHCANF
Canton	4OHCANT
Cardington	4OHCARD
Carey	4OHCARE
Carlisle	4OHCARL
Carroll	4OHCARO
Carroll Village	4OHVCRR
Carrollton	4OHCARR
Catawba	4OHCATA
Cecil	4OHCECI
Cedarville	4OHCEDA
Celina	4OHCELI
Centerburg	4OHCEN1
Centerville	4OHCENT
Chagrin Falls	4OHCHAG
Chardon	4OHCHAR
Cheviot	4OHCHEV
Chillicothe	4OHCHIL
Cincinnati	4OHCINC
Circleville	4OHCIRC
Clay Center	4OHCLCT
Clayton	4OHCLTN
Cleveland	4OHCLEV
Cleveland Heights	4OHCLHT
Cleveland-Highland Hills JEDZ	4OHCLEH
Clyde	4OHCLYD
Coal Grove	4OHCOAL
Coldwater	4OHCOLD
Columbiana	4OHCOLM
Columbus	4OHCOLU
Columbus Grove	4OHCOLG
Conneaut	4OHCONN
Convoy	4OHCONV
Copley-Akron JEDD	4OHCOPL

Ohio city	Tax code
Corwin Village	4OHCORW
Coshocton	4OHCOSH
Coventry-Akron JEDD	4OHCOVE
Covington	4OHCOVI
Craig Beach	4OHCBCH
Crestline	4OHCRES
Creston	4OHCRST*
Cridersville	4OHCRID
Crooksville	4OHCROO
Cuyahoga Falls	4OHCUFA
Cuyahoga Heights	4OHCUHT
Cygnet	4OHCYGN
Dalton	4OHDALT
Danville	4OHDANV
Dayton	4OHDAYT
Deer Park	4OHDEPK
Defiance	4OHDEFI
Degraff	4OHDEGF
Delaware	4OHDELA
Delphos	4OHDELP
Delta	4OHDELT
Dennison	4OHDENN
Deshler	4OHDESH
Dover	4OHDOVE
Doylestown	4OHDOYL
Dresden	4OHDRES
Dublin	4OHDUBL
Dunkirk	4OHDUNK
East Canton	4OHECAN
East Cleveland	4OHECLE
East Liverpool	4OHELIV
East Palestine	4OHEPAL
Eastlake	4OHELAK
Eaton	4OHEATO
Edgerton	4OHEDGE
Edon	4OHEDON
Elida	4OHELID

Ohio city	Tax code
Elmore	4OHELMO
Elmwood Place	4OHELPL
Elyria	4OHELYR
Elyria Twp/City of Elyria JEDD	4OHELYT
Englewood	4OHENGL
Euclid	4OHEUCL
Evendale	4OHEVEN
Fairborn	4OHFRBN
Fairfax	4OHFAIR
Fairfield	4OHFAI1
Fairlawn	4OHFAI2
Fairport Harbor	4OHFRHB
Fairview Park	4OHFRPK
Farmersvlle	4OHFARM
Fayette	4OHFAYE
Felicity Village	4OHFELI
Findlay	4OHFIND
Forest	4OHFORE
Forest Park	4OHFOPK
Fort Jenkins	4OHFTJK
Fort Laramie	4OHFTLO
Fort Recovery Village	4OHFORT
Fostoria	4OHFOST
Franklin	4OHFRAN
Frazeysburg Village	4OHFRAZ
Frederickton	4OHFRED
Fremont	4OHFREM
Gahanna	4OHGAHA
Galena	4OHGALE
Galion	4OHGALI
Gallipolis	4OHGALL
Gambier	4OHGAMB
Garfield Heights	4OHGAHT
Garrettsville	4OHGARR
Gates Mills	4OHGATE
Geneva City	4OHGENE
Geneva-on-the-Lake Village	4OHGENV

Ohio city	Tax code
Genoa	4OHGENO
Georgetown	4OHGEOR
Germantown	4OHGERM
Gibsonburg	4OHGIBS
Girard	4OHGIRA
Glandorf	4OHGLAN
Glenwillow	4OHGLEN
Gnadenhutten	4OHGNAD
Golf Manor	4OHGOLF
Grafton	4OHGRAF
Grand Rapids	4OHGRAN
Grand River	4OHGRA1
Grandview Heights	4OHGRA2
Granville	4OHGRA3
Green	4OHGREN
Greenhills	4OHGRE1
Green Springs	4OHGRES
Greenfield	4OHGREE
Greenville	4OHGRE2
Greenwich	4OHGRE3
Grove City	4OHGROV
Groveport	4OHGRO1
Hamilton	4OHHAMI
Hamler Village	4OHHAML
Harrisburg	4OHHRBG
Harrison	4OHHARR
Hartville	4OHHART
Haskins	4OHHASK
Heath	4OHHEAT
Hebron Village	4OHHEBR
Hicksville	4OHHICK
Highland Heights	4OHHIHT
Highland Hills	4OHHGHL
Hilliard	4OHHILL
Hillsboro	4OHHIL1
Hiram	4OHHIRA
Holgate	4OHHOLG

Ohio city	Tax code
Holland	4OHHOLL
Hopedale	4OHHOPE
Hubbard	4OHHUBB
Huber Heights	4OHHUHT
Hudson	4OHHUDS
Hunting Valley	4OHHUNT
Huntsville	4OHHUNV
Huron	4OHHURO
Independence	4OHINDE
Indian Hill Village	4OHINDI
Ironton	4OHIRON
Jackson Center	4OHJACK
Jamestown	4OHJAMS
Jefferson, OH	4OHJEFF
Jeffersonville	4OHJFVL
Jewett	4OHJEWT
Johnstown	4OHJOHN
Joint Economic Development District	4OHJEDD
Kalida	4OHKALI
Kent	4OHKENT
Kenton	4OHKEN1
Kettering	4OHKETT
Kirby	4OHKIRB
Kirtland	4OHKIRT
LaGrange	4OHLAGR
Lakemore	4OHLAK1
Lakeview Village	4OHLKVW
Lakewood	4OHLAKE
Lancaster	4OHLANC
Lebanon	4OHLEBA
Leesburg Village	4OHLEES
Leetonia	4OHLEET
Leipsic Village	4OHLESC
Lewisburg	4OHLEWI
Lexington	4OHLEXI
Liberty Center	4OHLICT

Ohio city	Tax code
Lima	4OHLIMA
Lincoln Heights	4OHLINC
Linndale	4OHLINN
Lisbon	4OHLISB
Lithopolis City	4OHLITH
Lockbourne Village	4OHLOCB
Lockland	4OHLOCK
Logan	4OHLOGA
London	4OHLOND
Lorain	4OHLORA
Lordstown	4OHLORD
Loudonville	4OHLOUD
Louisville	4OHLOUI
Loveland	4OHLOVE
Lowellville	4OHLOWE
Luckey	4OHLUCK
Lyndhurst	4OHLYND
Macedonia	4OHMACE
Macedonia Northfield Center TWP JEDD	4OHMACN
Madeira	4OHMADE
Madison	4OHMADI
Maineville	4OHMAIN
Malinta	4OHMALI
Malta	4OHMALT
Malvern	4OHMALV
Manchester	4OHMANC
Mansfield	4OHMANS
Mantua	4OHMANT
Maple Heights	4OHMAHI
Marble Cliff	4OHMBCL
Mariemont	4OHMARI
Marietta	4OHMAR1
Marion	4OHMAR2
Marshallville	4OHMARS
Martins Ferry	4OHMTFY
Marysville	4OHMARY

Ohio city	Tax code
Mason	4OHMASO
Massillon	4OHMASS
Maumee	4OHMAUM
Mayfield Heights	4OHMYHT
Mayfield Village	4OHMYVI
McClure	4OHMCCL
McComb	4OHMCCO
McConnelsville	4OHMCCV
McDonald	4OHMCDO
McGuffey Village	4OHMCGU
Mechanicsburg	4OHMECH
Medina	4OHMEDM
Mentor	4OHMENT
Mentor-on-the-Lake	4OHMELK
Metamore Village	4OHMTRV
Miamisburg	4OHMIAM
Middleburg Heights	4OHMTHT
Middlefield	4OHMIDD
Middle Point	4OHMIDP
Middleport	4OHMDPT
Middletown	4OHMID1
Midvale	4OHMIDV
Milan	4OHMILV
Milford	4OHMILF
Milford Center Village	4OHMILC
Millbury	4OHMILL
Millersburg	4OHMIL1
Mineral City	4OHMINC
Minerva	4OHMINE
Minerva Park Village	4OHMINV
Mingo Junction	4OHMING
Minster	4OHMINS
Mogadore	4OHMOGA
Monroe	4OHMONR
Monroeville	4OHMOVL
Montgomery	4OHMONT
Montpelier	4OHMON1

Ohio city	Tax code
Moraine	4OHMORA
Moreland Hills	4OHMORE
Morrow	4OHMORO
Moscow	4OHMOSC
Mount Eaton	4OHMTEA
Mount Gilead	4OHMTGI
Mount Healthy	4OHMTHE
Mount Orab	4OHMTOB
Mount Sterling	4OHMTST
Mount Vernon	4OHMTVE
Munroe Falls	4OHMUFA
Napoleon	4OHNAPO
Navarre	4OHNAVA
Nelsonville	4OHNELS
New Albany	4OHNEAL
New Bloomington	4OHNWBN
New Boston	4OHNEBO
New Bremen	4OHNEBR
New Carlisle	4OHNECA
New Concord	4OHNECO
New Franklin	4OHNWFK
New Knoxville	4OHNWKX
New Lebanon	4OHNEWL
New Lexington	4OHNELE
New London	4OHNELO
New Miami	4OHNEMT
New Philadelphia	4OHNEPH
New Riegel Village	4OHNEWR
New Washington	4OHNWWA
New Waterford Village	4OHNEWW
Newark	4OHNEWA
Newburgh Heights	4OHNEHT
Newcomers Town	4OHNEWC
Newton Falls	4OHNEFA
Newtown	4OHNEWT
Niles	4OHNILE
North Baltimore	4OHNOBL

Ohio city	Tax code
North Canton	4OHNOCA
North College Hill	4OHNOCH
North Kingsville	4OHNOKI
North Lewisburg	4OHNLEW
North Olmstead City	4OHNOLM
North Perry	4OHNRPE
North Randall	4OHNRAN
North Ridgeville	4OHNRRV
North Royalton	4OHNROY
Northfield	4OHNFIE
Northwood	4OHNRTH
Norton	4OHNRTN
Norwalk	4OHNRWA
Norwood	4OHNRWO
Oak Harbor	4OHOAKH
Oakwood	4OHOKCY
Oakwood Village	4OHOAVI
Oakwood Village (Cuyahoga)	4OHOAKW
Oberlin	4OHOBER
Obetz	4OHOBET
Octa Village	4OHOCTA
Ohio City	4OHOHIO
Olmsted Falls	4OHOLMS
Olmsted Jedd	4OHOLMJ
Ontario	4OHONTA
Orange	4OHORAN
Orange Chagrin Highlands JEDD	4OHORAC
Oregon	4OHOREG
Orrville	4OHORRV
Orwell	4OHORWE
Ottawa	4OHOTTA
Ottawa Hills	4OHOTTH
Ottoville	4OHOTTV
Oxford	4OHOXFO
Painesville	4OHPAIN
Pandora	4OHPAND

Ohio city	Tax code
Parma	4OHPARM
Parma Heights	4OHPAR1
Paulding	4OHPAUL
Pemberville	4OHPEMB
Peninsula	4OHPENI
Pepper Pike	4OHPEPP
Perry	4OHPERY
Perrysburg	4OHPERR
Perrysburg-Toledo JEDZ	4OHPERT
Perrysville	4OHPERV
Phillipsburg	4OHPHIL
Pickerington	4OHPICK
Piketon	4OHPKTN
Pioneer	4OHPION
Piqua	4OHPIQU
Plain City	4OHPLAI
Pleasant Hill Village	4OHPLHV
Plymouth	4OHPLYM
Pomeroy	4OHPOMR
Port Clinton	4OHPTCL
Port Washington	4OHPTWA
Portsmouth	4OHPORT
Powell Village	4OHPOWL
Powhatan Point	4OHPOPT
Ravenna	4OHRAVE
Reading	4OHREAD
Reminderville Twinsburg TWP JEDD	4OHREMT
Reminderville Village	4OHREMI
Reynoldsburg	4OHREYN
Reynoldsburg E-Zone	4OHREYE
Richfield	4OHRICH
Richmond Heights	4OHRIHT
Richwood Village	4OHVRWD
Ridgeway	4OHRDGE
Rio Grande	4OHRIOG
Ripley	4OHRIPL

Ohio city	Tax code
Rittman	4OHRITT
Riverside	4OHRIVE
Rock Creek Village	4OHRKCK
Rockford	4OHROCK
Rocky River	4OHRORI
Roseville	4OHROSE
Rossford	4OHROSS
Rossford/Toledo JEDZ	4OHROST
Roswell	4OHROSW
Russells Point	4OHRSPT
Russia	4OHRUSS
Sabina	4OHSABI
Saint Bernard	4OHSTBE
Saint Henry	4OHSTHE
Saint Marys	4OHSTMA
Saint Paris	4OHSTPA
Salem	4OHSALE
Salineville	4OHSALI
Sandusky	4OHSAND
Sardinia	4OHSARD
Scio	4OHSCIO
Sebring	4OHSEBR
Seven Hills	4OHSEVE
Seville	4OHSEVL
Shaker Heights	4OHSHHT
Sharonville	4OHSHRN
Shawnee Hills	4OHSHWH
Sheffield	4OHSHVI
Sheffield Lake	4OHSHLK
Shelby	4OHSHEL
Sherrodsville	4OHSHER
Sherwood	4OHSHWD
Shreve	4OHSHRE
Sidney	4OHSIDN
Silver Lake	4OHSILK
Silverton	4OHSILV
Smithville	4OHSMIT

Ohio city	Tax code
Solon	4OHSOLO
South Amherst	4OHSOAM
South Bloomfield	4OHSOBL
South Charleston	4OHSOCH
South Euclid	4OHSOEU
South Lebanon	4OHSOLE
South Russell	4OHSRUS
South Solon	4OHVSOS
South Zanesfield	4OHSOZN
Spencerville	4OHSPEN
Springboro	4OHSPRB
Springdale	4OHSPGD
Springfield	4OHSPRI
Springfield Akron JEDD	4OHSPRA
Springfield-Beckley	4OHSPBE
Steubenville	4OHSTEU
Stone Creek Village	4OHSTON
Stow	4OHSTOW
Strasburg	4OHSTRA
Streetsboro	4OHSTRE
Strongsville	4OHSTRO
Struthers	4OHSTRU
Stryker	4OHSTRY
Sugar Grove	4OHSUGO
Sugarcreek	4OHSUGA
Sunbury	4OHSUNB
Swanton	4OHSWAN
Sycamore Village	4OHSYCA
Sylvania	4OHSYLV
Tallmadge	4OHTALL
Tiffin	4OHTIFF
Timberlake	4OHTIMB
Tipp City	4OHTIPP
Toledo	4OHTOLE
Tontogany	4OHTONT
Toronto City	4OHTORO
Trenton	4OHTREN

Ohio city	Tax code
Trotwood	4OHTROT
Troy	4OHTROY
Tuscarawas	4OHTUSC
Twinsburg	4OHTWIN
Uhrichsville	4OHUHRI
Union City Village	4OHUNIO
University Heights	4OHUNHT
Upper Arlington	4OHUPAR
Upper Sandusky	4OHUPSA
Urbana	4OHURBA
Urbancrest	4OHURBC
Utica	4OHUTIC
Valley High Village	4OHVALL
Valley View	4OHVAVI
Valley View Village	4OHVVVL
Van Wert	4OHVAWE
Vandalia	4OHVAND
Vermilion	4OHVERM
Versailles	4OHVERS
Village of Cairo	4OHCAIR
Village of Paulding	4OHPAUL
Wadsworth	4OHWADS
Wakeman	4OHWKMN
Walbridge	4OHWALB
Walton Hills	4OHWALT
Wapakoneta	4OHWAPA
Warren	4OHWARE
Warrensville Heights	4OHWAHT
Washington	4OHWASH
Waterville	4OHWATE
Wauseon	4OHWAUS
Waverly	4OHWAVE
Wellington	4OHWELL
Wellston	4OHWLSN
Wellsville	4OHWELS
West Alexandria	4OHWEAL
West Carrollton	4OHWCAR

Ohio city	Tax code
West Elkton	4OHWSET
West Jefferson	4OHWJEF
West Lafayette	4OHWLAF
West Milton	4OHWMIL
West Salem Village	4OHWSTS
West Union City	4OHWSTU
West Unity	4OHWUNI
Westerville	4OHWSTV
Westfield Center	4OHWEFI
Westlake	4OHWEST
Weston	4OHWESN
Whitehall	4OHWHIT
Whitehouse	4OHWHI1
Wickliffe	4OHWICK
Willard	4OHWIL1
Williamsburg	4OHWILB
Willoughby	4OHWILL
Willoughby Hills	4OHWIHI
Willowick	4OHWIWK
Wilmington	4OHWILM
Wilmot	4OHWIL2
Windham	4OHWIND
Wintersville	4OHWINT
Woodlawn	4OHWOO1
Woodmere Village	4OHWOOD
Woodsfield	4OHWOO2
Woodstock	4OHWDST
Wooster	4OHWOOS
Worthington	4OHWORT
Wyoming	4OHWYOM
Xenia	4OHXENI
Yellow Springs	4OHYESP
Youngstown	4OHYOUN
Zanesville	4OHZANE

Ohio school districts

Note: ** denotes that the tax code is inactive.*

Ohio school district	Tax code
Ada Exempted Village	4OH3301
Adena Local	4OH7101
Anna Local (Shelby)	4OH7501
Ansonia Local (Darke)	4OH1901
Antwerp Local (Paulding)	4OH6301
Arcadia LSD (Hancock)	4OH3201
Arcanum Butler (Darke)	4OH1902
Arlington Local (Hancock)	4OH3202
Athens CSD	4OH0502
Bellevue	4OH3901
Berkshire Local	4OH2801
Berne Union (Fairfield, Hocking)	4OH2302
Bettsville Local	4OH7401
Bexley CSD (Franklin)	4OH2501
Big Walnut Local	4OH2101
Bloom Carroll Local (Fairfield)	4OH2303
Bowling Green	4OH8701
Bradford Exempted Village (Miami)	4OH5502
Bryan City	4OH8601
Buckeye Centra Local (Crawford)	4OH1701
Buckeye Valley	4OH2102
National Trail LSD (Preble)	4OH6802
Canal Winchester Local (Franklin)	4OH2502
Carey EVSD (Wyandot)	4OH8801
Carlisle LSD (Warren)	4OH8301
Cedar Cliff Local (Greene)	4OH2902
Celina (Mercer)	4OH5401
Centerburg Local (Knox)	4OH4201
Central Local (Defiance)	4OH2002
Circleville (Pickaway)	4OH6501
Clermont-Northeastern Local (Clermont)	4OH1303
Cloverleaf LSD	4OH5204

Ohio school district	Tax code
Coldwater Exempted Village (Mercer)	4OH5402
Columbiana Exempted Village	4OH1502
Columbus Grove Local (Putnam)	4OH6901
Continental Local (Putnam)	4OH6902
Cory Rawson Local (Hancock)	4OH3203
Coventry Local	4OH7704*
Covington Exempted Village	4OH5503
Crestview LSD (Van Wert)	4OH8101
Crestview Local Public (Columbiana)	4OH1503
Danville Local (Knox)	4OH4202
Dalton Local	4OH8502
Defiance City (Defiance)	4OH2003
Eastwood LSD	4OH8702
Eaton City	4OH6803
Edgerton Local (Williams)	4OH8602
Elmwood Local (Wood)	4OH8703
Evergreen Local (Fulton)	4OH2602
Fairbanks Local (Union)	4OH8001
Fairborn City (Greene)	4OH2903
Fairfield Union Local (Fairfield)	4OH2304
Fairlawn Local (Shelby)	4OH7503
Fort Loramie Local	4OH7504
Fort Recovery Local (formerly South West Local)(Mercer)	4OH5406
Franklin Monroe	4OH1903
Fremont City	4OH7202
Gorham-Fayette Local (Fulton)	4OH2603
Goshen Local (Clermont)	4OH1305
Greenfield EVSD (Highland)	4OH3603
Greenview Local (Greene)	4OH2904
Greenville City (Darke)	4OH1904
Hardin Northern Local (Hardin)	4OH3302
Hardin-Houston Local (Shelby)	4OH7505
Hicksville Exempted Village (Defiance)	4OH2004
Highland Local (Morrow)	4OH5902

Ohio school district	Tax code
Hillsboro City (Highland)	4OH3604
Holgate Local (Henry)	4OH3501
Jefferson Local	4OH4901
Jennings (Putnam)	4OH6903
Johnstown-Monroe	4OH4503
Jonathan Alder LSD	4OH4902
Kalinda Local (Putnam)	4OH6904
Kenton City (Hardin)	4OH3303
Lakota LSD (Sandusky)	4OH7204
Lancaster CSD	4OH2305
Ledgemont Local	4OH2805
Leipsic Local (Putnam)	4OH6905
Liberty-Benton Local	4OH3205
Liberty Center Local (Henry)	4OH3502
Liberty-Union Thurston Local (Fairfield)	4OH2306
Licking Valley	4OH4506
Logan Elm LSD (Pickaway)	4OH6502
London City (Madison)	4OH4903
Loudonville-Perrysville Exempted Village (Ashland)	4OH0303
Madison Local (Butler)	4OH0905
Mad River-Green Local (Clark)	4OH1201*
Massillon City (Stark)	4OH7609*
McComb Local (Hancock)	4OH3206
Mechanicsburg Exempted Village (Champaign)	4OH1102
Miami East Local (Miami)	4OH5504
Millcreek-West Unity	4OH8604
Miller-New Clev	4OH6906
Minster LSD	4OH0601
Mississinawa Valley Local (Darke)	4OH1905
Mohawk Local (Wyandot)	4OH8802
Montpelier EVSD	4OH8605
Mount Gilead Exempted Village	4OH5903
Newark City (Licking)	4OH4507
New Bremen LSD (Auglaize)	4OH0602
New Knoxville LSD (Auglaize)	4OH0603

Ohio school district	Tax code
New Lebanon Local (Montgomery)	4OH5708
New London Local (Huron)	4OH3903
New Miami Local (Butler)	4OH0907
New Reigel Local (Seneca)	4OH7404
Newton Local	4OH5506
North Union Local (Union)	4OH8003
Northmor Local	4OH5904
Northridge Local (Licking)	4OH4509
Northwestern Local (Wayne)	4OH8505
Norwalk City (Huron)	4OH3904
Oberlin City (Lorain)	4OH4712
Old Fort LSD (Seneca)	4OH7405
Otsego	4OH8707
Ottowa-Glandorf	4OH6907
Pandora-Gilboa	4OH6909
Parkway Local (Mercer)	4OH5405
Patrick Henry Local (Henry)	4OH3504
Paulding Exempted Village (Paulding)	4OH6302
Perrysburg Exempted Village (Wood)	4OH8708
Pettisville LSD (Fulton)	4OH2604
Pickerington Local (Fairfield)	4OH2307
Piqua City (Miami)	4OH5507
Plymouth Local (Richland)	4OH7007
Preble-Shawnee Local (Preble)	4OH6804
Preble Twin Valley (Preble)	4OH6805
Reynoldsburg City (Franklin)	4OH2509
Richmond Heights LSD (Cuyahoga)	4OH1825*
Ridgemont Local (Hardin)	4OH3304
Riverdale Local (Hardin)	4OH3305
Riverside Local	4OH4604
Ross (Butler)	4OH0908
Russia Local (Shelby)	4OH7507
Sebring Local	4OH5008
Seneca East LSD (Seneca)	4OH7406

Ohio school district	Tax code
Shelby City (Richland)	4OH7008
South Central Local (Huron)	4OH3905
Southeast Local (Clark)	4OH1205
Southeastern LSD (Ross)	4OH7105*
Southwest Licking Local (Licking)	4OH4510
Southwest LSD	4OH3118
Spencerville LC	4OH0209
Springfield Local (Mahoning)	4OH5010
Stryker Local (Williams)	4OH8607
Swanton LSD (Fulton)	4OH2606
Talawanda CSD (Butler)	4OH0909
Teays Valley Local (Pickaway)	4OH6503
Tri-Village Local (Darke)	4OH1906
Triad Local (Champaign)	4OH1103
Troy CSD	4OH5509
Union-Scioto Local (Ross)	4OH7106
United Local (Columbiana)	4OH1510
Upper Sandusky Exempted Village (Wyandot)	4OH8803
Upper Scioto Valley (Hardin)	4OH3306
Valley View Local (Montgomery)	4OH5713
Vanlue (Hancock)	4OH3208
Van Wert City	4OH8104
Versailles EVSD (Darke)	4OH1907
Walnut Township LSD (Fairfield)	4OH2308
Wapakoneta City (Auglaize)	4OH0605
Wayne Trace Local (Paulding)	4OH6303
Waynesfield-Goshen Local (Auglaize)	4OH0606
Wellington Exempted Village (Lorain)	4OH4715
West Liberty-Salem (Champaign)	4OH1105
Western Reserve Local (Huron)	4OH3906
Wilmington School District	4OH1404
Wyoming City (Hamilton)	4OH3122
Xenia City (Greene)	4OH2906
Yellow Springs Exempted Village	4OH2907

Pennsylvania municipalities

A

Note: ** denotes that the tax code is inactive.*

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Abbott TWP	Potter	4PAABBT	Galeton Area	4PA5328
Abbottstown Boro	Adams	4PAABBO	Conewago Valley	4PA0116
Abington TWP	Lackawanna	4PAABIN	Abington Heights	4PA3503
Abington TWP	Montgomery	4PAABI2	Abington	4PA4603
Adams TWP	Butler	4PAADAM	Mars Area	4PA1050
Adams TWP	Cambria	4PAADA1	Forest Hills	4PA1122
Adams TWP	Snyder	4PAADA2	Midd-West	4PA5550
Adamsburg Boro	Westmoreland	4PAADA4	Hempfield Area	4PA6538
Adamstown Boro	Lancaster	4PAADA5	Cocalico	4PA3613
Addison Boro	Somerset	4PAADDI	Turkeyft Vlly Area	4PA5684
Addison TWP	Somerset	4PAADDT	Turkeyft Vlly Area	4PA5684
Akron Boro	Lancaster	4PAAKRN	Ephrata Area	4PA3626
Alba Boro	Bradford	4PAALB1	Troy Area	4PA0866
Albany TWP	Berks	4PAALBA	Kutztown Area	4PA0640
Albany TWP	Bradford	4PAALBR	Wyalusing Area	4PA0890
Albion Boro	Erie	4PAALBO	Northwestern	4PA2585
Alburtis Boro	Lehigh	4PAALBU	East Penn	4PA3923
Aldan Boro	Delaware	4PAALDA	William Penn	4PA2396
Aleppo TWP	Allegheny	4PAALE1	Quaker Valley	4PA0277
Aleppo TWP	Greene	4PAALE2	West Greene	4PA3085
Alexandria Boro	Huntingdon	4PAALEX	Juniata Valley	4PA3128
Aliquippa City	Beaver	4PAALIQ	Aliquippa	4PA0405
Allegheny TWP	Blair	4PAALTB	Hollidaysburg Area	4PA0735
Allegheny TWP	Butler	4PAALL1	Alleg-Clarion Valley	4PA1603
Allegheny TWP	Cambria	4PAALL2	Penn Cambria	4PA1160
Allegany TWP	Potter	4PAALLT	Coudersport Area	4PA5313
Allegany TWP	Potter	4PAALL5	Northern Potter	4PA5355
Allegheny TWP	Somerset	4PAALL3	Berlin Brothersvalley	4PA5610
Allegheny TWP	Venango	4PAALLG	Titusville Area	4PA6172
Allegheny TWP	Westmoreland	4PAALL4	Kiski Area	4PA6544
Allen TWP	Northampton	4PAALLN	Northampton Area	4PA4849
Allenport Boro	Washington	4PAALLB	California	4PA6315

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Allentown City	Lehigh	4PAALLE	Allentown City	4PA3903
Allison TWP	Clinton	4PAALLS	Keystone Central	4PA1836
Alsace TWP	Berks	4PAALSA	Oley Valley	4PA0665
Altoona City	Blair	4PAALTO	Altoona Area	4PA0705
Ambler Boro	Montgomery	4PAAMBL	Wissahickon	4PA4693
Ambridge Boro	Beaver	4PAAMB1	Ambridge Area	4PA0407
Amity TWP	Berks	4PAAMI1	Daniel Boone Area	4PA0615
Amity TWP	Erie	4PAAMIT	Wattsburg Area	4PA2597
Amwell TWP	Washington	4PAAMWE	Trinity Area	4PA6380
Annin TWP	Mckean	4PAANNI	Port Allegany	4PA4263
Annville TWP	Lebanon	4PAANNV	Annville-Cleona	4PA3803
Anthony TWP	Lycoming	4PAANTH	Jersey Shore Area	4PA4140
Anthony TWP	Montour	4PAANT1	Warrior Run	4PA4980
Antis TWP	Blair	4PAANTS	Bellwood-Antis	4PA0710
Antrim TWP	Franklin	4PAANTR	Greencastle-Antrim	4PA2830
Apolacon TWP	Susquehanna	4PAAPOL*	Montrose Area	4PA5845*
Apollo Boro	Armstrong	4PAAPPO	Apollo-Ridge	4PA0306
Applewold Boro	Armstrong	4PAAPPL	Armstrong	4PA0308
Ararat TWP	Susquehanna	4PAARAR*	Susquehanna Comm	4PA5865*
Archbald Boro	Lackawanna	4PAARCH	Valley View	4PA3584
Arendtsville Boro	Adams	4PAAREN	Upper Adams	4PA0185
Armagh Boro	Indiana	4PAARMA	United	4PA3280
Armagh TWP	Mifflin	4PAARM1	Mifflin County	4PA4446
Armenia TWP	Bradford	4PAARME	Troy Area	4PA0866
Armstrong TWP	Indiana	4PAARMS	Indiana Area	4PA3237
Armstrong TWP	Lycoming	4PAARMT	South Williamsport	4PA4161
Arnold City	Westmoreland	4PAARNO	New Kensngtn-Arnld	4PA6563
Arona Boro	Westmoreland	4PAARON	Yough	4PA6589
Ashland Boro	Schuylkill	4PAASHL	North Schuylkill	4PA5450
Ashland TWP	Clarion	4PAASH2	Keystone	4PA1665
Ashley Boro	Luzerne	4PAASH3	Hanover Area	4PA4030
Ashville Boro	Cambria	4PAASHV	Penn Cambria	4PA1160

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Aspinwall Boro	Allegheny	4PAASPI	Fox Chapel Area	4PA0239
Aston TWP	Delaware	4PAASTN	Penn-Delco	4PA2369
Asylum TWP	Bradford	4PAASYL	Towanda Area	4PA0865
Atglen Boro	Chester	4PAATGL	Octorara Area	4PA1565
Athens Boro	Bradford	4PAATH1	Athens Area	4PA0805
Athens TWP	Bradford	4PAATH3	Athens Area	4PA0805
Athens TWP	Crawford	4PAATH4	Penncrest	4PA2047
Atwood Boro	Armstrong	4PAATWO	Armstrong	4PA0308
Auburn Boro	Schuylkill	4PAAUBU	Blue Mountain	4PA5408
Auburn TWP	Susquehanna	4PAAUSQ	Elk Lake	4PA5825
Austin Boro	Potter	4PAAIS1	Austin Area	4PA5303
Avalon Boro	Allegheny	4PAAVAL	Northgate	4PA0268
Avis Boro	Clinton	4PAAVIS	Jersey Shore Area	4PA4140
Avoca Boro	Luzerne	4PAAVOC	Pittston Area	4PA4066
Avondale Boro	Chester	4PAAVO2	Avon Grove	4PA1505
Avonmore Boro	Westmoreland	4PAAVON	Kiski Area	4PA6544
Ayr TWP	Fulton	4PAAYRT	Central Fulton	4PA2913

B

Note: ** denotes that the tax code is inactive.*

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Baden Boro	Beaver	4PABAD1	Ambridge Area	4PA0407
Bald Eagle TWP	Clinton	4PABAL1	Keystone Central	4PA1836
Baldwin Boro	Allegheny	4PABAL3	Baldwin-Whitehall	4PA0211
Baldwin TWP	Allegheny	4PABAL4	Baldwin-Whitehall	4PA0211
Bally Boro	Berks	4PABALL	Boyertown Area	4PA0607
Bangor Boro	Northampton	4PABANG	Bangor Area	4PA4808
Banks TWP	Carbon	4PABANS	Hazleton Area	4PA4033
Banks TWP	Indiana	4PABANK	Punxsutawney Area	4PA3380
Barkeyville Boro	Venango	4PABARK	Franklin Area	4PA6122

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Barnesboro Boro	Cambria	4PABARN*	Northern Cambria	4PA11BB*
Barnett TWP	Forest	4PABATJ	Forest Area	4PA2720
Barnett TWP	Jefferson	4PABATF	Brookville Area	4PA3308
Barr TWP	Cambria	4PABARR	Northern Cambria	4PA1145
Barree TWP	Huntingdon	4PABARE	Juniata Valley	4PA3128
Barrett TWP	Monroe	4PABAR2	Pocono Mountain	4PA4554
Barry TWP	Schuylkill	4PABARY	Tri-Valley	4PA5478
Bart TWP	Lancaster	4PABART	Solanco	4PA3670
Bastress TWP	Lycoming	4PABAST	Jersey Shore Area	4PA4140
Bath Boro	Northampton	4PABATH	Northampton Area	4PA4849
Beale TWP	Juniata	4PABEAL	Juniata County	4PA3436
Beallsville Boro	Washington	4PABEAS	Bethlehem-Center	4PA6310
Bear Creek TWP	Luzerne	4PABECR	Wilkes-Barre Area	4PA4088
Bear Creek Village Boro	Luzerne	4PABRCR	Wilkes-Barre Area	4PA4088
Bear Lake Boro	Warren	4PABEAR	Warren County	4PA6283
Beaver Boro	Beaver	4PABEA2	Beaver Area	4PA0412
Beaver TWP	Clarion	4PABEA3	Keystone	4PA1665
Beaver TWP	Columbia	4PABEA4	Bloomsburg	4PA1912
Beaver TWP	Crawford	4PABEA5	Conneaut	4PA2010
Beaver TWP	Jefferson	4PABEA6	Brookville Area	4PA3308
Beaver TWP	Snyder	4PABEA7	Midd-West	4PA5550
Beaver Falls City	Beaver	4PABEF1	Big Beaver Falls	4PA0415
Beaver Meadows Boro	Carbon	4PABEME	Hazleton Area	4PA4033
Beavertown Boro	Snyder	4PABEBS	Midd-West	4PA5550
Beccaria TWP	Clearfield	4PABECC	Glendale	4PA1730
Bechtelsville Boro	Berks	4PABECH	Boyertown Area	4PA0607
Bedford Boro	Bedford	4PABED1	Bedford Area	4PA0510
Bedford TWP	Bedford	4PABED2	Bedford Area	4PA0510
Bedminster TWP	Bucks	4PABEDM	Pennridge	4PA0981
Beech Creek Boro	Clinton	4PABEE2	Keystone Central	4PA1836
Beech Creek TWP	Clinton	4PABEE3	Keystone Central	4PA1836
Belfast TWP	Fulton	4PABELF	Southern Fulton	4PA2975

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Bell TWP	Clearfield	4PABEL2	Purchase Line	4PA3273
Bell TWP	Jefferson	4PABETJ	Punxsutawney Area	4PA3380
Bell TWP	Westmoreland	4PABEL3	Kiski Area	4PA6544
Bell Acres Boro	Allegheny	4PABELA	Quaker Valley	4PA0277
Belle Vernon Boro	Fayette	4PABEL8	Belle Vernon Area	4PA6506
Bellefonte Boro	Centre	4PABEL6	Bellefonte Area	4PA1411
Bellevue Boro	Allegheny	4PABELL	Northgate	4PA0268
Bellwood Boro	Blair	4PABE10	Bellwood-Antis	4PA0710
Ben Avon Boro	Allegheny	4PABENA	Avonworth	4PA0207
Ben Avon Heights Boro	Allegheny	4PABEN1	Avonworth	4PA0207
Bendersville Boro	Adams	4PABEND	Upper Adams	4PA0185
Benezette TWP	Elk	4PABENE	St Marys Area	4PA2480
Benner TWP	Centre	4PABENN	Bellefonte Area	4PA1411
Benner TWP	Centre	4PABEN8	State College Area	4PA1480
Bensalem TWP	Bucks	4PABEM9	Bensalem Township	4PA0910
Benson Boro	Somerset	4PABENS	Conemaugh TWP Area	4PA5618
Bentleyville Boro	Washington	4PABENY	Bentworth	4PA6309
Benton Boro	Columbia	4PABEN6	Benton Area	4PA1910
Benton TWP	Columbia	4PABEN3	Benton Area	4PA1910
Benton TWP	Lackawanna	4PABEN5	Lackawanna Trail	4PA6650
Berlin Boro	Somerset	4PABER1	Berlin Brothersvalley	4PA5610
Berlin TWP	Wayne	4PABER4*	Wayne Highlands	4PA6487*
Bern TWP	Berks	4PABERT	Schuylkill Valley	4PA0675
Bernville Boro	Berks	4PABERN	Tulpehocken Area	4PA0680
Berrysburg Boro	Dauphin	4PABERY	Upper Dauphin Area	4PA2290
Berwick Boro	Columbia	4PABEW1	Berwick Area	4PA1911
Berwick TWP	Adams	4PABEW2	Conewago Valley	4PA0116
Bessemer Boro	Lawrence	4PABESS	Mohawk Area	4PA3750
Bethany Boro	Wayne	4PABET9*	Wayne Highlands	4PA6487*
Bethel TWP	Armstrong	4PABETH	Armstrong	4PA0308

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Bethel TWP	Berks	4PABET1	Tulpehocken Area	4PA0680
Bethel TWP	Fulton	4PABETF	Southern Fulton	4PA2975
Bethel TWP	Lebanon	4PABET2	Northern Lebanon	4PA3850
Bethel TWP	Delaware	4PABETL*	Garnet Valley	4PA2341*
Bethel Park Boro	Allegheny	4PABEPM	Bethel Park	4PA0212
Bethlehem City	Lehigh	4PABET5	Bethlehem Area	4PA4810
Bethlehem City	Northampton	4PABET6	Saucon Valley	4PA4860
Bethlehem City	Northampton	4PABET7	Bethlehem Area	4PA4810
Bethlehem TWP	Northampton	4PABET8	Bethlehem Area	4PA4810
Big Beaver Boro	Beaver	4PABIOB	Big Beaver Falls	4PA0415
Big Run Boro	Jefferson	4PABIGR	Punxsutawney Area	4PA3380
Bigler TWP	Clearfield	4PABIGL	Moshannon Valley	4PA1750
Biglerville Boro	Adams	4PABIGV	Upper Adams	4PA0185
Bingham TWP	Potter	4PABING	Northern Potter	4PA5355
Birdsboro Boro	Berks	4PABIRD	Daniel Boone Area	4PA0615
Birmingham Boro	Huntingdon	4PABIRM	Tyrone Area	4PA0780
Birmingham TWP	Chester	4PABIRH*	Unionville-Chadds Ford	4PA1585*
Black TWP	Somerset	4PABLCK	Rockwood Area	4PA5663
Black Creek TWP	Luzerne	4PABLCR	Hazleton Area	4PA4033
Black Lick TWP	Indiana	4PABLAI	Blairsville-Saltsburg	4PA3211
Blacklick TWP	Cambria	4PABLCA	Blacklick Valley	4PA1106
Blain Boro	Perry	4PABLA3	West Perry	4PA5080
Blaine TWP	Washington	4PABLA4	McGuffey	4PA6339
Blair TWP	Blair	4PABLA6	Hollidaysburg Area	4PA0735
Blairsville Boro	Indiana	4PABLA7	Blairsville-Saltsburg	4PA3211
Blakely Boro	Lackawanna	4PABLA9	Valley View	4PA3584
Blawnox Boro	Allegheny	4PABLWN	Fox Chapel Area	4PA0239
Bloom TWP	Clearfield	4PABLOO	Dubois Area	4PA1720
Bloomfield Boro	Perry	4PABLO1	West Perry	4PA5080
Bloomfield TWP	Bedford	4PABLOT	Northn Bedford Co	4PA0560
Bloomfield TWP	Crawford	4PABLO2	Union City Area	4PA2591

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Blooming Grove TWP	Pike	4PABLOM*	Wallenpaupack Area	4PA6483*
Blooming Valley Boro	Crawford	4PABLMG	Penncrest	4PA2047
Bloomsburg Town	Columbia	4PABLMB	Bloomsburg Area	4PA1912
Bloss TWP	Tioga	4PABLSS	Southern Tioga	4PA5970
Blossburg Boro	Tioga	4PABLS1	Southern Tioga	4PA5970
Blythe TWP	Schuylkill	4PABLYT	Saint Clair Area	4PA5468
Boggs TWP	Armstrong	4PABOG2	Armstrong	4PA0308
Boggs TWP	Centre	4PABOGG	Bald Eagle Area	4PA1410
Boggs TWP	Clearfield	4PABOGT	Philipsburg-Osceola ASD	4PA1770
Bolivar Boro	Westmoreland	4PABOLI	Ligonier Valley	4PA6549
Bonneauville Boro	Adams	4PABONN	Conewago Valley	4PA0116
Bonneauville Boro	Adams	4PABON2	Littlestown Area	4PA0152
Boswell Boro	Somerset	4PABOS1	North Star	4PA5655
Bowmanstown Boro	Carbon	4PABOWM	Palmerton Area	4PA1365
Boyertown Boro	Berks	4PABOY2	Boyertown Area	4PA0607
Brackenridge Boro	Allegheny	4PABRAB	Highlands	4PA0247
Braddock Boro	Allegheny	4PABRA1	Woodland Hills	4PA0299
Braddock Hills Boro	Allegheny	4PABRAD	Woodland Hills	4PA0299
Bradford City	Mckean	4PABRD1	Bradford Area	4PA4208
Bradford TWP	Clearfield	4PABRD3	Clearfield Area	4PA1710
Bradford TWP	Mckean	4PABRD4	Bradford Area	4PA4208
Bradford Woods Boro	Allegheny	4PABRD6	North Allegheny	4PA0268
Brady TWP	Butler	4PABRD8	Slippery Rock ASD	4PA1075
Brady TWP	Clarion	4PABRTW	Karns City Area	4PA1036
Brady TWP	Clearfield	4PABRDC	Dubois Area	4PA1720
Brady TWP	Huntingdon	4PABRD9	Huntingdon Area	4PA3125
Brady TWP	Lycoming	4PABR11	Montgomery Area	4PA4150
Bradys Bend TWP	Armstrong	4PABRBN	Karns City Area	4PA1036
Braintrim TWP	Wyoming	4PABRNI	Wyalusing Area	4PA0890
Branch TWP	Schuylkill	4PABRNC	Minersville Area	4PA5447
Bratton TWP	Mifflin	4PABRTT	Mifflin County	4PA4446

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Brecknock TWP	Berks	4PABRCK	Govenor Mifflin	4PA0630
Brecknock TWP	Lancaster	4PABRC1	Eastern Lancaster Co	4PA3623
Brentwood Boro	Allegheny	4PABREN	Brentwood Boro	4PA0214
Briar Creek Boro	Columbia	4PABRI1	Berwick Area	4PA1911
Briar Creek TWP	Columbia	4PABRIA	Berwick Area	4PA1911
Bridgeport Boro	Montgomery	4PABRG1	Upper Merion Area	4PA4684
Bridgeton TWP	Bucks	4PABRG2	Palisades	4PA0980
Bridgeville Boro	Allegheny	4PABRG3	Chartiers Valley	4PA0217
Bridgewater Boro	Beaver	4PABRG5	Beaver Area	4PA0412
Bridgewater TWP	Susquehanna	4PABRID	Montrose Area	4PA5845
Brighton TWP	Beaver	4PABRG6	Beaver Area	4PA0412
Brisbin Boro	Clearfield	4PABRSB	Moshannon Valley	4PA1750
Bristol Boro	Bucks	4PABRIS	Bristol Boro	4PA0913
Bristol TWP	Bucks	4PABRIT	Bristol Township	4PA0914
Broad Top TWP	Bedford	4PABRT1	Tussey Mountain	4PA0580
Broad Top City Boro	Huntingdon	4PABRTO	Tussey Mountain	4PA0580
Brockway Boro	Jefferson	4PABRK1	Brockway Area	4PA3307
Brokenstraw TWP	Warren	4PABRST	Warren County	4PA6283
Brookfield TWP	Tioga	4PABRO1	Northern Tioga	4PA5960
Brookhaven Boro	Delaware	4PABROK	Penn-Delco	4PA2369
Brooklyn TWP	Susquehanna	4PABRO2	Mountain View	4PA5846
Brookville Boro	Jefferson	4PABROV	Brookville Area	4PA3308
Brothersvalley TWP	Somerset	4PABRVA	Berlin Brothersvalley	4PA5610
Brown TWP	Lycoming	4PABRWN	Jersey Shore Area	4PA4140
Brown TWP	Mifflin	4PABRW1	Mifflin County	4PA4446
Brownstown Boro	Cambria	4PABRW3	Ferndale Area	4PA1120
Brownsville Boro	Fayette	4PABRW5	Brownsville Area	4PA2608
Brownsville TWP	Fayette	4PABRW6	Brownsville Area	4PA2608
Bruin Boro	Butler	4PABRUI	Karns City Area	4PA1036
Brush Creek TWP	Fulton	4PABRUC	Southern Fulton	4PA2975
Brush Valley TWP	Indiana	4PABRU2	United	4PA3280
Bryn Athyn Boro	Montgomery	4PABRYA	Bryn Athyn	4PA4605

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Buck TWP	Luzerne	4PABUCK	Wilkes-Barre Area	4PA4088
Buckingham TWP	Bucks	4PABUCH	Central Bucks	4PA0921
Buckingham TWP	Wayne	4PABUC1*	Wayne Highlands	4PA6487*
Buffalo TWP	Butler	4PABUF1	Freeport Area	4PA0330
Buffalo TWP	Perry	4PABUF2	Newport	4PA5040
Buffalo TWP	Union	4PABUF3	Mifflinburg Area	4PA6050
Buffalo TWP	Washington	4PABUF4	McGuffey	4PA6339
Buffington TWP	Indiana	4PABUF7	United	4PA3280
Bullskin TWP	Fayette	4PABULL	Connellsville	4PA2613
Burgettstown Boro	Washington	4PABURG	Burgettstown Area	4PA6312
Burlington Boro	Bradford	4PABUR3	Troy Area	4PA0866
Burlington TWP	Bradford	4PABURT	Troy Area	4PA0866
Burnham Boro	Mifflin	4PABURN	Mifflin County	4PA4446
Burnside Boro	Clearfield	4PABUND	Purchase Line	4PA3273
Burnside TWP	Centre	4PABUR5	Bald Eagle Area	4PA1410
Burnside TWP	Clearfield	4PABUNT	Harmony Area	4PA1735
Burrell TWP	Armstrong	4PABUR9	Armstrong	4PA0308
Burrell TWP	Indiana	4PABUR7	Blairsville-Saltsburg	4PA3211
Bushkill TWP	Northampton	4PABUSH	Nazareth Area	4PA 4848
Butler City	Butler	4PABUTL	Butler Area	4PA1012
Butler TWP	Adams	4PABUT2	Upper Adams	4PA0185
Butler TWP	Butler	4PABUT3	Butler Area	4PA1012
Butler TWP	Luzerne	4PABUT4	Hazleton Area	4PA4033
Butler TWP	Schuylkill	4PABUT5	North Schuylkill	4PA5450

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Note: ** denotes that the tax code is inactive.*

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Cadogan TWP	Armstrong	4PACADO	Armstrong	4PA0308
Caernarvon TWP	Berks	4PACAER	Twin Valley	4PA0681

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Caernarvon TWP	Lancaster	4PACAE1	Eastern Lancaster	4PA3623
California Boro	Washington	4PACALI	California ASD	4PA6315
Callensburg Boro	Clarion	4PACALL	Keystone	4PA1665
Callery Boro	Butler	4PACAL3	Seneca Valley	4PA1079
Callimont Boro	Somerset	4PACALM	Meyersdale Area	4PA5652
Caln TWP	Chester	4PACALN	Coatesville Area	4PA1519
Cambria TWP	Cambria	4PACAMB	Central Cambria	4PA1113
Cambridge TWP	Crawford	4PACAM3	Penncrest	4PA2047
Cambridge Springs Boro	Crawford	4PACAM6	Penncrest	4PA2047
Camp Hill Boro	Cumberland	4PACAHI	Camp Hill	4PA2110
Canaan TWP	Wayne	4PACAAN	Western Wayne	4PA6489
Canal TWP	Venango	4PACANA	Franklin Area	4PA6122
Canoe TWP	Indiana	4PACANE	Marion Center Area	4PA3252
Canoe TWP	Indiana	4PACAN5	Punxsutawney Area	4PA3380
Canonsburg Boro	Washington	4PACAN1	Canon-McMillan	4PA6317
Canton Boro	Bradford	4PACAN4	Canton Area	4PA0810
Canton TWP	Bradford	4PACAN8	Canton Area	4PA0810
Canton TWP	Washington	4PACAN6	Trinity Area	4PA6380
Carbon TWP	Huntingdon	4PACART	Tussey Mountain	4PA0580
Carbondale City	Lackawanna	4PACAR1	Carbondale Area	4PA3513
Carbondale TWP	Lackawanna	4PACAR2	Lakeland	4PA3546
Carlisle Boro	Cumberland	4PACARL	Carlisle Area	4PA2111
Carmichaels Boro	Greene	4PACAR7	Carmichaels Area	4PA3013
Carnegie Boro	Allegheny	4PACARA	Carlynton	4PA0216
Carroll TWP	Perry	4PACA10	West Perry	4PA5080
Carroll TWP	Washington	4PACA11	Ringgold	4PA6370
Carroll TWP	York	4PACA12	Northern York	4PA6746
Carroll Valley Boro	Adams	4PACA09	Fairfield Area	4PA0130
Carrolltown Boro	Cambria	4PACAL4	Cambria Heights	4PA1112
Cascade TWP	Lycoming	4PACA16	Montoursville Area	4PA4151
Cass TWP	Huntingdon	4PACASS	Southern Huntingdon	4PA3175
Cass TWP	Schuylkill	4PACAST	Minersville Area	4PA5447

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Cassandra Boro	Cambria	4PACAS1	Portage Area	4PA1163
Casselman Boro	Somerset	4PACAS2	Rockwood Area	4PA5663
Cassville Boro	Huntingdon	4PACAS3	Southern Huntingdon	4PA3175
Castanea TWP	Clinton	4PACAS5	Keystone Central	4PA1836
Castle Shannon Boro	Allegheny	4PACASH	Bethel Park	4PA0212
Castle Shannon Boro	Allegheny	4PACAS4	Keystone Oaks	4PA0250
Catasauqua Boro	Lehigh	4PACATA	Catasauqua Area	4PA3913
Catawissa Boro	Columbia	4PACAT3	Southern Columbia	4PA1975
Catawissa TWP	Columbia	4PACAT4	Southern Columbia	4PA1975
Catawissa TWP	Columbia	4PACAT5	Bloomsburg Area	4PA1912
Catharine TWP	Blair	4PACATH	Williamsburg Comm	4PA0790
Cecil TWP	Washington	4PACECI	Canon-McMillan	4PA6317
Center TWP	Beaver	4PACEN2	Center Area	4PA0419
Center TWP	Butler	4PACENT	Butler Area	4PA1012
Center TWP	Greene	4PACEN3	West Greene	4PA3085
Center TWP	Indiana	4PACEN4	Homer-Center	4PA3233
Center TWP	Snyder	4PACEN5	Midd-West	4PA5550
Centerport Boro	Berks	4PACE11	Schuylkill Valley	4PA0675
Centerville Boro	Crawford	4PACE12	Titusville Area	4PA6172
Centerville Boro	Washington	4PACE13	Bethlehem-Center	4PA6310
Central City Boro	Somerset	4PACE19	Shade-Central City	4PA5672
Centralia Boro	Columbia	4PACNTR	Mount Carmel Area	4PA4951
Centre TWP	Berks	4PACNT1	Schuylkill Valley	4PA0675
Centre TWP	Perry	4PACNTP	West Perry	4PA5080
Centre Hall Boro	Centre	4PACNT2	Penns Valley Area	4PA1470
Ceres TWP	Mckean	4PACERE	Otto-Eldred	4PA4260
Ceres TWP	Mckean	4PACER2	Oswayo Valley	4PA5375
Chadds Ford TWP	Delaware	4PACHAD	Unionville-Chadds Ford	4PA1585
Chalfant Boro	Allegheny	4PACHAL	Woodland Hills	4PA0299
Chalfont Boro	Bucks	4PACHAT	Central Bucks	4PA0921
Chambersburg Boro	Franklin	4PACHAM	Chambersburg Area	4PA2813

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Chanceford TWP	York	4PACHAN	Red Lion Area	4PA6755
Chapman Boro	Northampton	4PACHAP	Northampton Area	4PA4849
Chapman TWP	Clinton	4PACHA4	Keystone Central	4PA1836
Chapman TWP	Snyder	4PACHA5	Selinsgrove Area	4PA5571
Charleroi Boro	Washington	4PACHR1	Charleroi Area	4PA6318
Charleston TWP	Tioga	4PACHRS	Wellsboro Area	4PA5985
Charlestown TWP	Chester	4PACHAS	Great Valley	4PA1535
Chartiers TWP	Washington	4PACHA7	Chartiers-Houston	4PA6319
Chatham TWP	Tioga	4PACHTP	Northern Tioga	4PA5960
Cheltenham TWP	Montgomery	4PACHLT	Cheltenham	4PA4613
Cherry TWP	Butler	4PACHRR	Moniteau	4PA1053
Cherry TWP	Sullivan	4PACHER	Sullivan County	4PA5763
Cherry Grove TWP	Warren	4PACHR2	Warren County	4PA6283
Cherry Ridge TWP	Wayne	4PACHR6*	Wayne Highlands	4PA6487*
Cherry Tree Boro	Indiana	4PACHE9	Harmony Area	4PA1735
Cherry Valley Boro	Butler	4PACHR3	Moniteau	4PA1053
Cherryhill TWP	Indiana	4PACHR4	Penns Manor Area	4PA3263
Cherrytree TWP	Venango	4PACHR5	Titusville Area	4PA6172
Chest Springs Boro	Cambria	4PACHE2	Cambria Heights	4PA1112
Chest TWP	Clearfield	4PACHE1	Harmony Area	4PA1735
Chest TWP	Cambria	4PACHES	Cambria Heights	4PA1112
Chester City	Delaware	4PACHE4	Chester-Upland	4PA2312
Chester TWP	Delaware	4PACH07	Chester-Upland	4PA2312
Chester Heights Boro	Delaware	4PAHCET*	Garnet Valley	4PA2341*
Chester Hill Boro	Clearfield	4PACHE5	Philipsburg-Osceola	4PA1770
Chestnuthill TWP	Monroe	4PACHE7	Pleasant Valley	4PA4552
Cheswick Boro	Allegheny	4PACHE8	Allegheny Valley	4PA0206
Chicora Boro	Butler	4PACHIC	Karns City Area	4PA1036
Chippewa TWP	Beaver	4PACHIP	Blackhawk	4PA0416
Choconut TWP	Susquehanna	4PACHOC*	Montrose Area	4PA5845*
Christiana Boro	Lancaster	4PACHST	Octorara Area	4PA1565
Churchill Boro	Allegheny	4PACHU1	Woodland Hills	4PA0299
Clairton City	Allegheny	4PACLAI	Clairton City	4PA0219

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Clara TWP	Potter	4PACLA7	Oswayo Valley	4PA5370
Clarendon Boro	Warren	4PACLAR	Warren County	4PA6283
Clarion Boro	Clarion	4PACLA4	Clarion Area	4PA1612
Clarion TWP	Clarion	4PACLAT	Clarion-Limestone	4PA1617
Clark Boro	Mercer	4PACLRK	Sharpsville Area	4PA4357
Clarks Green Boro	Lackawanna	4PACLGB	Abington Heights	4PA3503
Clarks Summit Boro	Lackawanna	4PACLSB	Abington Heights	4PA3503
Clarksville Boro	Greene	4PACLVB	Jefferson-Morgan	4PA3035
Clay TWP	Butler	4PACLAY	Moniteau	4PA1053
Clay TWP	Huntingdon	4PACLTH	Southern Huntingdon	4PA3175
Clay TWP	Lancaster	4PACLTL	Ephrata Area	4PA3626
Claysville Boro	Washington	4PACLA6	McGuffey	4PA6339
Clearfield Boro	Clearfield	4PACLR2	Clearfield Area	4PA1710
Clearfield TWP	Butler	4PACLR4	Butler Area	4PA1012
Clearfield TWP	Cambria	4PACLR5	Cambria Heights	4PA1112
Cleona Boro	Lebanon	4PACLEO	Annville-Cleona	4PA3803
Cleveland TWP	Columbia	4PACLEV	Southern Columbia	4PA1975
Clifford TWP	Susquehanna	4PACLI6	Mountain View District	4PA5846
Clifton TWP	Lackawanna	4PACLIF	North Pocono	4PA3565
Clifton Heights Boro	Delaware	4PACLI7	Upper Darby	4PA2394
Clinton TWP	Butler	4PACLI1	South Butler Co	4PA1078
Clinton TWP	Lycoming	4PACLI2	Montgomery Area	4PA4150
Clinton TWP	Venango	4PACLI3	Franklin Area	4PA6122
Clinton TWP	Wyoming	4PACLI4	Lackawanna Trail	4PA6650
Clinton TWP	Wayne	4PACLT1	Forest City Regn	4PA583C
Clinton TWP	Wayne	4PACLT2*	Western Wayne	4PA6489*
Clintonville Boro	Venango	4PACLI5	Franklin Area	4PA6122
Clover TWP	Jefferson	4PACLOV	Brookville Area	4PA3308
Clymer Boro	Indiana	4PACLYM	Penns Manor Area	4PA3263
Clymer TWP	Tioga	4PACLY2	Northern Tioga	4PA5960
Coal TWP	Northumberland	4PACOAL	Shamokin Area	4PA4965
Coal Center Boro	Washington	4PACOA1	California ASD	4PA6315

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Coaldale Boro	Bedford	4PACOA2	Tussey Mountain	4PA0580
Coaldale Boro	Schuylkill	4PACOA3	Panther Valley	4PA1366
Coalmont Boro	Huntingdon	4PACOA5	Tussey Mountain	4PA0580
Coalport Boro	Clearfield	4PACOA6	Glendale	4PA1730
Coatesville City	Chester	4PACOA8	Coatesville Area	4PA1519
Cochranton Boro	Crawford	4PACOCH	Crawford Central	4PA2013
Codorus TWP	York	4PACODO	Southern York Co	4PA6765
Cogan House TWP	Lycoming	4PACOGA	Southern Tioga	4PA5970
Cokeburg Boro	Washington	4PACOKE	Bentworth	4PA6309
Cold Spring TWP	Lebanon	4PACOLD	Northern Lebanon	4PA385C
Colebrook TWP	Clinton	4PACOL2	Keystone Central	4PA1836
Colebrookdale TWP	Berks	4PACOLE	Boyertown Area	4PA0607
Colerain TWP	Bedford	4PACOL3	Bedford Area	4PA0510
Colerain TWP	Lancaster	4PACOL4	Solanco	4PA3670
College TWP	Centre	4PACOLL	State College Area	4PA1480
Collegeville Boro	Montgomery	4PACOL6	Perkiomen Valley	4PA4661
Colley TWP	Sullivan	4PACOL7	Sullivan County	4PA5763
Collier TWP	Allegheny	4PACOL8	Chartiers Valley	4PA0217
Collingdale Boro	Delaware	4PACOL9*	Southeast Delco	4PA2384*
Columbia Boro	Lancaster	4PACO10	Columbia Boro	4PA3615
Columbia TWP	Bradford	4PACO16	Troy Area	4PA0866
Columbus TWP	Warren	4PACO15	Corry Area	4PA2514
Colwyn Boro	Delaware	4PACOLW	William Penn	4PA2396
Concord TWP	Butler	4PACONC	Moniteau	4PA1053
Concord TWP	Erie	4PACONT	Corry Area	4PA2514
Concord TWP	Delaware	4PACOND	Garnet Valley	4PA2341
Conemaugh TWP	Cambria	4PACON3	Conemaugh Valley	4PA1114
Conemaugh TWP	Indiana	4PACON4	Blairsville-Saltsburg	4PA3211
Conemaugh TWP	Somerset	4PACONE	Conemaugh Area	4PA5618
Conestoga TWP	Lancaster	4PACON9	Penn Manor	4PA3652
Conewago TWP	Adams	4PACO13	Conewago Valley	4PA0116
Conewago TWP	Dauphin	4PACO14	Lower Dauphin	4PA2240

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Conewago TWP	York	4PACNWO	Northeastern York Co	4PA6744
Conewango TWP	Warren	4PACON1	Warren County	4PA6283
Confluence Boro	Somerset	4PACO18	Turkeyft Vlly Area	4PA5684
Conneaut TWP	Crawford	4PACO23	Conneaut	4PA2010
Conneaut TWP	Erie	4PACO21	Northwestern	4PA2585
Conneaut Lake Boro	Crawford	4PACO20	Conneaut	4PA2010
Conneautville Boro	Crawford	4PACO26	Conneaut	4PA2010
Connellsville City	Fayette	4PACONN	Connellsville Area	4PA2613
Connellsville TWP	Fayette	4PACO28	Connellsville Area	4PA2613
Connoquenessing Boro	Butler	4PACO30	Butler Area	4PA1012
Connoquenessing Twp	Butler	4PACO32	Butler Area	4PA1012
Conoy TWP	Lancaster	4PACONO	Elizabethtown Area	4PA3624
Conshohocken Boro	Montgomery	4PACONS	Colonial	4PA4616
Conway Boro	Beaver	4PACONW	Freedom Area	4PA0428
Conyngham Boro	Luzerne	4PACONY	Hazleton Area	4PA4033
Conyngham TWP	Columbia	4PACO35	North Schuylkill	4PA5450
Conyngham TWP	Luzerne	4PACOLU	Greater Nanticoke	4PA4026
Cook TWP	Westmoreland	4PACOOK	Ligonier Valley	4PA6549
Cooke TWP	Cumberland	4PACOO1	Big Spring	4PA2105
Coolbaugh TWP	Monroe	4PACOOL	Pocono Mountain	4PA4554
Coolspring TWP	Mercer	4PACOO2	Mercer Area	4PA4350
Cooper TWP	Clearfield	4PACOO4	West Branch Area	4PA1790
Cooper TWP	Montour	4PACOO5	Danville Area	4PA4718
Coopersburg Boro	Lehigh	4PACOOP	Southern Lehigh	4PA3957
Cooperstown Boro	Venango	4PACOO6	Valley Grove	4PA6186
Coplay Boro	Lehigh	4PACOPL	Whitehall-Coplay	4PA3978
Coraopolis Boro	Allegheny	4PACORB	Cornell	4PA0221
Cornplanter TWP	Venango	4PACORP	Oil City Area	4PA6162
Cornwall Boro	Lebanon	4PACOR2	Cornwall-Lebanon	4PA3813
Corry City	Erie	4PACOR4	Corry Area	4PA2514
Corsica Boro	Jefferson	4PACORS	Clarion-Limestone	4PA1617

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Corydon TWP	Mckean	4PACORY	Bradford Area	4PA4208
Coudersport Boro	Potter	4PACOUB	Coudersport Area	4PA5313
Courtdale Boro	Luzerne	4PACOUR	Wyoming Valley West	4PA4093
Covington TWP	Clearfield	4PACOVI	Clearfield Area	4PA1710
Covington TWP	Lackawanna	4PACOV1	North Pocono	4PA3565
Covington TWP	Tioga	4PACOV2	Southern Tioga	4PA5970
Cowanshannock TWP	Armstrong	4PACOWA	Armstrong	4PA0308
Crafton Boro	Allegheny	4PACRAF	Carlynton	4PA0216
Cranberry TWP	Butler	4PACRA2	Seneca Valley	4PA1079
Cranberry TWP	Venango	4PACRA3	Cranberry Area	4PA6113
Cranesville Boro	Erie	4PACRA5	Northwestern	4PA2585
Crawford Boro	Clinton	4PACRA7	Jersey Shore Area	4PA4140
Creekside Boro	Indiana	4PACREK	Marion Center Area	4PA3252
Crescent TWP	Allegheny	4PACRES	Moon Area	4PA0263
Cresson Boro	Cambria	4PACRE1	Penn Cambria	4PA1160
Cresson TWP	Cambria	4PACRE3	Penn Cambria	4PA1160
Cressona Boro	Schuylkill	4PACRE5	Blue Mountain	4PA5408
Cromwell TWP	Huntingdon	4PACROM	Southern Huntingdon	4PA3175
Cross Creek TWP	Washington	4PACROS	Avella Area	4PA6305
Cross Roads Boro	York	4PACROR	South Eastern	4PA6762
Croyle TWP	Cambria	4PACROY	Forest Hills	4PA1122
Cumberland TWP	Adams	4PACUMA	Gettysburg Area	4PA0137
Cumberland TWP	Greene	4PACUMB	Carmichaels Area	4PA3013
Cumberland Valley TWP	Bedford	4PACUM4	Bedford Area	4PA0510
Cummings TWP	Lycoming	4PACUM5	Jersey Shore Area	4PA4140
Cumru TWP	Berks	4PACUMR	Governor Mifflin	4PA0630
Curtin TWP	Centre	4PACURT	Keystone Central	4PA1836
Curwensville Boro	Clearfield	4PACUR3	Curwensville Area	4PA1718
Cussewago TWP	Crawford	4PACUSS	Penncrest	4PA2047

D

Note: * *denotes that the tax code is inactive.*

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Daisytown Boro	Cambria	4PADAIS	Conemaugh Valley	4PA1114
Dale Boro	Cambria	4PADALE	Ferndale Area	4PA1120
Dallas Boro	Luzerne	4PADALL	Dallas	4PA4016
Dallas TWP	Luzerne	4PADAL2	Dallas	4PA4016
Dallastown Boro	York	4PADAL4	Dallastown Area	4PA6716
Dalton Boro	Lackawanna	4PADALT	Lackawanna Trail	4PA6650
Damascus TWP	Wayne	4PADAMA*	Wayne Highlands	4PA6487*
Danville Boro	Montour	4PADAN1	Danville Area	4PA4718
Darby Boro	Delaware	4PADARB	William Penn	4PA2397
Darby TWP	Delaware	4PADARY	Southeast Delco	4PA2384
Darlington Boro	Beaver	4PADARL	Blackhawk	4PA0416
Darlington TWP	Beaver	4PADAR2	Blackhawk	4PA0416
Daugherty TWP	Beaver	4PADAUG	New Brighton Area	4PA0456
Dauphin Boro	Dauphin	4PADAUP	Central Dauphin	4PA2214
Davidson TWP	Sullivan	4PADAVI	Sullivan County	4PA5763
Dawson Boro	Fayette	4PADAWS	Connellsville Area	4PA2613
Dayton Boro	Armstrong	4PADAYT	Armstrong	4PA0308
Dean TWP	Cambria	4PADEAN	Penn Cambria	4PA1160
Decatur TWP	Clearfield	4PADECA	Philipsburg-Osceola	4PA1770
Decatur TWP	Mifflin	4PADEC1	Mifflin County	4PA4446
Deemston Boro	Washington	4PADEEM	Bethlehem-Center	4PA6310
Deer Creek TWP	Mercer	4PADECR	Commodore Perry	4PA4313
Deer Lake Boro	Schuylkill	4PADELB	Blue Mountain	4PA5408
Deerfield TWP	Tioga	4PADEEF	Northern Tioga	4PA5960
Deerfield TWP	Warren	4PADEER	Warren County	4PA6283
Delano TWP	Schuylkill	4PADEL1	Mahanoy Area	4PA5445
Delaware TWP	Juniata	4PADEL3	Juniata County	4PA3436
Delaware TWP	Mercer	4PADEL4	Reynolds	4PA4353
Delaware TWP	Northumberland	4PADEL5	Warrior Run	4PA4980
Delaware TWP	Pike	4PADELA	Delaware Valley	4PA5220

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Delaware Water Gap Boro	Monroe	4PADEL9	Stroudsburg Area	4PA4560
Delmar TWP	Tioga	4PADE10	Wellsboro Area	4PA5985
Delmont Boro	Westmoreland	4PADELM	Franklin Regional	4PA6526
Delmont Boro	Westmoreland	4PADELG	Greensburg Salem	4PA6532
Delta Boro	York	4PADELT	South Eastern	4PA6762
Dennison TWP	Luzerne	4PADENN	Crestwood	4PA4014
Denver Boro	Lancaster	4PADENV	Cocalico	4PA3613
Derry Boro	Westmoreland	4PADERR	Derry Area	4PA6516
Derry TWP	Dauphin	4PADER7	Derry TWP	4PA2217
Derry TWP	Mifflin	4PADER6	Mifflin County	4PA4446
Derry TWP	Montour	4PADER3	Danville Area	4PA4718
Derry TWP	Westmoreland	4PADER5	Derry Area	4PA6516
Dickinson TWP	Cumberland	4PADICK	Carlisle Area	4PA2111
Dickson City Boro	Lackawanna	4PADIC1	Mid Valley	4PA3555
Dillsburg Boro	York	4PADILL	Northern York Co	4PA6746
Dimock TWP	Susquehanna	4PADIMM	Elk Lake	4PA5825
Dingman TWP	Pike	4PADING*	Delaware Valley	4PA5220*
District TWP	Berks	4PADIST	Brandywine Heights	4PA0608
Donegal Boro	Westmoreland	4PADONW	Mt. Pleasant Area	4PA6559
Donegal TWP	Butler	4PADONE	Karns City Area	4PA1036
Donegal TWP	Washington	4PADONT	McGuffy	4PA6339
Donegal TWP	Westmoreland	4PADON2	Mt. Pleasant Area	4PA6559
Donora Boro	Washington	4PADON5	Ringgold	4PA6370
Dormont Boro	Allegheny	4PADORM	Keystone Oaks	4PA0250
Dorrance TWP	Luzerne	4PADORR	Crestwood	4PA4014
Douglass TWP	Berks	4PADOU1	Boyertown Area	4PA0607
Douglass TWP	Montgomery	4PADOU2	Boyertown Area	4PA0607
Dover Boro	York	4PADOV1	Dover Area	4PA6718
Dover TWP	York	4PADOV2	Dover Area	4PA6718
Downingtown Boro	Chester	4PADOW2	Downingtown Area	4PA1520
Doylestown Boro	Bucks	4PADOYL	Central Bucks	4PA0921
Doylestown TWP	Bucks	4PADYLN	Central Bucks	4PA0921

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Dravosburg Boro	Allegheny	4PADRAV	McKeesport Area	4PA0260
Dreher TWP	Wayne	4PADRHR	Wallenpaupack Area	4PA6483
Driftwood Boro	Cameron	4PADRIF	Cameron Co	4PA1227
Drumore TWP	Lancaster	4PADRUE	Solanco	4PA3670
Dublin Boro	Bucks	4PADUBL	Pennridge	4PA0981
Dublin TWP	Fulton	4PADUBT	Forbes Road	4PA2923
Dublin TWP	Huntingdon	4PADUB1	Southern Huntingdon	4PA3175
Dubois City	Clearfield	4PADUBO	Dubois Area	4PA1720
Duboistown Boro	Lycoming	4PADUB3	South Williamsport	4PA4161
Dudley Boro	Huntingdon	4PADUDL	Tussey Mountain	4PA0580
Dunbar Boro	Fayette	4PADUN1	Connellsville Area	4PA2613
Dunbar TWP	Fayette	4PADUNB	Connellsville Area	4PA2613
Duncan TWP	Tioga	4PADUNT	Wellsboro Area	4PA5985
Duncannon Boro	Perry	4PADUN4	Susquenita	4PA5060
Duncansville Boro	Blair	4PADUNC	Hollidaysburg Area	4PA0735
Dunkard TWP	Greene	4PADUNK	Southeastern Greene	4PA3065
Dunlevy Boro	Washington	4PADUNL	Charleroi Area	4PA6318
Dunmore Boro	Lackawanna	4PADUNM	Dunmore	4PA3522
Dunnstable TWP	Clinton	4PADUNN	Keystone Central	4PA1836
Dupont Boro	Luzerne	4PADUPO	Pittston Area	4PA4066
Duquesne City	Allegheny	4PADUQU	Duquesne City	4PA0225
Durham TWP	Bucks	4PADURT	Palisades	4PA0980
Duryea Boro	Luzerne	4PADURY	Pittston Area	4PA4066
Dushore Boro	Sullivan	4PADUSH	Sullivan County	4PA5763
Dyberry TWP	Wayne	4PADYBE*	Wayne Highlands	4PA6487*

E

Note: ** denotes that the tax code is inactive.*

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Eagles Mere Boro	Sullivan	4PAEAGL	Sullivan County	4PA5763
Earl TWP	Berks	4PAEARL	Boyertown Area	4PA0607
Earl TWP	Lancaster	4PAERL1	Eastern Lancaster Co	4PA3623
East Allen TWP	Northampton	4PAEALL	Northampton Area	4PA4849
East Bangor Boro	Northampton	4PAEABA	Bangor Area	4PA4808
East Berlin Boro	Adams	4PAEABE	Bermudian Springs	4PA0111
East Bethlehem TWP	Washington	4PAEAB1	Bethlehem-Center	4PA6310
East Bradford TWP	Chester	4PAEABR	West Chester Area	4PA1590
East Brady Boro	Clarion	4PAEABB	Karns City Area	4PA1036
East Brandywine TWP	Chester	4PAEABN	Downingtown Area	4PA1520
East Brunswick TWP	Schuylkill	4PAEAB3	Blue Mountain	4PA5408
East Buffalo TWP	Union	4PAEABU	Lewisburg Area	4PA6040
East Butler Boro	Butler	4PAEAB4	Butler Area	4PA1012
East Caln TWP	Chester	4PAEAC1	Downingtown Area	4PA1520
East Cameron TWP	Northumberland	4PAEAC2	Shamokin Area	4PA4965
East Carroll TWP	Cambria	4PAEACE	Cambria Heights	4PA1112
East Chillisquaque TWP	Northumberland	4PAEACH	Milton Area	4PA4950
East Cocalico TWP	Lancaster	4PAEAC6	Cocalico	4PA3613
East Conemaugh Boro	Cambria	4PAEACO	Conemaugh Valley	4PA1114
East Coventry TWP	Chester	4PAECOV	Owen J Roberts	4PA1566
East Deer TWP	Allegheny	4PAEADT	Deer Lakes	4PA0222
East Donegal TWP	Lancaster	4PAEADL	Donegal	4PA3622
East Drumore TWP	Lancaster	4PAEADR	Solanco	4PA3670
East Earl TWP	Lancaster	4PAEAEA	Eastern Lancaster Co	4PA3623
East Fairfield TWP	Crawford	4PAEAFA	Crawford Central	4PA2013
East Fallowfield TWP	Chester	4PAEAF2	Coatesville Area	4PA1519
East Fallowfield TWP	Crawford	4PAEAF3	Conneaut	4PA2010

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
East Finley TWP	Washington	4PAEAFI	McGuffey	4PA6339
East Fork TWP	Potter	4PAEFRK*	Austin Area	4PA5303*
East Franklin TWP	Armstrong	4PAEAFR	Armstrong	4PA0308
East Goshen TWP	Chester	4PAEAGO	West Chester Area	4PA1590
East Greenville Boro	Montgomery	4PAEAGR	Upper Perkiomen	4PA4686
East Hanover TWP	Dauphin	4PAEAHT	Lower Dauphin	4PA2240
East Hanover TWP	Lebanon	4PAEAH2	Northern Lebanon	4PA3850
East Hempfield TWP	Lancaster	4PAEAHM	Hempfield	4PA3631
East Hopewell TWP	York	4PAEAHO	South Eastern	4PA6762
East Huntingdon TWP	Westmoreland	4PAEAHU	Southmoreland	4PA6575
East Keating TWP	Clinton	4PAEKEA	Keystone Central	4PA1836
East Lackawannock TWP	Mercer	4PAEALA	Mercer Area	4PA4350
East Lampeter TWP	Lancaster	4PAEAL3	Conestoga Valley	4PA3617
East Lansdowne Boro	Delaware	4PAELAN*	William Penn	4PA2396*
East Mahoning TWP	Indiana	4PAEAM1	Marion Center Area	4PA3252
East Manchester TWP	York	4PAEAMA	Northeastern York	4PA6744
East Marlborough TWP	Chester	4PAEMAR	Kennett Consolidated	4PA154E
East Marlborough TWP	Chester	4PAEMRT*	Unionville-Chadds Ford	4PA1585*
East Mckeesport Boro	Allegheny	4PAEAMC	East Allegheny	4PA0228
East Mead TWP	Crawford	4PAEAME	Penncrest	4PA2047
East Nantmeal TWP	Chester	4PAEANA	Owen J Roberts	4PA1566
East Norriton TWP	Montgomery	4PAEANO	Norristown Area	4PA4656
East Norwegian TWP	Schuylkill	4PAEAN1	Saint Clair Area	4PA5468
East Nottingham TWP	Chester	4PAEAN3	Oxford Area	4PA1567
East Penn TWP	Carbon	4PAEAP1	Lehighton Area	4PA1355
East Pennsboro TWP	Cumberland	4PAEAP4	East Pennsboro Area	4PA2125

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
East Petersburg Boro	Lancaster	4PAEAP5	Hempfield	4PA3631
East Pikeland TWP	Chester	4PAEAP6	Phoenixville Area	4PA1572
East Pittsburgh Boro	Allegheny	4PAEAP7	Woodland Hills	4PA0299
East Prospect Boro	York	4PAEA10	Eastern York	4PA6722
East Providence TWP	Bedford	4PAEA11	Everett Area	4PA0530
East Rochester Boro	Beaver	4PAEARO	Rochester Area	4PA0469
East Rockhill TWP	Bucks	4PAEARK	Pennridge	4PA0981
East Side Boro	Carbon	4PAEAST	Weatherly Area	4PA1390
East St Clair TWP	Bedford	4PAEASC	Chestnut Ridge	4PA0515
East Stroudsburg Boro	Monroe	4PAEAS1	East Strousbg Area	4PA4520
East Taylor TWP	Cambria	4PAEATA	Conemaugh Valley	4PA1114
East Union TWP	Schuylkill	4PAEAUN	Hazleton Area	4PA4033
East Vandergrift Boro	Westmoreland	4PAEAVA	Kiski Area	4PA6544
East Vincent TWP	Chester	4PAEAVI	Owen J Roberts	4PA1566
East Washington Boro	Washington	4PAEAWA	Washington	4PA6388
East Wheatfield TWP	Indiana	4PAEAWH	United	4PA3280
East Whiteland TWP	Chester	4PAEAWI	Great Valley	4PA1535
Easton City	Northampton	4PAEASN	Easton Area	4PA4833
Easttown TWP	Chester	4PAETWN*	Tredyffrin-Easttown	4PA1578*
Eastvale Boro	Beaver	4PAEAVL	Big Beaver Falls	4PA0415
Eaton TWP	Wyoming	4PAEATW	Tunkhannock Area	4PA6675
Eau Claire Boro	Butler	4PAEAUC	Moniteau	4PA1053
Ebensburg Boro	Cambria	4PAEBEN	Central Cambria	4PA1113
Economy Boro	Beaver	4PAECON	Ambridge Area	4PA0407
Eddystone Boro	Delaware	4PAEDDY	Ridley	4PA2377
Eden TWP	Lancaster	4PAEDEN	Solanco	4PA3670
Edgewood Boro	Allegheny	4PAEDGE	Woodland Hills	4PA0299
Edgeworth Boro	Allegheny	4PAEDG3	Quaker Valley	4PA0277
Edgmont TWP	Delaware	4PAEDGT	Rose Tree Media	4PA2379

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Edinboro Boro	Erie	4PAEDIN	General McLane	4PA2539
Edwardsville Boro	Luzerne	4PAEDWA	Wyoming Valley West	4PA4093
Ehrenfeld Boro	Cambria	4PAEHRE	Forest Hills	4PA1122
Elco Boro	Washington	4PAELCO	California ASD	4PA6315
Elder TWP	Cambria	4PAELDE	Cambria Heights	4PA1112
Elderton Boro	Armstrong	4PAELD2	Armstrong	4PA0308
Eldred Boro	Mckean	4PAELDR	Otto-Eldred	4PA4260
Eldred TWP	Jefferson	4PAELD3	Brookville Area	4PA3308
Eldred TWP	Lycoming	4PAELD4	Montoursville Area	4PA4151
Eldred TWP	Mckean	4PAELD5	Otto-Eldred	4PA4260
Eldred TWP	Monroe	4PAELD6	Pleasant Valley	4PA4552
Eldred TWP	Schuylkill	4PAELD7	Tri-Valley	4PA5478
Eldred TWP	Warren	4PAELD8	Warren County	4PA6283
Elgin Boro	Erie	4PAEL12	Corry Area	4PA2514
Elizabeth Boro	Allegheny	4PAELZB	Elizabeth Forward	4PA0231
Elizabeth TWP	Allegheny	4PAELZ2	Elizabeth Forward	4PA0231
Elizabeth TWP	Lancaster	4PAELZ3	Warwick	4PA3690
Elizabethtown Boro	Lancaster	4PAELZ9	Elizabethtown Area	4PA3624
Elizabethville Boro	Dauphin	4PAEL10	Upper Dauphin Area	4PA2290
Elk TWP	Chester	4PAELCH	Oxford Area	4PA1567
Elk TWP	Clarion	4PAELKE	Keystone	4PA1665
Elk TWP	Warren	4PAEL1E	Warren County	4PA6283
Elk TWP	Tioga	4PAELK1	Galeton Area	4PA5328
Elk Creek TWP	Erie	4PAELKC	Northwestern	4PA258E
Elk Lick TWP	Somerset	4PAELLI	Salisbury-Elk Lick	4PA5670
Elkland Boro	Tioga	4PAELK3	Northern Tioga	4PA5960
Elkland TWP	Sullivan	4PAELK2	Sullivan County	4PA5763
Ellport Boro	Lawrence	4PAELLP	Ellwood City Area	4PA3720
Ellsworth Boro	Washington	4PAELLS	Bentworth	4PA6309
Ellwood City Boro	Lawrence	4PAELWC	Ellwood City Area	4PA3720
Ellwood City Boro	Beaver	4PAELLW	Ellwood City Area	4PA3720
Elmhurst TWP	Lackawanna	4PAELMH	North Pocono	4PA3565

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Elverson Boro	Chester	4PAELVE	Twin Valley	4PA0681
Emlenton Boro	Venango	4PAELME	Alleg-Clarion Valley	4PA1603
Emmaus Boro	Lehigh	4PAEMMA	East Penn	4PA3923
Emporium Boro	Cameron	4PAEMPO	Cameron Co	4PA1227
Emsworth Boro	Allegheny	4PAEMSW	Avonworth	4PA0207
Enon Valley Boro	Lawrence	4PAENON	Blackhawk	4PA0416
Ephrata Boro	Lancaster	4PAEPHB	Ephrata Area	4PA3626
Ephrata TWP	Lancaster	4PAEPH2	Ephrata Area	4PA3626
Erie City	Erie	4PAERIE	Erie City	4PA2526
Ernest Boro	Indiana	4PAERNE	Marion Center Area	4PA3252
Etna Boro	Allegheny	4PAETNA	Shaler Area	4PA0283
Eulalia TWP	Potter	4PAEUAL	Coudersport Area	4PA5313
Evans City Boro	Butler	4PAEVAN	Seneca Valley	4PA1079
Everett Boro	Bedford	4PAEVEB	Everett Area	4PA0530
Everson Boro	Fayette	4PAEVE2	Southmoreland	4PA6575
Exeter Boro	Luzerne	4PAEXE3	Wyoming Area	4PA4092
Exeter TWP	Berks	4PAEXET	Exeter Township	4PA0620
Exeter TWP	Luzerne	4PAEXE1	Wyoming Area	4PA4092
Exeter TWP	Wyoming	4PAEXE2	Wyoming Area	4PA4092
Export Boro	Westmoreland	4PAEXPO	Franklin Regional	4PA6526

F

Note: ** denotes that the tax code is inactive.*

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Factoryville Boro	Wyoming	4PAFACT	Lackawanna Trail	4PA6650
Fairchance Boro	Fayette	4PAFAIR	Albert Gallatin	4PA2603
Fairfield Boro	Adams	4PAFRF1	Fairfield Area	4PA0130
Fairfield TWP	Crawford	4PAFRFT	Crawford Central	4PA2013
Fairfield TWP	Lycoming	4PAFRF2	Montoursville Area	4PA4151
Fairfield TWP	Westmoreland	4PAFRF3	Ligonier Valley	4PA6549

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Fairhope TWP	Somerset	4PAFAIH	Berlin Brothersvalley	4PA5610
Fairmount TWP	Luzerne	4PAFRMT	Northwest Area	4PA4060
Fairview Boro	Butler	4PAFAIB	Karns City Area	4PA1036
Fairview Boro	Erie	4PAFVW1*	Fairview	4PA25FB*
Fairview TWP	Butler	4PAFAI1	Karns City Area	4PA1036
Fairview TWP	Luzerne	4PAFAI2	Crestwood	4PA4014
Fairview TWP	Mercer	4PAFAI3	Lakeview	4PA4339
Fairview TWP	York	4PAFAI4	West Shore	4PA2190
Fairview TWP	Erie	4PAFVW2	Fairview	4PA2533
Fallowfield TWP	Washington	4PAFALL	Charleroi Area	4PA6318
Falls TWP	Wyoming	4PAFAL1	Tunkhannock Area	4PA6675
Falls TWP	Bucks	4PAFAL5	Pennsbury	4PA0982
Falls Creek Boro	Clearfield	4PAFAL6	Dubois Area	4PA1720
Falls Creek Boro	Jefferson	4PAFAL2	Dubois Area	4PA1720
Fallston Boro	Beaver	4PAFAL4	New Brighton Area	4PA0456
Fannett TWP	Franklin	4PAFAN2	Fannett-Metal	4PA2820
Farmington TWP	Tioga	4PAFAR1	Northern Tioga	4PA5960
Farmington TWP	Warren	4PAFAR2	Warren County	4PA6283
Farmington TWP	Clarion	4PAFARM	North Clarion Co	4PA1675
Farrell City	Mercer	4PAFAR3	Farrell Area	4PA4325
Fawn TWP	Allegheny	4PAFAWN	Highlands	4PA0247
Fawn TWP	York	4PAFAW1	South Eastern	4PA6762
Fawn Grove Boro	York	4PAFAW2	South Eastern	4PA6762
Fayette TWP	Juniata	4PAFAY1	Juniata County	4PA3436
Fayette City Boro	Fayette	4PAFAY2	Belle Verrnon Area	4PA6506
Fell TWP	Lackawanna	4PAFEL1	Carbondale Area	4PA3513
Felton Boro	York	4PAFELT	Red Lion Area	4PA6755
Ferguson TWP	Centre	4PAFERG	State College Area	4PA1480
Ferguson TWP	Clearfield	4PAFER1	Curwensville Area	4PA1718
Fermanagh TWP	Juniata	4PAFERM	Juniata County	4PA3436
Ferndale Boro	Cambria	4PAFER3	Ferndale Area	4PA1120
Findlay TWP	Allegheny	4PAFINT	West Allegheny	4PA0294
Findley TWP	Mercer	4PAFIN2	Mercer Area	4PA4350

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Finleyville Boro	Washington	4PAFIN4	Ringgold	4PA6370
Fishing Creek TWP	Columbia	4PAFISH	Benton Area	4PA1910
Fleetwood Boro	Berks	4PAFLE1	Fleetwood Area	4PA0625
Flemington Boro	Clinton	4PAFLEM	Keystone Central	4PA1836
Folcroft Boro	Delaware	4PAFOLC	Southeast Delco	4PA2384
Ford City Boro	Armstrong	4PAFORD	Armstrong	4PA0308
Ford Cliff Boro	Armstrong	4PAFOR4	Armstrong	4PA0308
Forest City Boro	Susquehanna	4PAFOR5	Forest City Regn	4PA5830
Forest Hills Boro	Allegheny	4PAFOR8	Woodland Hills	4PA0299
Forest Lake TWP	Susquehanna	4PAFORS*	Montrose Area	4PA5845*
Forks TWP	Northampton	4PAFO10	Easton Area	4PA4833
Forks TWP	Sullivan	4PAFO11	Sullivan County	4PA5763
Forkston TWP	Wyoming	4PAFOTN	Tunkhannock Area	4PA6675
Forksville Boro	Sullivan	4PAFO14	Sullivan County	4PA5763
Forty Fort Boro	Luzerne	4PAFOFO	Wyoming Valley West	4PA4093
Forward TWP	Allegheny	4PAFRWD	Elizabeth Forward	4PA0231
Forward Twp	Butler	4PAFRW1	Seneca Valley	4PA1079
Foster TWP	Luzerne	4PAFOST	Hazleton Area	4PA4033
Foster TWP	Mckean	4PAFOS1	Bradford Area	4PA4208
Foster TWP	Schuylkill	4PAFOSC	Minersville Area	4PA5447
Fountain Hill Boro	Lehigh	4PAFOHI	Bethlehem Area	4PA4810
Fox TWP	Elk	4PAFOX	St Marys Area	4PA2480
Fox TWP	Sullivan	4PAFO1	Sullivan County	4PA5763
Fox Chapel Boro	Allegheny	4PAFOX1	Fox Chapel Area	4PA0239
Foxburg Boro	Clarion	4PAFOXB	Alleg-Clarion Valley	4PA1603
Frackville Boro	Schuylkill	4PAFRAC	North Schuylkill	4PA5450
Frailey TWP	Schuylkill	4PAFRAI	Pine Grove Area	4PA5460
Franconia TWP	Montgomery	4PAFRA	Souderton Area	4PA4671
Frankfort Springs Boro	Beaver	4PAFRA2	South Side Area	4PA0474
Franklin Boro	Cambria	4PAFRA3	Conemaugh Valley	4PA1114
Franklin City	Venango	4PAFRA4	Franklin Area	4PA6122

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Franklin TWP	Beaver	4PAFRA6	Riverside Beaver Co	4PA0458
Franklin TWP	Bradford	4PAFRA7	Towanda Area	4PA0865
Franklin TWP	Butler	4PAFRAN	Slippery Rock	4PA1075
Franklin TWP	Carbon	4PAFRA8	Lehighton Area	4PA1355
Franklin TWP	Columbia	4PAFRA9	Southern Columbia	4PA1975
Franklin TWP	Erie	4PAFR10	General McClane	4PA2539
Franklin TWP	Fayette	4PAFR11	Uniontown Area	4PA2680
Franklin TWP	Greene	4PAFR12	Central Greene	4PA3014
Franklin TWP	Huntingdon	4PAFRAT	Tyrone Area	4PA0780
Franklin TWP	Luzerne	4PAFR13	Dallas	4PA4016
Franklin TWP	Lycoming	4PAFR14	East Lycoming	4PA4120
Franklin TWP	Snyder	4PAFR15	Midd-West	4PA5550
Franklin TWP	York	4PAFR16	Northern York Co	4PA6746
Franklin TWP	Chester	4PAFRN1	Avon Grove	4PA1505
Franklin TWP	Susquehanna	4PAFRN2*	Montrose Area	4PA5845*
Franklin TWP	Adams	4PAFRAD	Gettysburg Area	4PA0137
Franklin Park Boro	Allegheny	4PAFRAP	North Allegheny	4PA0268
Franklintown Boro	York	4PAFR17	Northern York Co	4PA6746
Frankstown TWP	Blair	4PAFRAS	Hollidaysburg Area	4PA0735
Frazer TWP	Allegheny	4PAFR28	Deer Lakes	4PA0222
Fredonia Boro	Mercer	4PAFRED	Reynolds	4PA4353
Freeburg Boro	Snyder	4PAFRE2	Selinsgrove Area	4PA5571
Freedom Boro	Beaver	4PAFRE5	Freedom Area	4PA0428
Freedom TWP	Adams	4PAFRE1	Gettysburg Area	4PA0137
Freedom TWP	Blair	4PAFRE7	Spring Cove	4PA0775
Freehold TWP	Warren	4PAFREH	Warren County	4PA6283
Freeland Boro	Luzerne	4PAFREL	Hazleton Area	4PA4033
Freemansburg Boro	Northampton	4PAFREM	Bethlehem Area	4PA4810
Freeport Boro	Armstrong	4PAFRE8	Freeport Area	4PA0330
Freeport TWP	Greene	4PAFRE0	West Greene	4PA3085
French Creek TWP	Mercer	4PAFRCR	Crawford Central	4PA2013
Frenchcreek TWP	Venango	4PAFRC2	Franklin Area	4PA6122
Friendsville Boro	Susquehanna	4PAFRIE*	Montrose Area	4PA5845*

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Fulton TWP	Lancaster	4PAFULT	Solanco	4PA3670

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Note: ** denotes that the tax code is inactive.*

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Gaines TWP	Tioga	4PAGAIN	Galeton Area	4PA5328
Galeton Boro	Potter	4PAGALP	Galeton Area	4PA5328
Gallagher TWP	Clinton	4PAGALL	Keystone Central	4PA1836
Gallitzin Boro	Cambria	4PAGAL2	Penn Cambria	4PA1160
Gallitzin TWP	Cambria	4PAGAL4	Penn Cambria	4PA1160
Gamble TWP	Lycoming	4PAGAMB	Montoursville Area	4PA4151
Garrett Boro	Somerset	4PAGARR	Meyersdale Area	4PA5652
Gaskill TWP	Jefferson	4PAGASK	Punxsutawney Area	4PA3380
Geistown Boro	Cambria	4PAGEIS	Greater Johnstown	4PA1125
Geistown Boro	Cambria	4PAGEIS	Richland	4PA1165
Genesee TWP	Potter	4PAGENE	Northern Potter	4PA5355
Georges TWP	Fayette	4PAGEOR	Albert Gallatin	4PA2603
Georgetown Boro	Beaver	4PAGEO1	South Side Area	4PA0474
German TWP	Fayette	4PAGERM	Albert Gallatin	4PA2603
German TWP	Fayette	4PAGERT	Uniontown Area	4PA2680
Germany TWP	Adams	4PAGER2	Littlestown Area	4PA0152
Gettysburg Boro	Adams	4PAGETB	Gettysburg Area	4PA0137
Gibson TWP	Cameron	4PAGIBS	Cameron Co	4PA1227
Gibson TWP	Susquehanna	4PAGIBT	Mountain View	4PA5846
Gilberton Boro	Schuylkill	4PAGILB	Mahanoy Area	4PA5445
Gilmore TWP	Greene	4PAGILM	West Greene	4PA3085
Gilpin TWP	Armstrong	4PAGILP	Leechburg Area	4PA0345
Girard Boro	Erie	4PAGIR1	Girard	4PA2540
Girard TWP	Clearfield	4PAGIR3	Clearfield Area	4PA1710
Girard TWP	Erie	4PAGIRA	Girard	4PA2540
Girardville Boro	Schuylkill	4PAGIR5	North Schuylkill	4PA5450

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Glade TWP	Warren	4PAGLAD	Warren County	4PA6283
Glasgow Boro	Beaver	4PAGLSG	Western Beaver	4PA0493
Glassport Boro	Allegheny	4PAGLAS	South Allegheny	4PA0286
Glen Campbell Boro	Indiana	4PAGLEC	Purchase Line	4PA3273
Glen Hope Boro	Clearfield	4PAGLEN	Moshannon Valley	4PA1750
Glen Rock Boro	York	4PAGLE1	Southern York Co	4PA6765
Glenburn TWP	Lackawanna	4PAGLE2	Abington Heights	4PA3503
Glendon Boro	Northampton	4PAGLE4	Wilson Area	4PA4886
Glenfield Boro	Allegheny	4PAGLE5	Quaker Valley	4PA0277
Glenolden Boro	Delaware	4PAGLNB	Interboro	4PA2351
Goldsboro Boro	York	4PAGOLD	West Shore	4PA2190
Gordon Boro	Schuylkill	4PAGORD	North Schuylkill	4PA5450
Goshen TWP	Clearfield	4PAGOSH	Clearfield Area	4PA1710
Graham TWP	Clearfield	4PAGRAH	West Branch Area	4PA1790
Grampian Boro	Clearfield	4PAGRAM	Curwensville Area	4PA1718
Grant TWP	Indiana	4PAGRAN	Marion Center Area	4PA3252
Granville TWP	Bradford	4PAGRA2	Troy Area	4PA0866
Granville TWP	Mifflin	4PAGRA4	Mifflin County	4PA4446
Gratz Boro	Dauphin	4PAGRA3	Upper Dauphin Area	4PA2290
Gray TWP	Greene	4PAGRAY	West Greene	4PA3085
Great Bend Boro	Susquehanna	4PAGBN1*	Blue Ridge	4PA5810*
Great Bend TWP	Susquehanna	4PAGBN2*	Blue Ridge	4PA5810*
Green TWP	Forest	4PAGREF	Forest Area	4PA2720
Green TWP	Indiana	4PAGRE1	Purchase Line	4PA3273
Green Hills Boro	Washington	4PAGREH	McGuffey	4PA6339
Green Lane Boro	Montgomery	4PAGRLN	Upper Perkiomen	4PA4686
Green Tree Boro	Allegheny	4PAGRTR	Keystone Oaks	4PA0250
Greencastle Boro	Franklin	4PAGRCS	Greencastle-Antrim	4PA2830
Greene TWP	Beaver	4PAGRE2	South Side Area	4PA0474
Greene TWP	Clinton	4PAGRE3	Keystone Central	4PA1836
Greene TWP	Erie	4PAGRE4	Wattsburg Area	4PA2597
Greene TWP	Franklin	4PAGRE5	Chambersburg Area	4PA2813

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Greene TWP	Greene	4PAGRGR	Southeastern Greene	4PA3065
Greene TWP	Mercer	4PAGRE6	Jamestown Area	4PA4336
Greene TWP	Pike	4PAGREE*	Wallenpaupack Area	4PA6483*
Greenfield TWP	Blair	4PAGRFL	Claysburg-Kimmel	4PA0715
Greenfield TWP	Erie	4PAGRF1	Wattsburg Area	4PA2597
Greenfield TWP	Lackawanna	4PAGRF2	Lakeland	4PA3546
Greensboro Boro	Greene	4PAGRNB	Southeastern Greene	4PA3065
Greensburg City	Westmoreland	4PAGR10	Greensburg Salem	4PA6532
Greensburg City	Westmoreland	4PAGRNC	Hempfield Area	4PA6538
Greenville Boro	Mercer	4PAGRV1	Greenville Area	4PA4328
Greenville TWP	Somerset	4PAGRV2	Meyersdale Area	4PA5652
Greenwich TWP	Berks	4PAGRNW	Kutztown Area	4PA0640
Greenwood TWP	Clearfield	4PAGRW2	Curwensville Area	4PA1718
Greenwood TWP	Columbia	4PAGRW8	Millville Area	4PA1950
Greenwood TWP	Crawford	4PAGRW3	Conneaut	4PA2010
Greenwood TWP	Juniata	4PAGRW4	Greenwood	4PA5030
Greenwood TWP	Perry	4PAGRW5	Greenwood	4PA5030
Gregg TWP	Centre	4PAGRGG	Penns Valley Area	4PA1470
Gregg TWP	Union	4PAGRG1	Warrior Run	4PA4980
Grove TWP	Cameron	4PAGRO3	Cameron Co	4PA1227
Grove City Boro	Mercer	4PAGROV	Grove City Area	4PA4329
Grugan TWP	Clinton	4PAGRUG	Keystone Central	4PA1836
Guilford TWP	Franklin	4PAGUIL	Chambersburg Area	4PA2813
Guilford TWP	Franklin	4PAGULF	Waynesboro Area	4PA2890
Gulich TWP	Clearfield	4PAGULI	Moshannon Valley	4PA1750

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Note: ** denotes that the tax code is inactive.*

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Haines TWP	Centre	4PAHAIN	Penns Valley Area	4PA1470
Halfmoon TWP	Centre	4PAHALF	State College Area	4PA1480
Halifax Boro	Dauphin	4PAHAL1	Halifax Area	4PA2225
Halifax TWP	Dauphin	4PAHAL2	Halifax Area	4PA2225
Hallam Boro	York	4PAHALL	Eastern York	4PA6722
Hallstead Boro	Susquehanna	4PAHALS*	Blue Ridge	4PA5810*
Hamburg Boro	Berks	4PAHAM1	Hamburg Area	4PA0635
Hamilton TWP	Adams	4PAHAM2	Bermudian Springs	4PA0111
Hamilton TWP	Franklin	4PAHAMF	Chambersburg Area	4PA2813
Hamilton TWP	Mckean	4PAHAM3	Kane Area	4PA4223
Hamilton TWP	Monroe	4PAHAM4	Stroudsburg Area	4PA4560
Hamilton TWP	Tioga	4PAHAM5	Southern Tioga	4PA5970
Hamilton TWP	Adams	4PAHAMN	Conewago Valley	4PA0116
Hamiltonban TWP	Adams	4PAHAM7	Fairfield Area	4PA0130
Hamlin TWP	Mckean	4PAHAM8	Smethport Area	4PA4275
Hampden TWP	Cumberland	4PAHAM9	Cumberland Valley	4PA2116
Hampton TWP	Allegheny	4PAHAMP	Hampton Township	4PA0246
Hanover Boro	York	4PAHAN1	Hanover Public	4PA6728
Hanover TWP	Beaver	4PAHAN4	South Side Area	4PA0474
Hanover TWP	Lehigh	4PAHAN5	Catasauqua Area	4PA3913
Hanover TWP	Luzerne	4PAHAN6	Hanover Area	4PA4030
Hanover TWP	Northampton	4PAHAN7	Bethlehem Area	4PA4810
Hanover TWP	Washington	4PAHAN8	Burgettstown Area	4PA6312
Harborcreek TWP	Erie	4PAHACR	Harbor Creek	4PA2543
Harford TWP	Susquehanna	4PAHARD	Mountain View	4PA5846
Harmar TWP	Allegheny	4PAHAR1	Allegheny Valley	4PA0206
Harmony Boro	Butler	4PAHAR3	Seneca Valley	4PA1079
Harmony TWP	Beaver	4PAHARM	Ambridge Area	4PA0407
Harmony TWP	Forest	4PAHARF	Forest Area	4PA2720
Harmony TWP	Susquehanna	4PAHRMY*	Susquehanna Comm	4PA5865*
Harris TWP	Centre	4PAHAR8	State College Area	4PA1480
Harrisburg City	Dauphin	4PAHARR	Harrisburg City	4PA2227
Harrison TWP	Allegheny	4PAHARS	Highlands	4PA0247

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Harrison TWP	Bedford	4PAHA11	Bedford Area	4PA0510
Harrison TWP	Potter	4PAHAPO	Northern Potter	4PA5355
Harrisville Boro	Butler	4PAHA12	Slippery Rock	4PA1075
Hartleton Boro	Union	4PAHART	Mifflinburg Area	4PA6050
Hartley TWP	Union	4PAHA16	Mifflinburg Area	4PA6050
Harveys Lake Boro	Luzerne	4PAHALA	Lake-Lehman	4PA4039
Hastings Boro	Cambria	4PAHAST	Cambria Heights	4PA1112
Hatboro Boro	Montgomery	4PAHAT	Hatboro-Horsham	4PA4636
Hatfield Boro	Montgomery	4PAHATF	North Penn	4PA4657
Hatfield TWP	Montgomery	4PAHTFD	North Penn	4PA4657
Haverford TWP	Delaware	4PAHAVE	Haverford	4PA2345
Hawley Boro	Wayne	4PAHAWL*	Wallenpaupack Area	4PA6483*
Hawthorn Boro	Clarion	4PAHAWT	Redbank Valley	4PA1680
Haycock TWP	Bucks	4PAHAYC	Quakertown Comm	4PA0984
Hayfield TWP	Crawford	4PAHAFL	Penncrest	4PA2047
Haysville Boro	Allegheny	4PAHASV	Quaker Valley	4PA0277
Hazle TWP	Luzerne	4PAHAZ3	Hazleton Area	4PA4033
Hazleton City	Luzerne	4PAHAZ1	Hazleton Area	4PA4033
Heath TWP	Jefferson	4PAHEAT	Brookville Area	4PA330H
Hebron TWP	Potter	4PAHEBR	Coudersport Area	4PA5313
Hector TWP	Potter	4PAHCTR	Galeton Area	4PA5328
Hector TWP	Potter	4PAHECT	Northern Potter	4PA5355
Hegins TWP	Schuylkill	4PAHEGI	Tri-Valley	4PA5478
Heidelberg Boro	Allegheny	4PAHEID	Chartiers Valley	4PA0217
Heidelberg TWP	Berks	4PAHEI2	Conrad Weiser	4PA0611
Heidelberg TWP	Lebanon	4PAHEI3	Eastern Lebanon Co	4PA3823
Heidelberg TWP	Lehigh	4PAHEI4	Northwestern Lehigh	4PA3946
Heidelberg TWP	York	4PAHEI5	Spring Grove Area	4PA6767
Hellam TWP	York	4PAHEL1	Eastern York	4PA6722
Hellertown Boro	Northampton	4PAHEL2	Saucon Valley	4PA4860
Hemlock TWP	Columbia	4PAHEML	Bloomsburg Area	4PA1912
Hempfield TWP	Mercer	4PAHEM4	Greenville Area	4PA4328
Hempfield TWP	Westmoreland	4PAHEMP	Hempfield Area	4PA6538

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Henderson TWP	Huntingdon	4PAHEND	Huntingdon Area	4PA3125
Henderson TWP	Jefferson	4PAHEN1	Punxsutawney Area	4PA3380
Henry Clay TWP	Fayette	4PAHENR	Uniontown Area	4PA2680
Hepburn TWP	Lycoming	4PAHEPB	Williamsport Area	4PA4172
Hereford TWP	Berks	4PAHERE	Upper Perkiomen	4PA4686
Hermitage City	Mercer	4PAHERM	Hermitage	4PA4333
Herndon Boro	Northumberland	4PAHERN	Line Mountain	4PA4935
Herrick TWP	Bradford	4PAHERR	Wyalusing Area	4PA0890
Herrick TWP	Susquehanna	4PAHER3	Forest City Regn	4PA5830
Hickory TWP	Forest	4PAHICF	Forest Area	4PA2720
Hickory TWP	Lawrence	4PAHIC1	Laurel	4PA3740
Highland TWP	Adams	4PAHIGA	Gettysburg Area	4PA0137
Highland TWP	Chester	4PAHIGH	Octorara Area	4PA1565
Highland TWP	Clarion	4PAHIG1	Clarion Area	4PA1612
Highland TWP	Elk	4PAHIG2	Kane Area	4PA4223
Highspire Boro	Dauphin	4PAHISP	Steelton-Highspire	4PA2280
Hillsgrove TWP	Sullivan	4PAHIL1	Sullivan County	4PA5763
Hilltown TWP	Bucks	4PAHIL2	Pennridge	4PA0981
Hollenback TWP	Luzerne	4PAHOL1	Berwick Area	4PA1911
Hollidaysburg Boro	Blair	4PAHOLL	Hollidaysburg Area	4PA0735
Homer TWP	Potter	4PAHOMR	Coudersport Area	4PA5313
Homer City Boro	Indiana	4PAHOCI	Homer-Center	4PA3233
Homestead Boro	Allegheny	4PAHOME	Steel Valley	4PA0288
Homewood Boro	Beaver	4PAHOM2	Big Beaver Falls	4PA0415
Honesdale Boro	Wayne	4PAHONB	Wayne Highlands	4PA6487
Honey Brook Boro	Chester	4PAHONE	Twin Valley	4PA0681
Honey Brook TWP	Chester	4PAHON1	Twin Valley	4PA0681
Hookstown Boro	Beaver	4PAHOOK	South Side Area	4PA0474
Hooversville Boro	Somerset	4PAHOOV	North Star	4PA5655
Hop Bottom Boro	Susquehanna	4PAHOP	Mountain View	4PA5846
Hopewell Boro	Bedford	4PAHOBB	Northn Bedford	4PA0560
Hopewell TWP	Beaver	4PAHOTB	Hopewell Area	4PA0441
Hopewell TWP	Bedford	4PAHOPE	North Bedford	4PA0560

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Hopewell TWP	Cumberland	4PAHOP2	Shippensburg Area	4PA2180
Hopewell TWP	Huntingdon	4PAHOP5	Tussey Mountain	4PA0580
Hopewell TWP	Washington	4PAHOP3	Avella Area	4PA6305
Hopewell TWP	York	4PAHOP4	South Eastern	4PA6762
Horsham TWP	Montgomery	4PAHORS	Hatboro-Horsham	4PA4636
Horton TWP	Elk	4PAHORT	Ridgway Area	4PA2460
Horton TWP	Elk	4PAHOTN	Brockway Area	4PA3307
Houston Boro	Washington	4PAHOUS	Chartiers-Houston	4PA6319
Houtzdale Boro	Clearfield	4PAHOUT	Moshannon Valley	4PA1750
Hovey TWP	Armstrong	4PAHOVE	Alleg-Clarion Valley	4PA1603
Howard Boro	Centre	4PAHOWA	Bald Eagle Area	4PA1410
Howard TWP	Centre	4PAHOW1	Bald Eagle Area	4PA1410
Howe TWP	Perry	4PAHOWE	Newport	4PA5040
Howe TWP	Forest	4PAHOW2	Forest Area	4PA27HO
Hubley TWP	Schuylkill	4PAHUB1	Tri-Valley	4PA5478
Hughestown Boro	Luzerne	4PAHUGH	Pittston Area	4PA4066
Hughesville Boro	Lycoming	4PAHUG1	East Lycoming	4PA4120
Hulmeville Boro	Bucks	4PAHULM	Neshaminy	4PA0975
Hummelstown Boro	Dauphin	4PAHUMM	Lower Dauphin	4PA2240
Hunker Boro	Westmoreland	4PAHUNK	Hempfield Area	4PA6538
Hunlock TWP	Luzerne	4PAHUNL	Northwest Area	4PA4060
Huntingdon Boro	Huntingdon	4PAHUN1	Huntingdon Area	4PA3125
Huntington TWP	Adams	4PAHUN2	Bermudian Springs	4PA0111
Huntington TWP	Luzerne	4PAHUN3	Northwest Area	4PA4060
Huston TWP	Blair	4PAHUST	Spring Cove	4PA0775
Huston TWP	Centre	4PAHUS1	Bald Eagle Area	4PA1410
Huston TWP	Clearfield	4PAHUS3	Dubois Area	4PA1720
Hyde Park Boro	Westmoreland	4PAHYD1	Kiski Area	4PA6544
Hydetown Boro	Crawford	4PAHYDE	Titusville Area	4PA6172
Hyndman Boro	Bedford	4PAHYND	Bedford Area	4PA0510

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Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Independence TWP	Beaver	4PAINDE	Hopewell Area	4PA0441
Independence TWP	Washington	4PAIND1	Avella Area	4PA6305
Indian Lake Boro	Somerset	4PAIND4	Shanksville-Stnycrk	4PA5674
Indiana Boro	Indiana	4PAIND5	Indiana Area	4PA3237
Indiana TWP	Allegheny	4PAINDA	Fox Chapel Area	4PA0239
Industry Boro	Beaver	4PAINDY	Western Beaver Co	4PA0493
Ingram Boro	Allegheny	4PAINGR	Montour	4PA0263
Irvona Boro	Clearfield	4PAIRVO	Glendale	4PA1730
Irwin Boro	Westmoreland	4PAIRWI	Norwin	4PA6565
Irwin TWP	Venango	4PAIRW1	Franklin Area	4PA6122
Ivyland Boro	Bucks	4PAIVY	Centennial	4PA0920

J

Note: ** denotes that the tax code is inactive.*

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Jackson TWP	Butler	4PAJAC1	Seneca Valley	4PA1079
Jackson TWP	Cambria	4PAJACK	Central Cambria	4PA1113
Jackson TWP	Columbia	4PAJAC2	Benton Area	4PA1910
Jackson TWP	Dauphin	4PAJAC3	Halifax Area	4PA2225
Jackson TWP	Greene	4PAJAGR	West Greene	4PA3085
Jackson TWP	Huntingdon	4PAJAC4	Huntingdon Area	4PA3125
Jackson TWP	Lebanon	4PAJAC5	Eastern Lebanon	4PA3823
Jackson TWP	Luzerne	4PAJAC6	Lake-Lehman	4PA4039
Jackson TWP	Lycoming	4PAJAC7	Southern Tioga	4PA5970
Jackson TWP	Mercer	4PAJAC8	Lakeview	4PA4339
Jackson TWP	Monroe	4PAJAC9	Pocono Mountain	4PA4554
Jackson TWP	Northumberland	4PAJA10	Line Mountain	4PA4935
Jackson TWP	Perry	4PAJA11	West Perry	4PA5080
Jackson TWP	Snyder	4PAJA12	Selinsgrove Area	4PA5571
Jackson TWP	Tioga	4PAJA13	Northern Tioga	4PA5960
Jackson TWP	Venango	4PAJA14	Valley Grove	4PA6186

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Jackson TWP	York	4PAJA25	Spring Grove Area	4PA6767
Jackson TWP	Susquehanna	4PAJACN*	Blue Ridge	4PA5810*
Jackson Center Boro	Mercer	4PAJA22	Lakeview	4PA4339
Jacobus Boro	York	4PAJACO	Dallastown Area	4PA6716
Jamestown Boro	Mercer	4PAJAM1	Jamestown Area	4PA4336
Jay TWP	Elk	4PAJAY	St Marys Area	4PA2480
Jeannette City	Westmoreland	4PAJEAN	Jeannette City	4PA6541
Jeddo Boro	Luzerne	4PAJEDD	Hazleton Area	4PA4033
Jefferson Boro	Greene	4PAJEF1	Jefferson-Morgan	4PA3035
Jefferson Boro	York	4PAJEFY	Spring Grove Area	4PA6767
Jefferson TWP	Berks	4PAJEFB	Tulpehocken Area	4PA0680
Jefferson TWP	Butler	4PAJEBU	South Butler Co	4PA1078
Jefferson TWP	Dauphin	4PAJEF4	Upper Dauphin Area	4PA2290
Jefferson TWP	Fayette	4PAJEF5	Frazier	4PA2629
Jefferson TWP	Greene	4PAJEF6	Jefferson-Morgan	4PA3035
Jefferson TWP	Lackawanna	4PAJEF7	North Pocono	4PA3565
Jefferson TWP	Mercer	4PAJEF8	Mercer Area	4PA4350
Jefferson TWP	Somerset	4PAJEF9	Somerset Area	4PA5677
Jefferson TWP	Washington	4PAJE10	Burgettstown Area	4PA6312
Jefferson Hills Boro	Allegheny	4PAJEFF	West Jefferson Hills	4PA0295
Jenkins TWP	Luzerne	4PAJENK	Pittston Area	4PA4066
Jenkintown Boro	Montgomery	4PAJEKN	Jenkintown Area	4PA4638
Jenks TWP	Forest	4PAJEN1	Forest Area	4PA2720
Jenner TWP	Somerset	4PAJEN3	North Star	4PA5655
Jennerstown Boro	Somerset	4PAJEN5	North Star	4PA5655
Jermyn Boro	Lackawanna	4PAJERM	Lakeland	4PA3546
Jersey Shore Boro	Lycoming	4PAJER2	Jersey Shore Area	4PA4140
Jessup Boro	Lackawanna	4PAJESS	Valley View	4PA3584
Jessup TWP	Susquehanna	4PAJEST*	Montrose Area	4PA5845*
Jim Thorpe Boro	Carbon	4PAJIT1	Jim Thorpe Area	4PA1350
Johnsonburg Boro	Elk	4PAJOH3	Johnsonburg Area	4PA2435
Johnstown City	Cambria	4PAJOHN	Greater Johnstown	4PA1125
Jones TWP	Elk	4PAJONE	Johnsonburg Area	4PA2435

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Jones TWP	Elk	4PAJONS	Kane Area	4PA4223
Jonestown Boro	Lebanon	4PAJON1	Northern Lebanon	4PA3850
Jordan TWP	Clearfield	4PAJORD	Moshannon Valley	4PA1750
Jordan TWP	Lycoming	4PAJOR1	East Lycoming	4PA4120
Jordan TWP	Northumberland	4PAJOR2	Line Mountain	4PA4935
Juniata TWP	Bedford	4PAJUN1	Chestnut Ridge	4PA0515
Juniata TWP	Blair	4PAJUNI	Hollidaysburg Area	4PA0735
Juniata TWP	Huntingdon	4PAJUN2	Huntingdon Area	4PA3125
Juniata TWP	Perry	4PAJUN3	Newport	4PA5040
Juniata Terrace Boro	Mifflin	4PAJUN5	Mifflin County	4PA4446

K

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Kane Boro	Mckean	4PAKANB	Kane Area	4PA4446
Karns City Boro	Butler	4PAKAR1	Karns City Area	4PA1036
Karthaus TWP	Clearfield	4PAKART	West Branch Area	4PA1790
Keating TWP	Mckean	4PAKEAT	Smethport Area	4PA4275
Keating TWP	Potter	4PAKEA1	Austin Area	4PA5303
Kelly TWP	Union	4PAKELL	Lewisburg Area	4PA6040
Kenhorst Boro	Berks	4PAKENH	Governor Mifflin	4PA0630
Kennedy TWP	Allegheny	4PAKENN	Montour	4PA0263
Kennett Square	Chester	4PAKEN1	Kennett Consolidated	4PA1540
Kennett TWP	Chester	4PAKENT	Kennett Consolidated	4PA1540
Kidder TWP	Carbon	4PAKIDD	Jim Thorpe Area	4PA1350
Kidder TWP	Carbon	4PAKIDR	Weatherly Area	4PA1390
Kilbuck TWP	Allegheny	4PAKILL	Avonworth	4PA0207
Kimmel TWP	Bedford	4PAKIMM	Claysburg-Kimmel	4PA0715
King TWP	Bedford	4PAKING	Chestnut Ridge	4PA0515
Kingsley TWP	Forest	4PAKINT	Forest Area	4PA2720

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Kingston Boro	Luzerne	4PAKIN2	Wyoming Valley West	4PA4093
Kingston TWP	Luzerne	4PAKIN1	Dallas	4PA4016
Kiskiminetas TWP	Armstrong	4PAKIS1	Apollo-Ridge	4PA0306
Kistler Boro	Mifflin	4PAKIST	Mount Union Area	4PA3160
Kittanning Boro	Armstrong	4PAKIBA	Armstrong	4PA0308
Kittanning TWP	Armstrong	4PAKITA	Armstrong	4PA0308
Kline TWP	Schuylkill	4PAKLIN	Hazleton Area	4PA4033
Knox Boro	Clarion	4PAKNOX	Keystone	4PA1665
Knox TWP	Clarion	4PAKNOC	North Clarion	4PA1675
Knox TWP	Clearfield	4PAKNO1	Clearfield Area	4PA1710
Knox TWP	Jefferson	4PAKNO2	Brookville Area	4PA3308
Knoxville Boro	Tioga	4PAKNO3	Northern Tioga	4PA5960
Koppel Boro	Beaver	4PAKOPP	Big Beaver Falls	4PA0415
Kulpmont Boro	Northumberland	4PAKULP	Mount Carmel Area	4PA4951
Kutztown Boro	Berks	4PAKUT1	Kutztown Area	4PA0640

L

Note: ** denotes that the tax code is inactive.*

Pennsylvania municipality	County	Municipal	School District	School District Tax Code
Laceyville Boro	Wyoming	4PALACB	Wyalusing Area	4PA0890
Lack TWP	Juniata	4PALACK	Juniata County	4PA3436
Lackawannock TWP	Mercer	4PALAC1	West Middlesex Area	4PA4375
Lackawaxen TWP	Pike	4PALACW*	Wallenpaupack Area	4PA6483*
Lafayette TWP	Mckean	4PALAFA	Bradford Area	4PA4208
Laflin Boro	Luzerne	4PALAF2	Wilkes-Barre Area	4PA4088
Lake TWP	Luzerne	4PALAK1	Lake-Lehman	4PA4039
Lake TWP	Mercer	4PALAK2	Lakeview	4PA4339
Lake TWP	Wayne	4PALAK3*	Western Wayne	4PA6489*
Lake City Boro	Erie	4PALAKE	Girard	4PA2540

Pennsylvania municipality	County	Municipal	School District	School District Tax Code
Lamar TWP	Clinton	4PALAMA	Keystone Central	4PA1836
Lancaster City	Lancaster	4PALAN2	Lancaster	4PA3640
Lancaster TWP	Butler	4PALANB	Seneca Valley	4PA1079
Lancaster TWP	Lancaster	4PALAN3	Lancaster	4PA3640
Landingville Boro	Schuylkill	4PALAN6	Schuylkill Haven	4PA5473
Landisburg Boro	Perry	4PALAN7	West Perry	4PA5080
Lanesboro Boro	Susquehanna	4PALANE*	Susquehanna Comm	4PA5865*
Langhorne Boro	Bucks	4PALANG	Neshaminy	4PA0975
Langhorne Manor Boro	Bucks	4PALAMB	Neshaminy	4PA0975
Lansdale Boro	Montgomery	4PALNSD	North Penn	4PA4657
Lansdowne Boro	Delaware	4PALANS*	William Penn	4PA2396*
Lansford Boro	Carbon	4PALAN8	Panther Valley	4PA1366
Laplume TWP	Lackawanna	4PALAPL	Lackawanna Trail	4PA6650
Laporte Boro	Sullivan	4PALAPO	Sullivan County	4PA5763
Laporte TWP	Sullivan	4PALAP1	Sullivan County	4PA5763
Larimer TWP	Somerset	4PALRMR	Meyersdale Area	4PA5652
Larksville Boro	Luzerne	4PALARK	Wyoming Valley West	4PA4093
Lathrop TWP	Susquehanna	4PALATH	Mountain View	4PA5846
Latimore TWP	Adams	4PALAT1	Bermudian Springs	4PA0111
Latrobe Boro	Westmoreland	4PALATR	Greater Latrobe	4PA6531
Laurel Mountain Boro	Westmoreland	4PALAMT	Ligonier Valley	4PA6549
Laurel Run Boro	Luzerne	4PALAU3	Wilkes-Barre Area	4PA4088
Laureldale Boro	Berks	4PALAU6	Muhlenberg	4PA0655
Lausanne TWP	Carbon	4PALAUS	Weatherly Area	4PA1390
Lawrence TWP	Clearfield	4PALAW1	Clearfield Area	4PA1710
Lawrence TWP	Tioga	4PALAW2	Northern Tioga	4PA5960
Lawrence Park TWP	Erie	4PALAWR	Iroquois	4PA2565
Lawrenceville Boro	Tioga	4PALAWS	Northern Tioga	4PA5960
Le Boeuf Boro	Erie	4PALEBO	Fort LeBoeuf	4PA2535
Leacock Boro	Lancaster	4PALEAC	Pequea Valley	4PA3653
Lebanon City	Lebanon	4PALEBA	Lebanon	4PA3846

Pennsylvania municipality	County	Municipal	School District	School District Tax Code
Lebanon TWP	Wayne	4PALEBT*	Wayne Highlands	4PA6487*
Leechburg Boro	Armstrong	4PALEE1	Leechburg Area	4PA0345
Leesport Boro	Berks	4PALEES	Schuylkill Valley	4PA0675
Leet TWP	Allegheny	4PALEET	Quaker Valley	4PA0277
Leetsdale Boro	Allegheny	4PALETS	Quaker Valley	4PA0277
Lehigh TWP	Carbon	4PALEHI	Weatherly Area	4PA1390
Lehigh TWP	Northampton	4PALEH2	Northhamton Area	4PA4849
Lehigh TWP	Wayne	4PALEH3	North Pocono	4PA3565
Lehighton Boro	Carbon	4PALEH7	Lehighton Area	4PA1355
Lehman TWP	Luzerne	4PALEH8	Lake-Lehman	4PA4039
Lehman TWP	Pike	4PALEH9	East Strousbg Area	4PA4520
Leidy TWP	Clinton	4PALEID	Keystone Central	4PA1836
Lemon TWP	Wyoming	4PALEMO	Tunkhannock Area	4PA6675
Lemoyne Boro	Cumberland	4PALEM1	West Shore	4PA2190
Lenhartsville Boro	Berks	4PALENH	Kutztown Area	4PA0640
Lenox TWP	Susquehanna	4PALENX	Mountain View	4PA5846
Leraysville Boro	Bradford	4PALERA	Northeast Bradford	4PA0830
Leroy TWP	Bradford	4PALERO	Canton Area	4PA0810
Letterkenny TWP	Franklin	4PALETT	Chambersburg Area	4PA2813
Lewis TWP	Lycoming	4PALEWI	Williamsport	4PA4172
Lewis TWP	Northumberland	4PALEW1	Warrior Run	4PA4980
Lewis TWP	Union	4PALEW2	Mifflinburg Area	4PA6050
Lewis Run Boro	Mckean	4PALEW5	Bradford Area	4PA4208
Lewisberry Boro	York	4PALEW7	West Shore	4PA2190
Lewisburg Boro	Union	4PALEWB	Lewisburg Area	4PA6040
Lewistown Boro	Mifflin	4PALE12	Mifflin County	4PA4446
Liberty Boro	Allegheny	4PALIBE	South Allegheny	4PA0286
Liberty Boro	Tioga	4PALIB1	Southern Tioga	4PA5970
Liberty TWP	Adams	4PALIBA	Fairfield Area	4PA0130
Liberty TWP	Bedford	4PALIB4	Tussey Mountain	4PA0580
Liberty TWP	Centre	4PALIB5	Keystone Central	4PA1836
Liberty TWP	Mckean	4PALIB6	Port Allegheny	4PA4263
Liberty TWP	Mercer	4PALIB7	Grove City Area	4PA4329

Pennsylvania municipality	County	Municipal	School District	School District Tax Code
Liberty TWP	Montour	4PALIB8	Danville Area	4PA4718
Liberty TWP	Tioga	4PALIB9	Southern Tioga	4PA5970
Liberty TWP	Susquehanna	4PALIBY*	Montrose Area	4PA5845*
Licking TWP	Clarion	4PALICK	Keystone	4PA1665
Licking Creek TWP	Fulton	4PALICT	Central Fulton	4PA2913
Ligonier Boro	Westmoreland	4PALIGO	Ligonier Valley	4PA6549
Ligonier TWP	Westmoreland	4PALIG1	Ligonier Valley	4PA6549
Lilly Boro	Cambria	4PALILL	Penn Cambria	4PA1160
Limerick TWP	Montgomery	4PALIME	Spring-Ford Area	4PA4673
Limestone TWP	Clarion	4PALIM9	Clarion-Limestone	4PA1617
Limestone TWP	Lycoming	4PALIM1	Jersey Shore Area	4PA4140
Limestone TWP	Montour	4PALIM3	Warrior Run	4PA4980
Limestone TWP	Union	4PALIMT	Mifflinburg Area	4PA6050
Limestone TWP	Warren	4PALIM4	Warren County	4PA6283
Lincoln Boro	Allegheny	4PALINC	South Allegheny	4PA0286
Lincoln TWP	Huntingdon	4PALIN2	Huntingdon Area	4PA3125
Lincoln TWP	Somerset	4PALIN3	Somerset Area	4PA5677
Lincoln TWP	Bedford	4PALIN4	Chestnut Ridge	4PA0515
Linesville Boro	Crawford	4PALINE	Conneaut	4PA2010
Litchfield TWP	Bradford	4PALITC	Sayre Area	4PA0860
Lititz Boro	Lancaster	4PALITZ	Warwick	4PA3690
Little Beaver TWP	Lawrence	4PALI13	Mohawk Area	4PA3750
Little Britain TWP	Lancaster	4PALIBR	Solanco	4PA3670
Little Mahanoy TWP	Northumberland	4PALIMA	Line Mountain	4PA4935
Little Meadows Boro	Susquehanna	4PALMEA*	Montrose	4PA5845*
Littlestown Boro	Adams	4PALIT2	Littlestown Area	4PA0152
Liverpool Boro	Perry	4PALIVE	Greenwood	4PA5030
Liverpool TWP	Perry	4PALIV1	Greenwood	4PA5030
Lock Haven City	Clinton	4PALOCK	Keystone Central	4PA1836
Locust TWP	Columbia	4PALOCU	Southern Columbia	4PA1975
Logan TWP	Blair	4PALOGA	Altoona Area	4PA0705
Logan TWP	Clinton	4PALOG1	Keystone Central	4PA1836
Logan TWP	Huntingdon	4PALOG2	Juniata Valley	4PA3128

Pennsylvania municipality	County	Municipal	School District	School District Tax Code
Loganton Boro	Clinton	4PALOG5	Keystone Central	4PA1836
Loganville Boro	York	4PALOG6	Dallastown Area	4PA6716
London Britain TWP	Chester	4PALBRT*	Avon Grove	4PA1505*
London Grove TWP	Chester	4PALGRO	Avon Grove	4PA1505
Londonderry TWP	Bedford	4PALON2	Bedford Area	4PA0510
Londonderry TWP	Chester	4PALOND	Octorara Area	4PA1565
Londonderry TWP	Dauphin	4PALON1	Lower Dauphin	4PA2240
Long Branch Boro	Washington	4PALOBR	California	4PA6315
Longswamp TWP	Berks	4PALOSW	Brandywine Heights	4PA0608
Lorain Boro	Cambria	4PALORA	Ferndale Area	4PA1120
Loretto Boro	Cambria	4PALOR1	Penn Cambria	4PA1160
Lower Allen TWP	Cumberland	4PALOWA	West Shore	4PA2190
Lower Alsace TWP	Berks	4PALOAL	Antietam	4PA0605
Lower Augusta TWP	Northumberland	4PALOAU	Line Mountain	4PA4935
Lower Burrell City	Westmoreland	4PALOB1	Burrell	4PA6507
Lower Chanceford TWP	York	4PALOCH	Red Lion Area	4PA6755
Lower Chichester TWP	Delaware	4PALOCI	Chichester	4PA2313
Lower Frankford TWP	Cumberland	4PALOFR	Big Spring	4PA2105
Lower Frederick TWP	Montgomery	4PALOF2	Perkiomen Valley	4PA4661
Lower Gwynedd TWP	Montgomery	4PALGWY	Wissahickon	4PA4693
Lower Heidelberg TWP	Berks	4PALOHE	Wilson	4PA0691
Lower Macungie TWP	Lehigh	4PALOMA	East Penn	4PA3923
Lower Mahanoy TWP	Northumberland	4PALOM2	Line Mountain	4PA4935
Lower Makefield TWP	Bucks	4PALMAK*	Pennsbury	4PA0982*
Lower Merion TWP	Montgomery	4PALMER	Lower Merion	4PA4645
Lower Mifflin TWP	Cumberland	4PALOMC	Big Spring	4PA2105
Lower Milford TWP	Lehigh	4PALOMI	Southern Lehigh	4PA3957

Pennsylvania municipality	County	Municipal	School District	School District Tax Code
Lower Moreland TWP	Montgomery	4PALMOR	Lower Moreland	4PA4646
Lower Mt Bethel TWP	Northampton	4PALOMT	Easton Area	4PA4833
Lower Mt Bethel TWP	Northampton	4PALMTB	Bangor Area	4PA4808
Lower Nazareth TWP	Northampton	4PALONA	Nazareth Area	4PA4848
Lower Oxford TWP	Chester	4PALOOX	Oxford Area	4PA1567
Lower Paxton TWP	Dauphin	4PALOPA	Central Dauphin	4PA2214
Lower Pottsgrove TWP	Montgomery	4PALOPO	Pottsgrove	4PA4663
Lower Providence TWP	Montgomery	4PALOPR	Methacton	4PA4653
Lower Salford TWP	Montgomery	4PALOSA	Souderton Area	4PA4671
Lower Saucon TWP	Northampton	4PALOS1	Saucon Valley	4PA4860
Lower Southampton TWP	Bucks	4PALSTH	Neshaminy	4PA0975
Lower Swatara TWP	Dauphin	4PALOSD	Middletown Area	4PA2260
Lower Towamensing TWP	Carbon	4PALOTO	Palmerton Area	4PA1365
Lower Turkeyfoot TWP	Somerset	4PALOTU	Turkeyft Vlly Area	4PA5684
Lower Tyrone TWP	Fayette	4PALOTY	Frazier	4PA2629
Lower Windsor TWP	York	4PALOWI	Eastern York	4PA6722
Lower Yoder TWP	Cambria	4PALOYO	Greater Johnstown	4PA1125
Lowhill TWP	Lehigh	4PALOWH	Northwestern Lehigh	4PA3946
Loyalhanna TWP	Westmoreland	4PALOY2	Blairsville-Saltsburg	4PA3211
Loyalsock TWP	Lycoming	4PALOY4	Loyalsock Township	4PA4142
Lumber TWP	Cameron	4PALMRC	Cameron Co	4PA1227
Lumber City Boro	Clearfield	4PALUMB	Curwensville Area	4PA1718
Lurgan TWP	Franklin	4PALURG	Chambersburg Area	4PA2813
Luzerne Boro	Luzerne	4PALUZE	Wyoming Valley West	4PA4093
Luzerne TWP	Fayette	4PALUZ1	Brownsville Area	4PA2608
Lycoming TWP	Lycoming	4PALYCO	Williamsport	4PA4172

Pennsylvania municipality	County	Municipal	School District	School District Tax Code
Lykens Boro	Dauphin	4PALYKE	Upper Dauphin Area	4PA2290
Lykens TWP	Dauphin	4PALYK1	Upper Dauphin Area	4PA2290
Lynn TWP	Lehigh	4PALYNN	Northwestern Lehigh	4PA3946
Lyons Boro	Berks	4PALYON	Kutztown Area	4PA0640

M

Note: ** denotes that the tax code is inactive.*

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Macungie Boro	Lehigh	4PAMACU	East Penn	4PA3923
Madison Boro	Westmoreland	4PAMAD1	Yough	4PA6589
Madison TWP	Armstrong	4PAMADA	Redbank Valley	4PA1680
Madison TWP	Clarion	4PAMADI	Union	4PA1690
Madison TWP	Columbia	4PAMAD5	Millville	4PA1950
Madison TWP	Lackawanna	4PAMAD3	North Pocono	4PA3565
Mahaffey Boro	Clearfield	4PAMAHA	Purchase Line	4PA3273
Mahanoy TWP	Schuylkill	4PAMAH2	Mahanoy Area	4PA5445
Mahanoy City Boro	Schuylkill	4PAMAH3	Mahanoy Area	4PA5445
Mahoning TWP	Armstrong	4PAMAH5	Redbank Valley	4PA1680
Mahoning TWP	Carbon	4PAMAH6	Lehighton Area	4PA1355
Mahoning TWP	Lawrence	4PAMAH7	Mohawk Area	4PA3750
Mahoning TWP	Montour	4PAMAH8	Danville Area	4PA4718
Mahoning TWP	Lawrence	4PAMAHO	Union Area	4PA3770
Maidencreek TWP	Berks	4PAMAID	Fleetwood Area	4PA0625
Main TWP	Columbia	4PAMAIN	Bloomsburg Area	4PA1912
Malvern Boro	Chester	4PAMALV	Great Valley	4PA1535
Manchester Boro	York	4PAMANB	Northeastern York	4PA6744
Manchester TWP	York	4PAMANC	Central York	4PA6713
Manchester TWP	Wayne	4PAMAN9*	Wayne Highlands	4PA6487*
Manheim Boro	Lancaster	4PAMANH	Manheim Central	4PA3644
Manheim TWP	Lancaster	4PAMANT	Manheim	4PA3645

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Manheim TWP	York	4PAMAN1	South Western	4PA6764
Mann TWP	Bedford	4PAMAN4	Everett Area	4PA0530
Manns Choice Boro	Bedford	4PAMANN	Bedford Area	4PA0510
Manor Boro	Westmoreland	4PAMAN5	Hempfield Area	4PA6538
Manor Boro	Westmoreland	4PAMAN7	Penn-Trafford	4PA6571
Manor TWP	Armstrong	4PAMANR	Armstrong	4PA0308
Manor TWP	Lancaster	4PAMAN6	Penn Manor	4PA3652
Manorville Boro	Armstrong	4PAMAN8	Armstrong	4PA0308
Mansfield Boro	Tioga	4PAMANS	Southern Tioga	4PA5970
Mapleton Boro	Huntingdon	4PAMAPL	Mount Union Area	4PA3160
Marcus Hook Boro	Delaware	4PAMARH	Chichester	4PA2313
Marianna Boro	Washington	4PAMARI	Bethlehem-Center	4PA6310
Marietta Boro	Lancaster	4PAMAR2	Donegal	4PA3622
Marion TWP	Beaver	4PAMAR4	Riverside Beaver Co	4PA0458
Marion TWP	Berks	4PAMAR5	Conrad Weiser	4PA0611
Marion TWP	Butler	4PAMAR6	Moniteau	4PA1053
Marion TWP	Centre	4PAMAR7	Bellefonte Area	4PA1411
Marion Center Boro	Indiana	4PAMARC	Marion Center Area	4PA3252
Marion Heights Boro	Northumberland	4PAMART	Mount Carmel Area	4PA4951
Marklesburg Boro	Huntingdon	4PAMARB	Huntingdon Area	4PA3125
Markleysburg Boro	Fayette	4PAMAR9	Uniontown Area	4PA2680
Marlborough TWP	Montgomery	4PAMA10	Upper Perkiomen	4PA4686
Marple TWP	Delaware	4PAMARP	Marple Newtown	4PA2355
Mars Boro	Butler	4PAMA13	Mars Area	4PA1050
Marshall TWP	Allegheny	4PAMA15	North Allegheny	4PA0267
Martic TWP	Lancaster	4PAMA18	Penn Manor	4PA3652
Martinsburg Boro	Blair	4PAMA20	Spring Cove	4PA0775
Marysville Boro	Perry	4PAMA21	Susquenita	4PA5060
Masontown Boro	Fayette	4PAMASO	Albert Gallatin	4PA2603
Matamoras Boro	Pike	4PAMATA*	Delaware Valley	4PA5220*
Maxatawny TWP	Berks	4PAMAXA	Kutztown Area	4PA0640
Mayberry TWP	Montour	4PAMAYB	Danville Area	4PA4718
Mayfield Boro	Lackawanna	4PAMAYF	Lakeland	4PA3546

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
McAdoo Boro	Schuylkill	4PAMCAD	Hazleton Area	4PA4033
McCalmont TWP	Jefferson	4PAMOC1	Punxsutawney Area	4PA3380
McCandless TWP	Allegheny	4PAMOCA	North Allegheny	4PA0268
McClure Boro	Snyder	4PAMCCL	Midd-West	4PA5550
McConnellsburg Boro	Fulton	4PAMCCO	Central Fulton	4PA2913
McDonald Boro	Alleghany	4PAMCD2	Fort Cherry	4PA6324
McDonald Boro	Washington	4PAMCD1	Fort Cherry	4PA6324
McEwensville Boro	Northumberland	4PAMCEW	Warrior Run	4PA4980
McHenry TWP	Lycoming	4PAMCHE	Jersey Shore Area	4PA4140
McIntyre TWP	Lycoming	4PAMCIN	Canton Area	4PA0810
McKean Boro	Erie	4PAMCK3	General McLane	4PA2539
McKean TWP	Erie	4PAMCK1	General McLane	4PA2539
McKees Rocks Boro	Allegheny	4PAMCK5	Sto-Rox	4PA0288
McKeesport City	Allegheny	4PAMCKE	Mckeesport Area	4PA0260
McNett TWP	Lycoming	4PAMCNE	Canton Area	4PA0810
McSherrystown Boro	Adams	4PAMCSH	Conewago Valley	4PA0116
McVeytown Boro	Mifflin	4PAMCVE	Mifflin County	4PA4446
Mead TWP	Warren	4PAMEAD	Warren County	4PA6283
Meadville City	Crawford	4PAMEA1	Crawford Central	4PA2013
Mechanicsburg Boro	Cumberland	4PAMEC1	Mechanicsburg Area	4PA2165
Mechanicsville Boro	Schuylkill	4PAMEC3	Pottsville Area	4PA5461
Media Boro	Delaware	4PAMEDA	Rose Tree Media	4PA2379
Mehoopany TWP	Wyoming	4PAMEHO	Tunkhannock Area	4PA6675
Menallen TWP	Adams	4PAMEN1	Upper Adams	4PA0185
Menallen TWP	Fayette	4PAMENA	Laurel Highlands	4PA2640
Menallen TWP	Fayette	4PAMEN2	Uniontown Area	4PA2680
Menno TWP	Mifflin	4PAMEN3	Mifflin County	4PA4446
Mercer Boro	Mercer	4PAMER1	Mercer Area	4PA4350
Mercer TWP	Butler	4PAMER3	Slippery Rock	4PA1075
Mercersburg Boro	Franklin	4PAMER5	Tuscarora	4PA2860
Meshoppen Boro	Wyoming	4PAMESB	Elk Lake	4PA5825
Meshoppen TWP	Wyoming	4PAMEST	Elk Lake	4PA5825

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Metal TWP	Franklin	4PAMETA	Fannett-Metal	4PA2820
Meyersdale Boro	Somerset	4PAMEY2	Meyersdale Area	4PA5652
Middle Paxton TWP	Dauphin	4PAMIPA	Central Dauphin	4PA2214
Middle Smithfield TWP	Monroe	4PAMISM	East Strousbg Area	4PA4520
Middle Taylor TWP	Cambria	4PAMITA	Ferndale Area	4PA1120
Middleburg Boro	Snyder	4PAMID2	Midd-West	4PA5550
Middlebury TWP	Tioga	4PAMID5	Wellsboro Area	4PA5985
Middlecreek TWP	Snyder	4PAMID6	Midd-West	4PA5550
Middlecreek TWP	Somerset	4PAMID7	Rockwood Area	4PA5663
Middleport Boro	Schuylkill	4PAMID9	Saint Clair Area	4PA5468
Middlesex TWP	Butler	4PAMI11	Mars Area	4PA1050
Middlesex TWP	Cumberland	4PAMI12	Cumberland Valley	4PA2116
Middletown Boro	Dauphin	4PAMI26	Middletown Area	4PA2260
Middletown TWP	Susquehanna	4PAMDTN	Elk Lake	4PA5825
Middletown TWP	Bucks	4PAMI27	Neshaminy	4PA0975
Middletown TWP	Delaware	4PAMI28	Rose Tree Media	4PA2379
Midland Boro	Beaver	4PAMIDL	Midland Boro	4PA0453
Midway Boro	Washington	4PAMI14	Fort Cherry	4PA6324
Mifflin Boro	Juniata	4PAMIFF	Juniata County	4PA3436
Mifflin TWP	Columbia	4PAMIFT	Central Columbia	4PA1915
Mifflin TWP	Dauphin	4PAMIF2	Upper Dauphin Area	4PA2290
Mifflin TWP	Lycoming	4PAMIF3	Jersey Shore Area	4PA4140
Mifflinburg Boro	Union	4PAMIF7	Mifflinburg Area	4PA6050
Mifflintown Boro	Juniata	4PAMIF9	Juniata County	4PA3436
Miles TWP	Centre	4PAMIL1	Penns Valley Area	4PA1470
Milesburg Boro	Centre	4PAMIL2	Bald Eagle Area	4PA1410
Milford Boro	Pike	4PAMLF3*	Delaware Valley	4PA5220*
Milford TWP	Bucks	4PAMLFD	Quakertown Comm	4PA0984
Milford TWP	Juniata	4PAMLF1	Juniata Valley	4PA3436
Milford TWP	Somerset	4PAMLF2	Rockwood Area	4PA5663
Milford TWP	Pike	4PAMLF4*	Delaware Valley	4PA5220*
Mill Creek Boro	Huntingdon	4PAMICR	Huntingdon Area	4PA3125

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Mill Creek TWP	Lycoming	4PAMIC2	East Lycoming	4PA4120
Mill Creek TWP	Mercer	4PAMIL5	Lakeview	4PA4339
Mill Hall Boro	Clinton	4PAMIHA	Keystone Central	4PA1836
Mill Village Boro	Erie	4PAMIVI	Fort LeBoeuf	4PA2535
Millbourne Boro	Delaware	4PAMLLB	Upper Darby	4PA2394
Millcreek TWP	Clarion	4PAMIC5	Clarion-Limestone	4PA1617
Millcreek TWP	Erie	4PAMILL	Millcreek	4PA2576
Millcreek TWP	Lebanon	4PAMIL4	Eastern Lebanon	4PA3823
Miller TWP	Huntingdon	4PAMIL7	Huntingdon Area	4PA3125
Miller TWP	Perry	4PAMIL8	Newport	4PA5040
Millersburg Boro	Dauphin	4PAMI15	Millersburg Area	4PA2261
Millerstown Boro	Perry	4PAMI16	Greenwood	4PA5030
Millersville Boro	Lancaster	4PAMI17	Penn Manor	4PA3652
Millheim Boro	Centre	4PAMI19	Penns Valley Area	4PA1470
Millstone TWP	Elk	4PAMLST	Forest Area	4PA272M
Millvale Boro	Allegheny	4PAMI20	Shaler Area	4PA0283
Millville Boro	Columbia	4PAMI25	Millville Area	4PA1950
Milton Boro	Northumberland	4PAMI23	Milton Area	4PA4950
Mineral TWP	Venango	4PAMIN1	Franklin Area	4PA6122
Minersville Boro	Schuylkill	4PAMINE	Minersville Area	4PA5447
Modena Boro	Chester	4PAMODE	Coatesville Area	4PA1519
Mohnton Boro	Berks	4PAMOHN	Governor Mifflin	4PA0630
Monaca Boro	Beaver	4PAMONA	Monaca	4PA0454
Monaghan TWP	York	4PAMON2	Northern York Co	4PA6746
Monessen City	Westmoreland	4PAMON3	Monessen City	4PA6558
Monongahela City	Washington	4PAMON8	Ringgold	4PA6370
Monongahela Twp	Greene	4PAMOGH	Southeastern Greene	4PA3065
Monroe Boro	Bradford	4PAMONB	Towanda Area	4PA0865
Monroe TWP	Bedford	4PAMOBT	Everett Area	4PA0530
Monroe TWP	Bradford	4PAMO11	Towanda Area	4PA0865
Monroe TWP	Clarion	4PAMO12	Redbank Valley	4PA1680
Monroe TWP	Cumberland	4PAMO13	Cumberland Valley	4PA2116
Monroe TWP	Juniata	4PAMO14	Juniata County	4PA3436

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Monroe TWP	Snyder	4PAMO15	Selinsgrove Area	4PA5571
Monroe TWP	Wyoming	4PAMO16	Tunkhannock Area	4PA6675
Monroe TWP	Clarion	4PAMONE	Clarion Area	4PA1612
Monroeville Boro	Allegheny	4PAMONR	Gateway	4PA0241
Mont Alto Boro	Franklin	4PAMOAL	Waynesboro Area	4PA2890
Montgomery Boro	Lycoming	4PAMO21	Montgomery Area	4PA4150
Montgomery TWP	Franklin	4PAMO28	Tuscarora	4PA2860
Montgomery TWP	Indiana	4PAMO22	Purchase Line	4PA3273
Montgomery TWP	Montgomery	4PAMONG	North Penn	4PA4657
Montour TWP	Columbia	4PAMO23	Bloomsburg	4PA1912
Montoursville Boro	Lycoming	4PAMO26	Montoursville Area	4PA4151
Montrose Boro	Susquehanna	4PAMNTR*	Montrose Area	4PA5845*
Moon TWP	Allegheny	4PAMOON	Moon Area	4PA0262
Moore TWP	Northampton	4PAMOOR	Northampton Area	4PA4849
Moosic Boro	Lackawanna	4PAMOOS	Riverside	4PA3570
Moreland TWP	Lycoming	4PAMORT	East Lycoming	4PA4120
Morgan TWP	Greene	4PAMORG	Jefferson-Morgan	4PA3035
Morris TWP	Greene	4PAMOR1	West Greene	4PA3085
Morris TWP	Clearfield	4PAMORR	West Branch Area	4PA1790
Morris TWP	Huntingdon	4PAMOR2	Juniata Valley	4PA3128
Morris TWP	Tioga	4PAMOR4	Southern Tioga	4PA5970
Morris TWP	Washington	4PAMOR5	McGuffey	4PA6339
Morrisville Boro	Bucks	4PAMORS*	Morrisville Boro	4PA0972*
Morton Boro	Delaware	4PAMORN	Springfield	4PA2385
Moscow Boro	Lackawanna	4PAMOSC	North Pocono	4PA3565
Mount Pocono Boro	Monroe	4PAMTPO	Pocono Mountain	4PA4554
Mount Union Boro	Huntingdon	4PAMTU1	Mount Union Area	4PA3160
Mountville Boro	Lancaster	4PAMOUN	Hempfield	4PA3631
Mt Carbon Boro	Schuylkill	4PAMTCA	Pottsville Area	4PA5461
Mt Carmel Boro	Northumberland	4PAMTC2	Mount Carmel Area	4PA4951
Mt Carmel TWP	Northumberland	4PAMTC3	Mount Carmel Area	4PA4951
Mt Gretna Boro	Lebanon	4PAMTGR	Cornwall-Lebanon	4PA3813
Mt Holly Springs Boro	Cumberland	4PAMTHS	Carlisle Area	4PA2111

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Mt Jewett Boro	Mckean	4PAMTJE	Kane Area	4PA4223
Mt Joy Boro	Lancaster	4PAMTJO	Donegal	4PA3622
Mt Joy TWP	Adams	4PAMTJ1	Gettysburg Area	4PA0137
Mt Joy TWP	Lancaster	4PAMTJ2	Donegal	4PA3622
Mt Joy TWP	Adams	4PAMTJ3	Littlestown Area	4PA0152
Mt Joy TWP	Lancaster	4PAMTJ4	Elizabethtown Area	4PA3624
Mt Lebanon TWP	Allegheny	4PAMTLB	Mount Lebanon	4PA0264
Mt Oliver Boro	Allegheny	4PAMTOL	Pittsburgh	4PA0274
Mt Penn Boro	Berks	4PAMTPE	Antietam	4PA0605
Mt Pleasant Boro	Westmoreland	4PAMTP3	Mt Pleasant Area	4PA6559
Mt Pleasant TWP	Adams	4PAMTPL	Littlestown Area	4PA0152
Mt Pleasant TWP	Columbia	4PAMT11	Central Columbia	4PA1915
Mt Pleasant TWP	Washington	4PAMTP6	Fort Cherry	4PA6324
Mt Pleasant TWP	Wayne	4PAMTP9	Forest City Regn	4PA5830
Mt Pleasant TWP	Westmoreland	4PAMTP7	Mt Pleasant Area	4PA6559
Mt Pleasant TWP	Adams	4PAMTPT	Conewago Valley	4PA0116
Mt Wolf Boro	York	4PAMTWO	Northeastern York Co	4PA6744
Muddycreek TWP	Butler	4PAMUDD	Slippery Rock	4PA1075
Muhlenberg TWP	Berks	4PAMUHL	Muhlenberg	4PA0655
Muncy Boro	Lycoming	4PAMUN1	Muncy	4PA4153
Muncy TWP	Lycoming	4PAMUN4	Muncy	4PA4153
Muncy Creek TWP	Lycoming	4PAMUN3	Muncy	4PA4153
Munhall Boro	Allegheny	4PAMUN5	Steel Valley	4PA0288
Munster TWP	Cambria	4PAMUNS	Penn Cambria	4PA1160
Murrysville Boro	Westmoreland	4PAMURR	Franklin Regional	4PA6526
Myerstown Boro	Lebanon	4PAMYER	Eastern Lebanon	4PA3823

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Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Nanticoke City	Luzerne	4PANANT	Greater Nanticoke	4PA4026
Nanty Glo Boro	Cambria	4PANAGL	Blacklick Valley	4PA1106
Napier TWP	Bedford	4PANAPT	Chestnut Ridge	4PA0515
Narberth Boro	Montgomery	4PANARB	Lower Merion	4PA4645
Nazareth Boro	Northampton	4PANAZA	Nazareth Area	4PA4848
Nelson TWP	Tioga	4PANELS	Northern Tioga	4PA5960
Nescopeck Boro	Luzerne	4PANESC	Berwick Area	4PA1911
Nescopeck TWP	Luzerne	4PANES1	Berwick Area	4PA1911
Neshannock TWP	Lawrence	4PANESH	Neshannock	4PA3752
Nesquehoning Boro	Carbon	4PANESQ	Panther Valley	4PA1366
Nether Providence TWP	Delaware	4PANETH	Wallingfrd-Swarthmr	4PA2396
Neville TWP	Allegheny	4PANEVI	Cornell	4PA0221
New Albany Boro	Bradford	4PANALB	Wyalusing Area	4PA0890
New Alexandria Boro	Westmoreland	4PANALE	Derry Area	4PA6516
New Baltimore Boro	Somerset	4PANBAL	Berlin Brothersvalley	4PA5610
New Beaver Boro	Lawrence	4PANBEA	Mohawk Area	4PA3750
New Berlin Boro	Union	4PANBER	Mifflinburg Area	4PA6050
New Bethlehem Boro	Clarion	4PANBE3	Redbank Valley	4PA1680
New Brighton Boro	Beaver	4PANEBR	New Brighton Area	4PA0456
New Britain Boro	Bucks	4PANBRB	Central Bucks	4PA0921
New Britain TWP	Bucks	4PANBRT	Central Bucks	4PA09NT
New Britain TWP	Bucks	4PANBRI	North Penn	4PA4657
New Buffalo Boro	Perry	4PANBUF	Susquenita	4PA5060
New Castle City	Lawrence	4PANCAS	New Castle Area	4PA3753
New Castle TWP	Schuylkill	4PANCAT	Saint Clair Area	4PA5468
New Centerville Boro	Somerset	4PANCEN	Rockwood Area	4PA5663
New Columbus Boro	Luzerne	4PANCOL	Northwest Area	4PA4060
New Cumberland Boro	Cumberland	4PANCUM	West Shore	4PA2190
New Eagle Boro	Washington	4PANEAG	Ringgold	4PA6370

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
New Florence Boro	Westmoreland	4PANFLO	Ligonier Valley	4PA6549
New Freedom Boro	York	4PANFRE	Southern York Co	4PA6765
New Galilee Boro	Beaver	4PANGAL	Big Beaver Falls	4PA0415
New Garden TWP	Chester	4PANGAR	Kennett Consolidatd	4PA1540
New Hanover TWP	Montgomery	4PANHAN	Boyertown Area	4PA0607
New Holland Boro	Lancaster	4PANHOL	Eastern Lancaster Co	4PA3623
New Hope Boro	Bucks	4PANHOP	New Hope-Solebury	4PA0976
New Kensington City	Westmoreland	4PANEKS	New Kensngtn-Arnld	4PA6563
New Lebanon Boro	Mercer	4PANLEB	Lakeview	4PA4339
New London TWP	Chester	4PANLON	Avon Grove	4PA1505
New Milford Boro	Susquehanna	4PANMF1*	Blue Ridge	4PA5810*
New Milford TWP	Susquehanna	4PANMF2*	Blue Ridge	4PA5810*
New Morgan Boro	Berks	4PANMRG	Twin Valley	4PA0681
New Oxford Boro	Adams	4PANOXF	Conewago Valley	4PA0116
New Paris Boro	Bedford	4PANPAR	Chestnut Ridge	4PA0515
New Philadelphia Boro	Schuylkill	4PANPHI	Saint Clair Area	4PA5468
New Ringgold Boro	Schuylkill	4PANRIN	Blue Mountain	4PA5408
New Salem Boro	York	4PANSAL	Spring Grove Area	4PA6767
New Sewickley TWP	Beaver	4PANSEW	Freedom Area	4PA0428
New Stanton Boro	Westmoreland	4PANEST	Hempfield Area	4PA6538
New Vernon TWP	Mercer	4PANVER	Lakeview	4PA4339
New Washington Boro	Clearfield	4PANEWS	Purchase Line	4PA3273
New Wilmington Boro	Lawrence	4PANWIL	Wilmington Area	4PA3780
Newberry TWP	York	4PANEWB	West Shore	4PA2190
Newberry TWP	York	4PANBRY	Northeastern York Co	4PA6744
Newburg Boro	Clearfield	4PANEW1	Purchase Line	4PA3273
Newburg Boro	Cumberland	4PANEWC	Shippensburg Area	4PA2180

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Newell Boro	Fayette	4PANEWE	Frazier	4PA2629
Newlin TWP	Chester	4PANEWL	Unionville-Chadds Ford	4PA1585
Newport Boro	Perry	4PANEWP	Newport	4PA5040
Newport TWP	Luzerne	4PANEW4	Greater Nanticoke	4PA4026
Newry Boro	Blair	4PANEW5	Hollisdaysburg Area	4PA0735
Newton TWP	Lackawanna	4PANEW6	Abington Heights	4PA3503
Newton Hamilton Boro	Mifflin	4PANEHA	Mount Union Area	4PA3160
Newtown Boro	Bucks	4PANWTB	Council Rock	4PA0923
Newtown TWP	Bucks	4PANWTT	Council Rock	4PA0923
Newtown TWP	Delaware	4PANEWT	Marple Newton	4PA2355
Newville Boro	Cumberland	4PANEWV	Big Spring	4PA2105
Nicholson Boro	Wyoming	4PANICB	Lackawanna Trail	4PA6650
Nicholson TWP	Fayette	4PANICH	Albert Gallatin	4PA2603
Nicholson TWP	Wyoming	4PANICT	Lackawanna Trail	4PA6650
Nippenose TWP	Lycoming	4PANIPP	Jersey Shore Area	4PA4140
Nockamixon TWP	Bucks	4PANOCK	Palisades	4PA0980
Norristown Boro	Montgomery	4PANOR1	Norristown Area	4PA4656
North Abington TWP	Lackawanna	4PANOAB	Abington Heights	4PA3503
North Annville TWP	Lebanon	4PANOAN	Annville-Cleona	4PA3803
North Apollo Boro	Armstrong	4PANOAP	Apollo-Ridge	4PA0306
North Beaver TWP	Lawrence	4PANOBE	Mohawk Area	4PA3750
North Belle Vernon Boro	Westmoreland	4PANOBV	Belle Vernon Area	4PA6506
North Bethlehem TWP	Washington	4PANOB4	Bentworth	4PA6309
North Braddock Boro	Allegheny	4PANOBR	Woodland Hills	4PA0299
North Branch TWP	Wyoming	4PANBRA	Tunkhannock Area	4PA6675
North Buffalo TWP	Armstrong	4PANOB8	Armstrong	4PA0308
North Catasauqua Boro	Northampton	4PANOCA	Catasauqua Area	4PA3913
North Centre TWP	Columbia	4PANOCE	Central Columbia	4PA1915

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
North Charleroi Boro	Washington	4PANOCH	Charleroi Area	4PA6318
North Codorus TWP	York	4PANOCT	Spring Grove Area	4PA6767
North Cornwall TWP	Lebanon	4PANOCO	Cornwall-Lebanon	4PA3813
North Coventry TWP	Chester	4PANCOV	Owen J Roberts	4PA1566
North East Boro	Erie	4PANOEA	North East	4PA2583
North East TWP	Erie	4PANOET	North East	4PA2583
North Fayette TWP	Allegheny	4PANOFA	West Allegheny	4PA0294
North Franklin TWP	Washington	4PANOF2	Trinity Area	4PA6380
North Heidelberg TWP	Berks	4PANOHE	Conrad Weiser	4PA0611
North Hopewell TWP	York	4PANOHO	Red Lion Area	4PA6755
North Huntingdon TWP	Westmoreland	4PANOHU	Norwin	4PA6565
North Irwin Boro	Westmoreland	4PANOIR	Norwin	4PA6565
North Lebanon TWP	Lebanon	4PANOLE	Corwall-Lebanon	4PA3813
North Londonderry TWP	Lebanon	4PANOLO	Palmyra Area	4PA3853
North Mahoning TWP	Indiana	4PANOMH	Punxsutawney Area	4PA3380
North Manheim TWP	Schuylkill	4PANOMA	Blue Mountain	4PA5408
North Middleton TWP	Cumberland	4PANOMI	Carlisle Area	4PA2111
North Newton TWP	Cumberland	4PANONE	Big Spring	4PA2105
North Sewickley TWP	Beaver	4PANOSE	Riverside Beaver Co	4PA0458
North Shenango TWP	Crawford	4PANOS1	Conneaut	4PA2010
North Strabane TWP	Washington	4PANOS2	Canon-McMillan	4PA6317
North Towanda TWP	Bradford	4PANOTO	Towanda Area	4PA0865
North Union TWP	Fayette	4PANOUN	Laurel Highlands	4PA2640
North Union TWP	Schuylkill	4PANOUS	Hazleton Area	4PA4033

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
North Versailles TWP	Allegheny	4PANOVE	East Allegheny	4PA0228
North Wales Boro	Montgomery	4PANOWA	North Penn	4PA4657
North Whitehall TWP	Lehigh	4PANOWH	Parkland	4PA3951
North Woodbury TWP	Blair	4PANOWO	Spring Cove	4PA0775
North York Boro	York	4PANOYO	Central York	4PA6713
Northampton Boro	Northampton	4PANOR3	Northampton Area	4PA4849
Northampton TWP	Bucks	4PANORB	Council Rock	4PA0923
Northampton TWP	Somerset	4PANORS	Berlin Brothersvalley	4PA5610
Northeast Madison TWP	Perry	4PANEMA	West Perry	4PA5080
Northern Cambria Boro	Cambria	4PANCAM	Northern Cambria	4PA1145
Northmoreland TWP	Wyoming	4PANOMO	Tunkhannock Area	4PA6675
Northumberland Boro	Northumberland	4PANOUM	Shikellamy	4PA4966
Norwegian TWP	Schuylkill	4PANORW	Pottsville Area	4PA5461
Norwich TWP	Mckean	4PANOWT	Smethport Area	4PA4275
Norwood Boro	Delaware	4PANORD	Interboro	4PA2351
Nottingham TWP	Washington	4PANOTT	Ringgold	4PA6370
Noxen TWP	Wyoming	4PANOXE	Lake-Lehman	4PA4039
Noyes TWP	Clinton	4PANOYE	Keystone Central	4PA1836
Nuangola Boro	Luzerne	4PANUAN	Crestwood	4PA4014

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Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Oakdale Boro	Allegheny	4PAOAKD	West Allegheny	4PA0294

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Oakland Boro	Susquehanna	4PAOAK1*	Susquehanna Comm	4PA5865*
Oakland TWP	Butler	4PAOAKL	Butler Area	4PA1012
Oakland TWP	Venango	4PAOAKT	Oil City Area	4PA6162
Oakland TWP	Susquehanna	4PAOAK2*	Susquehanna Comm	4PA5865*
Oakmont Boro	Allegheny	4PAOAKM	Riverview	4PA0282
Ogle TWP	Somerset	4PAOOLE	Windber Area	4PA5691
Ohara TWP	Allegheny	4PAOHAR	Fox Chapel Area	4PA0230
Ohio TWP	Allegheny	4PAOHIO	Avonworth	4PA0207
Ohiopyle Boro	Fayette	4PAOHI1	Uniontown Area	4PA2680
Ohioville Boro	Beaver	4PAOHI2	Western Beaver Co	4PA0493
Oil City	Venango	4PAOILC	Oil City Area	4PA6162
Oil Creek TWP	Crawford	4PAOICR	Titusville Area	4PA6172
Oilcreek TWP	Venango	4PAOIC1	Titusville Area	4PA6172
Oklahoma Boro	Westmoreland	4PAOKLA	Kiski Area	4PA6544
Old Forge Boro	Lackawanna	4PAOLFO	Old Forge	4PA3566
Old Lycoming TWP	Lycoming	4PAOLLY	Williamsport Area	4PA4172
Oley TWP	Berks	4PAOLEY	Oley Valley	4PA0665
Oliver TWP	Jefferson	4PAOLIT	Punxsutawney Area	4PA3380
Oliver TWP	Mifflin	4PAOLT1	Mifflin County	4PA4446
Oliver TWP	Perry	4PAOLI2	Newport	4PA5040
Olyphant Boro	Lackawanna	4PAOLYP	Mid Valley	4PA3555
Oneida TWP	Huntingdon	4PAONEI	Huntingdon Area	4PA3125
Ontelaunee TWP	Berks	4PAONTE	Schuylkill Valley	4PA0675
Orange TWP	Columbia	4PAORAN	Central Columbia	4PA1915
Orangeville Boro	Columbia	4PAORA2	Central Columbia	4PA1915
Orbisonia Boro	Huntingdon	4PAORBI	Southern Huntingdon Co	4PA3175
Oregon TWP	Wayne	4PAOREG*	Wayne Highlands	4PA6487*
Orrstown Boro	Franklin	4PAORRS	Shippensburg Area	4PA2180
Orwell TWP	Bradford	4PAORWE	Northeast Bradford	4PA0830
Orwigsburg Boro	Schuylkill	4PAORWI	Blue Mountain	4PA5408
Osborne Boro	Allegheny	4PAOSBO	Quaker Valley	4PA0277

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Osceola Mills Borough	Clearfield	4PAOSCE	Philipsburg-Osceola	4PA1770
Osceola TWP	Tioga	4PAOSC1	Northern Tioga	4PA5960
Oswayo Boro	Potter	4PAOSW1	Oswayo Valley	4PA53OB
Oswayo TWP	Potter	4PAOSW2	Oswayo Valley	4PA53OT
Otter Creek TWP	Mercer	4PAOTCR	Commodore Perry	4PA4313
Otto TWP	Mckean	4PAOTTO	Otto-Eldred	4PA4260
Overfield TWP	Wyoming	4PAOVER	Tunkhannock Area	4PA6675
Overton TWP	Bradford	4PAOVE1	Wyalusing Area	4PA0890
Oxford Boro	Chester	4PAOXFO	Oxford Area	4PA1567
Oxford TWP	Adams	4PAOXF1	Conewago Valley	4PA0116

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Pennsylvania municipality	County	Municipal Tax Code	School Districts	School District Tax Codes
Packer TWP	Carbon	4PAPACK	Weatherly Area	4PA1390
Paint Boro	Somerset	4PAPAIN	Windber Area	4PA5691
Paint TWP	Clarion	4PAPAI1	Clarion Area	4PA1612
Paint TWP	Somerset	4PAPAI2	Conemaugh Area	4PA5618
Paint TWP	Somerset	4PAPANT	Windber Area	4PA5691
Palmer TWP	Northampton	4PAPALR	Easton Area	4PA4833
Palmerton Boro	Carbon	4PAPAL3	Palmerton Area	4PA1365
Palmyra Boro	Lebanon	4PAPALM	Palmyra Area	4PA3853
Palmyra TWP	Pike	4PAPALP*	Wallenpaupack Area	4PA6483*
Palmyra TWP	Wayne	4PAPALT*	Wallenpaupack Area	4PA6483*
Palo Alto Boro	Schuylkill	4PAPALO	Pottsville Area	4PA5461
Paradise TWP	Lancaster	4PAPARA	Pequea Valley	4PA3653
Paradise TWP	Monroe	4PAPAR1	Pocono Mountain	4PA4554
Paradise TWP	York	4PAPAR2	Spring Grove Area	4PA6767

Pennsylvania municipality	County	Municipal Tax Code	School Districts	School District Tax Codes
Parker TWP	Butler	4PAPAR5	Karns City Area	4PA1036
Parker City	Armstrong	4PAPARC	Alleg-Clarion Valley	4PA1603
Parkesburg Boro	Chester	4PAPAR9	Octorara Area	4PA1565
Parks TWP	Armstrong	4PAPA11	Kiski Area	4PA6544
Parkside Boro	Delaware	4PAPA12	Penn-Delco	4PA2369
Parryville Boro	Carbon	4PAPARR	Lehighton Area	4PA1355
Patterson TWP	Beaver	4PAPAHT	Blackhawk	4PA0416
Patterson Heights Boro	Beaver	4PAPATT	Blackhawk	4PA0416
Patton Boro	Cambria	4PAPAT2	Cambria Heights	4PA1112
Patton TWP	Centre	4PAPAT4	State College Area	4PA1480
Paupack TWP	Wayne	4PAPAUP*	Wallenpaupack Area	4PA6483*
Pavia TWP	Bedford	4PAPAVI	Chestnut Ridge	4PA0515
Paxtang Boro	Dauphin	4PAPAXT	Central Dauphin	4PA2214
Peach Bottom TWP	York	4PAPEAC	South Eastern	4PA6762
Pen Argyl Boro	Northampton	4PAPENA	Pen Argyl Area	4PA4856
Penbrook Boro	Dauphin	4PAPENB	Central Dauphin	4PA2214
Penn Boro	Westmoreland	4PAPENN	Penn-Trafford	4PA6571
Penn TWP	Berks	4PAPEN2	Tulpehocken Area	4PA0680
Penn TWP	Butler	4PAPEN3	South Butler Co	4PA1078
Penn TWP	Centre	4PAPEN4	Penns Valley Area	4PA1470
Penn TWP	Chester	4PAPENC	Avon Grove	4PA1505
Penn TWP	Clearfield	4PAPEN5	Curwensville Area	4PA1718
Penn TWP	Cumberland	4PAPEN6	Big Spring	4PA2105
Penn TWP	Huntingdon	4PAPEN7	Huntingdon Area	4PA3125
Penn TWP	Lancaster	4PAPEN8	Menheim Central	4PA3644
Penn TWP	Lycoming	4PAPEN9	East Lycoming	4PA4120
Penn TWP	Perry	4PAPE10	Susquenita	4PA5060
Penn TWP	Snyder	4PAPE11	Selinsgrove Area	4PA5571
Penn TWP	Westmoreland	4PAPE12	Penn-Trafford	4PA6571
Penn TWP	York	4PAPE13	South Western	4PA6764
Penn Forest TWP	Carbon	4PAPEFO	Jim Thorpe Area	4PA1350

Pennsylvania municipality	County	Municipal Tax Code	School Districts	School District Tax Codes
Penn Hills TWP	Allegheny	4PAPEH3	Penn Hills	4PA0273
Penn Lake Park Boro	Luzerne	4PAPELP	Crestwood	4PA4014
Penndel Boro	Bucks	4PAPEND	Neshaminy	4PA0975
Pennsburg Boro	Montgomery	4PAPENS	Upper Perkiomen	4PA4686
Pennsbury TWP	Chester	4PAPENT	Unionville-Chadds Ford	4PA1585
Pennsbury Village Boro	Allegheny	4PAPEVI	Montour	4PA0263
Pequea TWP	Lancaster	4PAPEQU	Penn Manor	4PA3652
Perkasie Boro	Bucks	4PAPER1	Pennridge	4PA0981
Perkiomen TWP	Montgomery	4PAPER2	Perkiomen Valley	4PA4661
Perry TWP	Armstrong	4PAPE25	Karns City Area	4PA1036
Perry TWP	Berks	4PAPER4	Hamburg Area	4PA0635
Perry TWP	Clarion	4PAPERC	Alleg-Clarion Valley	4PA1603
Perry TWP	Fayette	4PAPER5	Frazier	4PA2629
Perry TWP	Greene	4PAPER6	Central Greene	4PA3014
Perry TWP	Jefferson	4PAPERT	Punxsutawney Area	4PA3380
Perry TWP	Lawrence	4PAPERL	Ellwood City Area	4PA3720
Perry TWP	Mercer	4PAPE19	Commodore Perry	4PA4313
Perry TWP	Snyder	4PAPER8	Midd-West	4PA5550
Perryopolis Boro	Fayette	4PAPE21	Frazier	4PA2629
Peters TWP	Franklin	4PAPETE	Tuscarora	4PA2860
Peters TWP	Washington	4PAPETW	Peters Township	4PA6365
Petersburg Boro	Huntingdon	4PAPET1	Juniata Valley	4PA3128
Petrolia Boro	Butler	4PAPETR	Karns City Area	4PA1036
Philadelphia City	Philadelphia	4PAPHIL	Philadelphia City	4PA5150
Philipsburg Boro	Centre	4PAPHBG	Philipsburg-Osceola	4PA1770
Phoenixville Boro	Chester	4PAPHOE	Phoenixville Area	4PA1572
Piatt TWP	Lycoming	4PAPIAT	Jersey Shore Area	4PA4140
Picture Rocks Boro	Lycoming	4PAPIRO	East Lycoming	4PA4120
Pike TWP	Berks	4PAPIK4	Pike	4PA0665
Pike TWP	Bradford	4PAPIKE	Northeast Bradford	4PA0830
Pike TWP	Potter	4PAPIK5	Galeton Area	4PA5328

Pennsylvania municipality	County	Municipal Tax Code	School Districts	School District Tax Codes
Pike TWP	Clearfield	4PAPIK6*	Curwensville Area	4PA1718*
Pillow Boro	Dauphin	4PAPILL	Upper Dauphin Area	4PA2290
Pine TWP	Allegheny	4PAPINE	Pine-Richland	4PA0210
Pine TWP	Armstrong	4PAPIN0	Armstrong	4PA0308
Pine TWP	Clearfield	4PAPIN1	Clearfield Area	4PA171P
Pine TWP	Columbia	4PAPIN2	Millville Area	4PA1950
Pine TWP	Crawford	4PAPIN3	Conneaut	4PA2010
Pine TWP	Indiana	4PAPIN4	Penns Manor Area	4PA3263
Pine TWP	Lycoming	4PAPIN5	Wellsboro Area	4PA5985
Pine TWP	Mercer	4PAPIN6	Grove City Area	4PA4329
Pine Creek TWP	Clinton	4PAPICR	Keystone Central	4PA1836
Pine Creek TWP	Clinton	4PAPCR1	Jersey Shore Area	4PA4140
Pine Creek TWP	Jefferson	4PAPCR2	Brookville Area	4PA3308
Pine Grove Boro	Schuylkill	4PAPI01	Pine Grove Area	4PA5460
Pine Grove TWP	Schuylkill	4PAPIG2	Pine Grove Area	4PA5460
Pine Grove TWP	Warren	4PAPIG4	Warren County	4PA6283
Pinegrove TWP	Venango	4PAPIG6	Cranberry Area	4PA6113
Piney TWP	Clarion	4PAPIN8	Union	4PA1690
Pitcairn Boro	Allegheny	4PAPITC	Gateway	4PA0241
Pittsburgh City	Allegheny	4PAPITT	Baldwin-Whitehall	4PA0211
Pittsburgh City	Allegheny	4PAPIT5	Pittsburgh	4PA0274
Pittsfield TWP	Warren	4PAPITS	Warren County	4PA6283
Pittston City	Luzerne	4PAPIT1	Pittston Area	4PA4066
Pittston TWP	Luzerne	4PAPIT2	Pittston Area	4PA4066
Plain Grove TWP	Lawrence	4PAPLGR	Wilmington Area	4PA3780
Plainfield TWP	Northampton	4PAPLFL	Pen Argyl Area	4PA4856
Plains TWP	Luzerne	4PAPLAI	Wilkes-Barre Area	4PA4088
Platea Boro	Erie	4PAPLAT	Northwestern	4PA2585
Pleasant TWP	Warren	4PAPLEA	Warren County	4PA6283
Pleasant Hills Boro	Allegheny	4PAPLH1	West Jefferson Hills	4PA0295
Pleasant Hills Boro	Allegheny	4PAPLES	Baldwin-Whitehall	4PA0211
Pleasant Valley TWP	Potter	4PAPLV1	Port Allegheny	4PA4263

Pennsylvania municipality	County	Municipal Tax Code	School Districts	School District Tax Codes
Pleasantville Boro	Bedford	4PAPLV3	Chestnut Ridge	4PA05PL
Pleasantville Boro	Venango	4PAPLV2	Titusville Area	4PA6172
Plum Boro	Allegheny	4PAPLMB	Plum Borough	4PA0275
Plum TWP	Venango	4PAPLU3	Penncrest	4PA2047
Plumcreek TWP	Armstrong	4PAPLU4	Armstrong	4PA0308
Plumstead TWP	Bucks	4PAPLUM	Central Bucks	4PA0921
Plumville Boro	Indiana	4PAPLU5	Marion Center Area	4PA3252
Plunketts Creek TWP	Lycoming	4PAPLCR	Montoursville Area	4PA4151
Plymouth Boro	Luzerne	4PAPLYM	Wyoming Valley West	4PA4093
Plymouth TWP	Luzerne	4PAPLY1	Greater Nanticoke	4PA4026
Plymouth TWP	Montgomery	4PAPLY5	Colonial	4PA4616
Pocono TWP	Monroe	4PAPOC1	Pocono Mountain	4PA4554
Pocopson TWP	Chester	4PAPOCO	Unionville-Chadds Ford	4PA1585
Point TWP	Northumberland	4PAPOIN	Shikellamy	4PA4966
Point Marion Boro	Fayette	4PAPOMA	Albert Gallatin	4PA2603
Polk Boro	Venango	4PAPOLK	Franklin Area	4PA6122
Polk TWP	Jefferson	4PAPOL1	Brockway Area	4PA3307
Polk TWP	Monroe	4PAPOL2	Pleasant Valley	4PA4552
Port Allegany Boro	Mckean	4PAPOAL	Port Allegheny	4PA4263
Port Carbon Boro	Schuylkill	4PAPOCA	Pottsville Area	4PA5461
Port Clinton Boro	Schuylkill	4PAPOCL	Schuylkill Haven	4PA5473
Port Matilda Boro	Centre	4PAPOMT	Bald Eagle Area	4PA1410
Port Royal Boro	Juniata	4PAPORA	Juniata County	4PA3436
Port Vue Boro	Allegheny	4PAPOVU	South Allegheny	4PA0286
Portage Boro	Cambria	4PAPOR1	Portage Area	4PA1163
Portage TWP	Cambria	4PAPOR3	Portage Area	4PA1163
Portage TWP	Cameron	4PAPOR4	Cameron Co	4PA1227
Portage TWP	Potter	4PAPOR5	Austin Area	4PA5303
Porter TWP	Clarion	4PAPRTR	Redbank Valley	4PA1680
Porter TWP	Clinton	4PAPRT1	Keystone Central	4PA1836
Porter TWP	Huntingdon	4PAPRT2	Juniata Valley	4PA3128

Pennsylvania municipality	County	Municipal Tax Code	School Districts	School District Tax Codes
Porter TWP	Jefferson	4PAPRTJ	Punxsutawney Area	4PA3380
Porter TWP	Lycoming	4PAPRT3	Jersey Shore Area	4PA4140
Porter TWP	Pike	4PAPRT7	East Strousbg Area	4PA4520
Porter TWP	Schuylkill	4PAPRT4	Williams Valley	4PA5488
Portersville Boro	Butler	4PAPRT6	Slippery Rock	4PA1075
Portland Boro	Northampton	4PAPRTL	Bangor Area	4PA4808
Potter TWP	Beaver	4PAPTTT	Center Area	4PA0419
Potter TWP	Centre	4PAPTTR	Penns Valley Area	4PA1470
Pottstown Boro	Montgomery	4PAPOT5	Pottstown	4PA4664
Pottsville City	Schuylkill	4PAPOTT	Pottsville Area	4PA5461
President TWP	Venango	4PAPRES	Forest Area	4PA2720
Preston TWP	Wayne	4PAPRET*	Wayne Highlands	4PA6487*
Price TWP	Monroe	4PAPRIC	East Strousbg Area	4PA4520
Pringle Boro	Luzerne	4PAPRIN	Wyoming Valley West	4PA4093
Prompton Boro	Wayne	4PAPROM*	Wayne Highlands	4PA6487*
Prospect Boro	Butler	4PAPROS	Slippery Rock	4PA1075
Prospect Park Boro	Delaware	4PAPROP	Interboro	4PA2351
Providence TWP	Lancaster	4PAPROV	Solanco	4PA3670
Pulaski TWP	Beaver	4PAPULA	New Brighton Area	4PA0456
Pulaski TWP	Lawrence	4PAPUL1	Wilmington Area	4PA3780
Punxsutawney Boro	Jefferson	4PAPUN1	Punxsutawney Area	4PA3380
Putnam TWP	Tioga	4PAPUTN	Southern Tioga	4PA5970
Pymatuning TWP	Mercer	4PAPYMA	Reynolds	4PA4353

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Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Quakertown Boro	Bucks	4PAQUAK	Quakertown Comm	4PA0984
Quarryville Boro	Lancaster	4PAQUAR	Solanco	4PA3670
Quemahoning TWP	Somerset	4PAQUEM	North Star	4PA5655
Quincy TWP	Franklin	4PAQUI1	Waynesboro Area	4PA2890

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Note: ** denotes that the tax code is inactive.*

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Raccoon TWP	Beaver	4PARACC	Hopewell Area	4PA0441
Radnor TWP	Delaware	4PARADN	Radnor Township	4PA2376
Railroad Boro	York	4PARAIL	Southern York Co	4PA6765
Rainsburg Boro	Bedford	4PARAIN	Bedford Area	4PA0510
Ralpho TWP	Northumberland	4PARAL1	Southern Columbia	4PA1975
Ramey Boro	Clearfield	4PARAME	Moshannon Valley	4PA1750
Randolph TWP	Crawford	4PARAN1	Penncrest	4PA2047
Rankin Boro	Allegheny	4PARANK	Woodland Hills	4PA0299
Ransom TWP	Lackawanna	4PARAN3	Abington Heights	4PA3503
Rapho TWP	Lancaster	4PARAPH	Manheim Central	4PA3644
Rayburn TWP	Armstrong	4PARAYB	Armstrong	4PA0308
Rayne TWP	Indiana	4PARAYN	Marion Center Area	4PA3252
Reade TWP	Cambria	4PAREDT	Glendale	4PA1730
Reading City	Berks	4PAREAD	Reading	4PA0670
Reading TWP	Adams	4PAREA1	Bermudian Springs	4PA0111
Red Hill Boro	Montgomery	4PAREHI	Upper Perkiomen	4PA4686
Red Lion Boro	York	4PAREL1	Red Lion Area	4PA6755
Redbank TWP	Armstrong	4PARED1	Redbank Valley	4PA1680
Redbank TWP	Clarion	4PARED3	Redbank Valley	4PA1680
Redstone TWP	Fayette	4PAREDS	Brownsville Area	4PA2608
Reed TWP	Dauphin	4PAREED	Susquenita	4PA5060
Reilly TWP	Schuylkill	4PAREIL	Minersville Area	4PA5447
Renovo Boro	Clinton	4PARENO	Keystone Central	4PA1836
Reserve TWP	Allegheny	4PARESE	Shaler Area	4PA0283
Reynoldsville Boro	Jefferson	4PAREY1	Dubois Area	4PA1720
Rice TWP	Luzerne	4PARICE	Crestwood	4PA4014
Rices Landing Boro	Greene	4PARILA	Jefferson-Morgan	4PA3035
Richhill TWP	Greene	4PARIHI	West Greene	4PA3085
Richland Boro	Lebanon	4PARICH	East Lebanon	4PA3823
Richland TWP	Allegheny	4PARIC3	Pine-Richland	4PA0210

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Richland TWP	Bucks	4PARIC4	Quakertown Comm	4PA0984
Richland TWP	Cambria	4PARICL	Richland	4PA1165
Richland TWP	Clarion	4PARICA	Alleg-Clarion Valley	4PA1603
Richland TWP	Venango	4PARIVN	Alleg-Clarion Valley	4PA1603
Richlandtown Boro	Bucks	4PARIC7	Quakertown Comm	4PA0984
Richmond TWP	Berks	4PARIC8	Fleetwood Area	4PA0625
Richmond TWP	Crawford	4PARIC9	Penncrest	4PA2047
Richmond TWP	Tioga	4PARI10	Southern Tioga	4PA5970
Ridgebury TWP	Bradford	4PARIDG	Athens Area	4PA0805
Ridgway Boro	Elk	4PARID2	Ridgeway Area	4PA2460
Ridgway TWP	Elk	4PARID4	Johnsonburg Area	4PA2435
Ridgway TWP	Elk	4PARIDS	Ridgeway Area	4PA2460
Ridley TWP	Delaware	4PARIDP	Ridley	4PA2377
Ridley Park Boro	Delaware	4PARIDL	Ridley	4PA2377
Riegelsville Boro	Bucks	4PARIEB	Palisades	4PA0980
Riegelsville Boro	Bucks	4PARIEG	Easton Area	4PA4833
Rimersburg Boro	Clarion	4PARIME	Union	4PA1690
Ringgold TWP	Jefferson	4PARING	Punxsutawney Area	4PA3380
Ringtown Boro	Schuylkill	4PARIN1	North Schuylkill	4PA5450
Riverside Boro	Northumberland	4PARIV1	Danville Area	4PA4718
Roaring Brook TWP	Lackawanna	4PAROBR	North Pocono	4PA3565
Roaring Creek TWP	Columbia	4PAROCR	Southern Columbia	4PA1975
Roaring Spring Boro	Blair	4PAROSP	Spring Cove	4PA0775
Robeson TWP	Berks	4PAROB1	Twin Valley	4PA0681
Robesonia Boro	Berks	4PAROBE	Conrad Weiser	4PA0611
Robinson TWP	Allegheny	4PAROBI	Montour	4PA0263
Robinson TWP	Washington	4PAROB3	Fort Cherry	4PA6324
Rochester Boro	Beaver	4PAROC1	Rochester Area	4PA0469
Rochester TWP	Beaver	4PAROC2	Rochester Area	4PA0469
Rockdale TWP	Crawford	4PAROCK	Penncrest	4PA2047
Rockefeller TWP	Northumberland	4PAROCN	Shikellamy	4PA4966

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Rockhill Boro	Huntingdon	4PAROHI	Southern Huntingdon	4PA3175
Rockland TWP	Berks	4PAROC5	Brandywine Heights	4PA0608
Rockland TWP	Venango	4PAROC6	Cranberry Area	4PA6113
Rockledge Boro	Montgomery	4PARCLD	Abington	4PA4603
Rockwood TWP	Somerset	4PAROC9	Rockwood Area	4PA5663
Rome Boro	Bradford	4PAROME	Northeast Bradford	4PA0830
Rome TWP	Bradford	4PAROM2	Northeast Bradford	4PA0830
Rome TWP	Crawford	4PAROM3	Titusville Area	4PA6172
Roscoe Boro	Washington	4PAROSC	California	4PA6315
Rose TWP	Jefferson	4PAROSE	Brookville Area	4PA3308
Rose Valley Boro	Delaware	4PAROSV*	Wallingfrd-Swarthmr	4PA2396*
Roseto Boro	Northampton	4PAROS2	Bangor Area	4PA4808
Roseville Boro	Tioga	4PAROSB	Southern Tioga	4PA5970
Ross TWP	Allegheny	4PAROSS	North Hills	4PA0269
Ross TWP	Luzerne	4PAROS4	Lake-Lehman	4PA4039
Ross TWP	Monroe	4PAROS5	Pleasant Valley	4PA4552
Rosslyn Farms Boro	Allegheny	4PAROSF	Carlynton	4PA0216
Rostraver TWP	Westmoreland	4PAROST	Belle Vernon Area	4PA6506
Roulette TWP	Potter	4PAROUL	Port Allegheny	4PA4263
Rouseville Boro	Venango	4PAROUS	Oil City Area	4PA6162
Royalton Boro	Dauphin	4PAROYL	Middletown Area	4PA2260
Royersford Boro	Montgomery	4PAROYE	Spring-Ford Area	4PA4673
Rural Valley Boro	Armstrong	4PARURL	Armstrong	4PA0308
Ruscombmanor TWP	Berks	4PARUSC	Oley Valley	4PA0665
Rush TWP	Centre	4PARUSH	Philips-Osceola	4PA1770
Rush TWP	Dauphin	4PARUS6	Williams Valley	4PA5488
Rush TWP	Northumberland	4PARUS2	Danville Area	4PA4718
Rush TWP	Schuylkill	4PARUS3	Tamaqua Area	4PA5476
Rush TWP	Susquehanna	4PARUS7	Elk Lake	4PA5825
Rush TWP	Schuylkill	4PARUS8	Mahanoy Area	4PA5445

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Rutland TWP	Tioga	4PARUTL	Southern Tioga	4PA5970
Rutledge Boro	Delaware	4PARUTD*	Wallingfrd-Swarthmr	4PA2396*
Ryan TWP	Schuylkill	4PARYAN	Mahanoy Area	4PA5445
Rye TWP	Perry	4PARYE1	Susquenita	4PA5060

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Note: ** denotes that the tax code is inactive.*

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
S.N.P.J. Boro	Lawrence	4PASNPJ	Mohawk Area	4PA3750
Sadsbury TWP	Chester	4PASADS	Coatesville Area	4PA1519
Sadsbury TWP	Crawford	4PASAD1	Conneaut	4PA2010
Sadsbury TWP	Lancaster	4PASAD2	Octorara Area	4PA1565
Saegertown Boro	Crawford	4PASAEG	Penncrest	4PA2047
Salem TWP	Clarion	4PASALE	Keystone	4PA1665
Salem TWP	Luzerne	4PASAL1	Berwick	4PA1911
Salem TWP	Mercer	4PASAL2	Commodore	4PA4313
Salem TWP	Westmoreland	4PASAL3	Greensburg Salem	4PA6532
Salem TWP	Wayne	4PASALM*	Western Wayne	4PA6489*
Salford TWP	Montgomery	4PASALF	Souderton Area	4PA4671
Salisbury Boro	Somerset	4PASALB	Salisbury-Elk Lick	4PA5670
Salisbury TWP	Lancaster	4PASAL5	Pequea Valley	4PA3653
Salisbury TWP	Lehigh	4PASALT	Salisbury	4PA3956
Salladasburg Boro	Lycoming	4PASAL8	Jersey Shore Area	4PA4140
Saltillo Boro	Huntingdon	4PASA12	Southern Huntingdon	4PA3175
Saltlick TWP	Fayette	4PASA10	Connellsville Area	4PA2613
Saltsburg Boro	Indiana	4PASA11	Blairsville-Saltsburg	4PA3211
Sandy TWP	Clearfield	4PASAND	Dubois Area	4PA1720
Sandy Creek TWP	Mercer	4PASAN1	Commodore Perry	4PA4313

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Sandy Lake Boro	Mercer	4PASAN3	Lakeview	4PA4339
Sandy Lake TWP	Mercer	4PASAN4	Lakeview	4PA4339
Sandycreek TWP	Venango	4PASAN5	Franklin Area	4PA6122
Sankertown Boro	Cambria	4PASAN6	Penn Cambria	4PA1160
Saville TWP	Perry	4PASAVI	West Perry	4PA5080
Saxonburg Boro	Butler	4PASAXO	South Butler Co	4PA1078
Saxton Boro	Bedford	4PASAXT	Tussey Mountain	4PA0580
Sayre Boro	Bradford	4PASAY1	Sayre Area	4PA0860
Scalp Level Boro	Cambria	4PASCAL	Windber Area	4PA5691
Schellsburg Boro	Bedford	4PASCHE	Chestnut Ridge	4PA0515
Schuylkill TWP	Chester	4PASCA2	Phoenixville	4PA1572
Schuylkill TWP	Schuylkill	4PASCH2	Schuylkill Haven	4PA5473
Schuylkill Haven Boro	Schuylkill	4PASCHU	Tamaqua Area	4PA5476
Schwenksville Boro	Montgomery	4PASCHW	Perkiomen Valley	4PA4661
Scott TWP	Allegheny	4PASCOT	Chartiers Valley	4PA0217
Scott TWP	Columbia	4PASCO1	Central Columbia	4PA1915
Scott TWP	Lackawanna	4PASCO2	Lakeland	4PA3546
Scott TWP	Lawrence	4PASCO3	Laurel	4PA3740
Scott TWP	Wayne	4PASCTW*	Wayne Highlands	4PA6487*
Scottdale Boro	Westmoreland	4PASCO7	Southmoreland	4PA6575
Scranton City	Lackawanna	4PASCRA	Scranton City	4PA3574
Scrubgrass TWP	Venango	4PASCRU	Alleg-Clarion Valley	4PA1603
Selinsgrove Boro	Snyder	4PASEL2	Selinsgrove Area	4PA5571
Sellersville Boro	Bucks	4PASELL	Pennridge	4PA0981
Sergeant TWP	Mckean	4PASERG	Smethport Area	4PA4275
Seven Fields Boro	Butler	4PASEVN	Seneca Valley	4PA1079
Seven Springs Boro	Somerset	4PASESS	Rockwood Area	4PA5663
Seven Valleys Boro	York	4PASEVA	Spring Grove Area	4PA6767
Seward Boro	Westmoreland	4PASEWA	Ligonier Valley	4PA6549
Sewickley Boro	Allegheny	4PASEW2	Quaker Valley	4PA0277
Sewickley TWP	Westmoreland	4PASEW4	Yough	4PA6589

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Sewickley Heights Boro	Allegheny	4PASEHI	Quaker Valley	4PA0277
Sewickley Hills Boro	Allegheny	4PASEH2	Quaker Valley	4PA0277
Shade TWP	Somerset	4PASHAD	Shade-Central City	4PA5672
Shade Gap Boro	Huntingdon	4PASHA2	Southern Huntingdon	4PA3175
Shaler TWP	Allegheny	4PASHAL	Shaler Area	4PA0283
Shamokin City	Northumberland	4PASHA4	Shamokin Area	4PA4965
Shamokin TWP	Northumberland	4PASHA7	Shamokin Area	4PA4965
Shamokin Dam Boro	Snyder	4PASHA5	Selinsgrove Area	4PA5571
Shanksville Boro	Somerset	4PASHA8	Shanksville-Stnycrk	4PA5674
Sharon City	Mercer	4PASHAR	Sharon City	4PA4356
Sharon TWP	Potter	4PASHRN	Oswayo Valley	4PA5375
Sharon Hill Boro	Delaware	4PASHRH	Southeast Delco	4PA2384
Sharpsburg Boro	Allegheny	4PASH14	Fox Chapel Area	4PA0239
Sharpsville Boro	Mercer	4PASH17	Sharpsville Area	4PA4357
Sheakleyville Boro	Mercer	4PASHEA	Commodore Perry	4PA4313
Sheffield TWP	Warren	4PASHEF	Warren County	4PA6283
Shelocta Boro	Indiana	4PASHEL	Indiana Area	4PA3237
Shenandoah Boro	Schuylkill	4PASHEN	Shenandoah Valley	4PA5472
Shenango TWP	Lawrence	4PASHE4	Shenango Area	4PA3762
Shenango TWP	Mercer	4PASHE7	West Middlesex Area	4PA4375
Sheshequin TWP	Bradford	4PASHES	Athens Area	4PA0805
Shickshinny Boro	Luzerne	4PASHIC	Northwest Area	4PA4060
Shillington Boro	Berks	4PASHIL	Governor Mifflin	4PA0630
Shinglehouse Boro	Potter	4PASHNG	Oswayo Valley	4PA5375
Shippen TWP	Cameron	4PASHIP	Cameron Co	4PA1227
Shippen TWP	Tioga	4PASHI1	Wellsboro Area	4PA5985
Shippensburg Boro	Cumberland	4PASHI3	Shippensburg Area	4PA2180
Shippensburg Boro	Franklin	4PASHI4	Shippensburg Area	4PA2180
Shippensburg TWP	Cumberland	4PASH20	Shippensburg Area	4PA2180
Shippenville Boro	Clarion	4PASHI7	Keystone	4PA1665
Shippingport Boro	Beaver	4PASHI8	South Side Area	4PA0474

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Shiremanstown Boro	Cumberland	4PASHIR	Mechanicsburg Area	4PA2165
Shirley TWP	Huntingdon	4PASH10	Mount Union Area	4PA3160
Shirleysburg Boro	Huntingdon	4PASH11	Mount Union Area	4PA3160
Shoemakersville Boro	Berks	4PASHOE	Hamburg Area	4PA0635
Shohola TWP	Pike	4PASHOH*	Delaware Valley	4PA5220*
Shrewsbury Boro	York	4PASHR1	Southern York Co	4PA6765
Shrewsbury TWP	Lycoming	4PASHR6	East Lycoming	4PA4120
Shrewsbury TWP	Sullivan	4PASHR2	Sullivan County	4PA5763
Shrewsbury TWP	York	4PASHR3	Southern York Co	4PA6765
Silver Lake TWP	Susquehanna	4PASLVL*	Montrose Area	4PA5845*
Silver Spring TWP	Cumberland	4PASILV	Cumberland Valley	4PA2116
Silverdale Boro	Bucks	4PASIL1	Pennridge	4PA0981
Sinking Spring Boro	Berks	4PASINK	Wilson	4PA0691
Skippack TWP	Montgomery	4PASKIP	Perkiomen Valley	4PA4661
Slatington Boro	Lehigh	4PASLAT	Northern Lehigh	4PA3945
Sligo Boro	Clarion	4PASLIG	Union	4PA1690
Slippery Rock Boro	Butler	4PASLR1	Slippery Rock	4PA1075
Slippery Rock TWP	Butler	4PASLR2	Slippery Rock	4PA1075
Slippery Rock TWP	Lawrence	4PASLR3	Laurel	4PA3740
Slocum TWP	Luzerne	4PASLOC	Crestwood	4PA4014
Smethport Boro	Mckean	4PASMEB	Smethport Area	4PA4275
Smicksburg Boro	Indiana	4PASMIC	Armstrong	4PA0308
Smith TWP	Washington	4PASMIT	Burgettstown Area	4PA6312
Smithfield Boro	Fayette	4PASMFL	Albert Gallatin	4PA2603
Smithfield TWP	Bradford	4PASMF1	Athens Area	4PA0805
Smithfield TWP	Huntingdon	4PASMF2	Huntingdon Area	4PA3125
Smithfield TWP	Monroe	4PASMF3	East Strousbg Area	4PA4520
Smithton Boro	Westmoreland	4PASMI2	Yough	4PA6589
Snake Spring TWP	Bedford	4PASNAK	Bedford Area	4PA0510
Snow Shoe Boro	Centre	4PASNOW	Bald Eagle Area	4PA1410
Snow Shoe TWP	Centre	4PASNO4	Bald Eagle Area	4PA1410
Snyder TWP	Blair	4PASNYD	Tyrone Area	4PA0780

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Snyder TWP	Jefferson	4PASNY1	Brockway Area	4PA3307
Snydertown Boro	Northumberland	4PASNY2	Shikellamy	4PA4966
Solebury TWP	Bucks	4PASOLB	New Hope-Solebury	4PA0976
Somerset Boro	Somerset	4PASOME	Somerset Area	4PA5677
Somerset TWP	Somerset	4PASOM1	Somerset Area	4PA5677
Somerset TWP	Washington	4PASOM2	Bentworth	4PA6309
Souderton Boro	Montgomery	4PASOND	Souderton Area	4PA4671
South Abington TWP	Lackawanna	4PASOAB	Abington Heights	4PA3503
South Annville TWP	Lebanon	4PASOAN	Annville-Cleona	4PA3803
South Beaver TWP	Beaver	4PASOBE	Blackhawk	4PA0416
South Bend TWP	Armstrong	4PASOB5	Armstrong	4PA0308
South Bethlehem Boro	Armstrong	4PASOB3	Redbank Valley	4PA1680
South Buffalo TWP	Armstrong	4PASOB4	Freeport Area	4PA0330
South Canaan TWP	Wayne	4PASCAA	Western Wayne	4PA6489
South Centre TWP	Columbia	4PASOCE	Central Columbia	4PA1915
South Coatesville Boro	Chester	4PASOC1	Coatesville Area	4PA1519
South Connellsville Boro	Fayette	4PASOC2	Connellsville Area	4PA2613
South Coventry TWP	Chester	4PASCOV	Owen J Roberts	4PA1566
South Creek TWP	Bradford	4PASCRE	Troy Area	4PA0866
South Fayette TWP	Allegheny	4PASOFA	South Fayette	4PA0287
South Fork Boro	Cambria	4PASOFK	Forest Hills	4PA1122
South Franklin TWP	Washington	4PASFRA	McGuffey	4PA6339
South Greensburg Boro	Westmoreland	4PASOG1	Greensburg Salem	4PA6532
South Hanover TWP	Dauphin	4PASOH1	Lower Dauphin	4PA2240
South Heidelberg TWP	Berks	4PASOHE	Conrad Weiser	4PA0611
South Heights Boro	Beaver	4PASOHT	Ambridge Area	4PA0407
South Huntingdon TWP	Westmoreland	4PASOH4	Yough	4PA6589

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
South Lebanon TWP	Lebanon	4PASOL1	Cornwall-Lebanon	4PA3813
South Londonderry TWP	Lebanon	4PASOLO	Palmyra Area	4PA3853
South Mahoning TWP	Indiana	4PASOMH	Marion Center Area	4PA3252
South Manheim TWP	Schuylkill	4PASOMA	Schuylkill Haven	4PA5473
South Middleton TWP	Cumberland	4PASOM3	South Middleton	4PA2183
South New Castle Boro	Lawrence	4PASONE	Shenango Area	4PA3762
South Newton TWP	Cumberland	4PASON1	Big Spring	4PA2105
South Park TWP	Allegheny	4PASOP1	South Park	4PA0287
South Philipsburg Boro	Centre	4PASOPH	Philipsburg-Osceola	4PA1770
South Pymatuning TWP	Mercer	4PASOPY	Sharpsville Area	4PA4357
South Renovo Boro	Clinton	4PASORE	Keystone Central	4PA1836
South Shenango TWP	Crawford	4PASOSH	Jamestown Area	4PA4336
South Strabane TWP	Washington	4PASOS2	Trinity Area	4PA6380
South Union TWP	Fayette	4PASOUN	Laurel Highlands	4PA2640
South Versailles TWP	Allegheny	4PASOVE	McKeesport Area	4PA0260
South Waverly Boro	Bradford	4PASOWA	Sayre Area	4PA0860
South Whitehall TWP	Lehigh	4PASOWH	Parkland	4PA3951
South Williamsport Boro	Lycoming	4PASWIL	South Williamsport	4PA4161
South Woodbury TWP	Bedford	4PASOWD	Northn Bedford Co	4PA0560
Southampton TWP	Bedford	4PASOUH	Everett Area	4PA0530
Southampton TWP	Cumberland	4PASOUT	Shippensburg Area	4PA2180
Southampton TWP	Franklin	4PASOU1	Shippensburg Area	4PA2180
Southampton TWP	Somerset	4PASOU3	Meyersdale Area	4PA5652
Southmont Boro	Cambria	4PASOU4	Westmont Hilltop	4PA1185
Southwest TWP	Warren	4PASWES	Titusville Area	4PA6172

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Southwest Greensburg Boro	Westmoreland	4PASOGR	Greensburg Salem	4PA6532
Southwest Madison TWP	Perry	4PASWMA	West Perry	4PA5080
Spangler Boro	Cambria	4PASPAN*	Northern Cambria	4PA11SB*
Sparta TWP	Crawford	4PASPA2	Corry Area	4PA2514
Spartansburg Boro	Crawford	4PASPAR	Corry Area	4PA2514
Speers Boro	Washington	4PASPEE	Charleroi Area	4PA6318
Spring TWP	Berks	4PASPTP	Wilson	4PA0691
Spring TWP	Centre	4PASPR1	Bellefonte Area	4PA1411
Spring TWP	Crawford	4PASPR2	Conneaut	4PA2010
Spring TWP	Perry	4PASPR3	West Perry	4PA5080
Spring TWP	Snyder	4PASPR4	Midd-West	4PA5550
Spring Brook TWP	Lackawanna	4PASPR6	North Pocono	4PA3565
Spring City Boro	Chester	4PASPRC	Spring-Ford Area	4PA4673
Spring Creek TWP	Elk	4PASPCR	Ridgway Area	4PA2460
Spring Creek TWP	Warren	4PASPC4	Corry Area	4PA2514
Spring Garden TWP	York	4PASPGA	York Suburban	4PA6794
Spring Grove Boro	York	4PASPGY	Spring Grove Area	4PA6767
Springboro Boro	Crawford	4PASPRB	Conneaut	4PA2010
Springdale Boro	Allegheny	4PASPGD	Allegheny Valley	4PA0206
Springdale TWP	Allegheny	4PASPG1	Allegheny Valley	4PA0206
Springettsbury TWP	York	4PASPRI	Central York	4PA6713
Springettsbury TWP	York	4PASPRG	York Suburban	4PA6794
Springfield TWP	Bucks	4PASPFI	Palisades	4PA0980
Springfield TWP	Erie	4PASPF1	Northwestern	4PA2585
Springfield TWP	Fayette	4PASPF2	Connellsville Area	4PA2613
Springfield TWP	Huntingdon	4PASPF3	Southern Huntingdon	4PA3175
Springfield TWP	Mercer	4PASPF5	Grove City Area	4PA4329
Springfield TWP	York	4PASPFT	Dallastown Area	4PA6716
Springfield TWP	Delaware	4PASFLD	Springfield	4PA2385
Springfield TWP	Montgomery	4PASFLM	Springfield TWP	4PA4672
Springfield TWP	Bradford	4PASFBR	Troy Area	4PA0866

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Springhill TWP	Fayette	4PASPHI	Albert Gallatin	4PA2603
Springhill TWP	Greene	4PASPH1	West Greene	4PA3085
Springville TWP	Susquehanna	4PASPRV	Elk Lake	4PA5825
Spruce Creek TWP	Huntingdon	4PASPC5	Juniata Valley	4PA3128
Spruce Hill TWP	Juniata	4PASPH3	Juniata County	4PA3436
St Clair Boro	Schuylkill	4PASTCL	Saint Clair Area	4PA5468
St Clair TWP	Westmoreland	4PASTC3	Ligonier Valley	4PA6549
St Clairsville Boro	Bedford	4PASTCH	Chestnut Ridge	4PA0515
St Lawrence Boro	Berks	4PASTLA	Exeter Township	4PA0620
St Marys City	Elk	4PASTMB	St Marys Area	4PA2480
St Petersburg Boro	Clarion	4PASTPE	Alleg-Clarion Valley	4PA1603
St Thomas TWP	Franklin	4PASTTO	Tuscarora	4PA2860
Standing Stone TWP	Bradford	4PASTON	Towanda Area	4PA0865
Starrucca Boro	Wayne	4PASTAR*	Susquehanna Comm	4PA5865*
State College Boro	Centre	4PASTCM	State College Area	4PA1480
Steelton Boro	Dauphin	4PASTEE	Steelton-Highspire	4PA2280
Sterling TWP	Wayne	4PASTER	Western Wayne	4PA6489
Steuben TWP	Crawford	4PASTEU	Penncrest	4PA2047
Stevens TWP	Bradford	4PASVNS	Wyalusing Area	4PA0890
Stewardson TWP	Potter	4PASTEW	Keystone Central	4PA1836
Stewart TWP	Fayette	4PASTE3	Uniontown Area	4PA2680
Stewartstown Boro	York	4PASTE4	South Eastern	4PA6762
Stillwater Boro	Columbia	4PASTWA	Benton Area	4PA1910
Stockdale Boro	Washington	4PASTOC	Charleroi Area	4PA6318
Stockertown Boro	Northampton	4PASTO1	Nazareth Area	4PA4848
Stoneboro Boro	Mercer	4PASTO2	Lakeview	4PA4339
Stonycreek TWP	Cambria	4PASTOT	Greater Johnstown	4PA1125
Stonycreek TWP	Somerset	4PASTO3	Shanksville-Stnycrk	4PA5674
Stowe TWP	Allegheny	4PASTOW	Sto-Rox	4PA0288
Stoystown Boro	Somerset	4PASTOY	North Star	4PA5655
Straban TWP	Adams	4PASTRB	Conewago Valley	4PA0116
Straban TWP	Adams	4PASTBN	Gettysburg Area	4PA0137

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Strasburg Boro	Lancaster	4PASTR	Lampeter-Strasbg	4PA3636
Strasburg TWP	Lancaster	4PASTRT	Lampeter-Strasbg	4PA3636
Strattanville Boro	Clarion	4PASTO8	Clarion-Limestone	4PA1617
Strausstown Boro	Berks	4PASTRA	Hamburg Area	4PA0635
Stroud TWP	Monroe	4PASTRO	Stroudsburg Area	4PA4560
Stroudsburg Boro	Monroe	4PASTR3	Stroudsburg Area	4PA4560
Sugar Grove Boro	Warren	4PASUG3	Warren County	4PA6283
Sugar Grove TWP	Mercer	4PASUGR	Greenville Area	4PA4328
Sugar Grove TWP	Warren	4PASUG1	Warren County	4PA6283
Sugar Notch Boro	Luzerne	4PASUNO	Hanover Area	4PA4030
Sugarcreek Boro	Venango	4PASUGC	Valley Grove	4PA6186
Sugarcreek TWP	Armstrong	4PASUG4	Karns City Area	4PA1036
Sugarloaf TWP	Columbia	4PASULO	Benton Area	4PA1910
Sugarloaf TWP	Luzerne	4PASUL1	Hazleton Area	4PA4033
Sullivan TWP	Tioga	4PASULL	Southern Tioga	4PA5970
Summerhill Boro	Cambria	4PASUHI	Forest Hills	4PA1122
Summerhill TWP	Cambria	4PASUMT	Forest Hills	4PA1122
Summerhill TWP	Crawford	4PASUH2	Conneaut	4PA2010
Summerville Boro	Jefferson	4PASUMM	Brookville Area	4PA3308
Summit TWP	Butler	4PASUM3	Butler Area	4PA1012
Summit TWP	Crawford	4PASUM4	Conneaut	4PA2010
Summit TWP	Erie	4PASUM5	Fort LeBoeuf	4PA2535
Summit TWP	Potter	4PASUM0	Coudersport Area	4PA5313
Summit TWP	Somerset	4PASUM6	Meyersdale Area	4PA5652
Summit Hill Boro	Carbon	4PASU10	Panther Valley	4PA1366
Sunbury City	Northumberland	4PASUNB	Shikellamy	4PA4966
Susquehanna TWP	Cambria	4PASUS1	Northern Cambria	4PA1145
Susquehanna TWP	Dauphin	4PASUS2	Susquehanna	4PA2283
Susquehanna TWP	Juniata	4PASUS3	Juniata County	4PA3436
Susquehanna TWP	Lycoming	4PASUS4	South Williamsport	4PA4161
Susquehanna Depot Boro	Susquehanna	4PASUQ*	Susquehanna Comm	4PA5865*
Sutersville Boro	Westmoreland	4PASUTE	Yough	4PA6589

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Swarthmore Boro	Delaware	4PASWAR	Wallingfrd-Swarthmr	4PA2396
Swatara TWP	Dauphin	4PASWAT	Central Dauphin	4PA2214
Swatara TWP	Lebanon	4PASWA1	Northern Lebanon	4PA3850
Sweden TWP	Potter	4PASWED	Coudersport Area	4PA5313
Swissvale Boro	Allegheny	4PASWI1	Woodland Hills	4PA0299
Swoyersville Boro	Luzerne	4PASWOY	Wyoming Valley West	4PA4093
Sykesville Boro	Jefferson	4PASYKE	Dubois Area	4PA1720
Sylvania Boro	Bradford	4PASYL1	Troy Area	4PA0866
Sylvania TWP	Potter	4PASYL2	Austin Area	4PA5303

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*Note: * denotes that the tax code is inactive.*

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Tamaqua Boro	Schuylkill	4PATAMA	Tamaqua Area	4PA5476
Tarentum Boro	Allegheny	4PATARE	Highlands	4PA0247
Tatamy Boro	Northampton	4PATATA	Nazareth Area	4PA4848
Taylor Boro	Lackawanna	4PATAYL	Riverside	4PA3570
Taylor TWP	Blair	4PATAY2	Spring Cove	4PA0775
Taylor TWP	Centre	4PATAY3	Tyrone Area	4PA0780
Taylor TWP	Fulton	4PATAY5	Forbes Road	4PA2923
Taylor TWP	Lawrence	4PATAY4	New Castle Area	4PA3753
Telford Boro	Montgomery	4PATELF	Souderton Area	4PA4671
Telford Boro	Bucks	4PATLFD	Souderton Area	4PA4671
Tell TWP	Huntingdon	4PATELL	Southern Huntingdon	4PA3175
Temple Boro	Berks	4PATMPL*	Muhlenberg	4PA06TB*
Terre Hill Boro	Lancaster	4PATERR	Eastern Lancaster	4PA3623
Terry TWP	Bradford	4PATER2	Wyalusing Area	4PA0890

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Texas TWP	Wayne	4PATEX1	Wallenpaupack Area	4PA6483
Texas TWP	Wayne	4PATEX2	Wayne Highlands	4PA6487
Thompson Boro	Susquehanna	4PATHM1*	Susquehanna Comm	4PA5865*
Thompson TWP	Fulton	4PATHOT	Southern Fulton	4PA2975
Thompson TWP	Susquehanna	4PATHM2*	Susquehanna Comm	4PA5865*
Thompsontown Boro	Juniata	4PATHOM	Juniata County	4PA3436
Thornburg Boro	Allegheny	4PATHOR	Montour	4PA0263
Thornbury TWP	Chester	4PATHO3	West Chester Area	4PA1590
Thornbury TWP	Delaware	4PATHO4	West Chester Area	4PA1590
Thornhurst TWP	Lackawanna	4PATHRN	North Pocono	4PA3565
Three Springs Boro	Huntingdon	4PATHRE	Southern Huntingdon	4PA3175
Throop Boro	Lackawanna	4PATHRO	Mid Valley	4PA3555
Tidioute Boro	Warren	4PATHR2	Warren County	4PA6283
Tilden TWP	Berks	4PATILD	Hamburg Area	4PA0635
Timblin Boro	Jefferson	4PATIM	Punxsutawney Area	4PA3380
Tinicum TWP	Bucks	4PATIN1	Palisades	4PA0980
Tinicum TWP	Delaware	4PATIN2	Interboro	4PA2351
Tioga Boro	Tioga	4PATIOG	Northern Tioga	4PA5960
Tioga TWP	Tioga	4PATIO1	Northern Tioga	4PA5960
Tionesta Boro	Forest	4PATIOS	Forest Area	4PA2720
Tionesta TWP	Forest	4PATION	Forest Area	4PA2720
Titusville City	Crawford	4PATITU	Titusville Area	4PA6172
Toboyne TWP	Perry	4PATOBO	Fannett-Metal	4PA2820
Toboyne TWP	Perry	4PATBYN	West Perry	4PA5080
Toby TWP	Clarion	4PATOBY	Union	4PA1690
Tobyhanna TWP	Monroe	4PATOBM	Pocono Mountain	4PA4554
Todd TWP	Fulton	4PATODF	Central Fulton	4PA2913
Todd TWP	Huntingdon	4PATOD1	Tussey Mountain	4PA0580
Topton Boro	Berks	4PATOPT	Brandywine Heights	4PA0608
Towamencin TWP	Montgomery	4PATOWN	North Penn	4PA4657

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Towamensing TWP	Carbon	4PATOWA	Palmerton Area	4PA1365
Towanda Boro	Bradford	4PATOW5	Towanda Area	4PA0865
Towanda TWP	Bradford	4PATOW4	Towanda Area	4PA0865
Tower City Boro	Schuylkill	4PATOCI	Williams Valley	4PA5488
Townville Boro	Crawford	4PATOW7	Penncrest	4PA2047
Trafford Boro	Westmoreland	4PATRAF	Penn-Trafford	4PA6571
Trafford Boro	Allegheny	4PATRAL	Penn-Trafford	4PA6571
Trainer Boro	Delaware	4PATRAN	Chichester	4PA2313
Trappe Boro	Montgomery	4PATRAP	Perkiomen Valley	4PA4661
Tredyffrin TWP	Chester	4PATRED	Tredyffrin-Easttown	4PA1578
Tremont Boro	Schuylkill	4PATREM	Pine Grove Area	4PA5460
Tremont TWP	Schuylkill	4PATRE1	Pine Grove Area	4PA5460
Triumph TWP	Warren	4PATRIU	Warren County	4PA6283
Troutville Boro	Clearfield	4PATROU	Dubois Area	4PA1720
Troy Boro	Bradford	4PATRO1	Troy Area	4PA0866
Troy TWP	Bradford	4PATRO4	Troy Area	4PA0866
Troy TWP	Crawford	4PATRO2	Penncrest	4PA2047
Trumbauersville Boro	Bucks	4PATRUM	Quakertown Comm	4PA0984
Tullytown Boro	Bucks	4PATULL	Pennsbury	4PA0982
Tulpehocken TWP	Berks	4PATUL1	Tulpehocken Area	4PA0680
Tunkhannock Boro	Wyoming	4PATUN1	Tunkhannock Area	4PA6675
Tunkhannock TWP	Wyoming	4PATUN2	Tunkhannock Area	4PA6675
Tunkhannock TWP	Monroe	4PATUN3	Pocono Mountain	4PA4554
Tunnelhill Boro	Cambria	4PATUNN	Penn Cambria	4PA1160
Tunnelhill Boro	Blair	4PATNHL	Penn Cambria	4PA1160
Turbett TWP	Juniata	4PATURB	Juniata County	4PA3436
Turbot TWP	Northumberland	4PATUR1	Milton Area	4PA4950
Turbotville Boro	Northumberland	4PATUR2	Warrior Run	4PA4980
Turtle Creek Boro	Allegheny	4PATUC1	Woodland Hills	4PA0299
Tuscarora TWP	Bradford	4PATUS1	Wyalusing Area	4PA0890
Tuscarora TWP	Juniata	4PATUS2	Juniata County	4PA3436
Tuscarora TWP	Perry	4PATUS3	Greenwood	4PA5030

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Twilight Boro	Washington	4PATWIL	Charleroi Area	4PA6318
Tyrone Boro	Blair	4PATYRB	Tyrone Area	4PA0780
Tyrone TWP	Adams	4PATYR5	Upper Adams	4PA0185
Tyrone TWP	Blair	4PATYR2	Altoona Area	4PA0705
Tyrone TWP	Perry	4PATYR3	West Perry	4PA5080
Tyrone TWP	Adams	4PATYR6	Conewago Valley	4PA0116
Tyrone TWP	Blair	4PATYR4	Tyrone Area	4PA0780

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Note: ** denotes that the tax code is inactive.*

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Ulster TWP	Bradford	4PAULST	Athens Area	4PA0805
Ulysses Boro	Potter	4PAULSY	Northern Potter	4PA5355
Ulysses TWP	Potter	4PAULY2	Northern Potter	4PA5355
Union TWP	Adams	4PAUNI2	Littlestown Area	4PA0152
Union TWP	Berks	4PAUNI3	Daniel Boone Area	4PA0615
Union TWP	Centre	4PAUNI5	Bald Eagle Area	4PA1410
Union TWP	Clearfield	4PAUNI6	Dubois Area	4PA1720
Union TWP	Crawford	4PAUNI7	Crawford Central	4PA2013
Union TWP	Erie	4PAUNI8	Union City Area	4PA2591
Union TWP	Fulton	4PAUN30	Southern Fulton	4PA2975
Union TWP	Huntingdon	4PAUNI9	Mount Union Area	4PA3160
Union TWP	Jefferson	4PAUN20	Clarion-Limestone	4PA1617
Union TWP	Lawrence	4PAUN10	Union Area	4PA3770
Union TWP	Lebanon	4PAUN11	Northern Lebanon	4PA3850
Union TWP	Luzerne	4PAUN12	Northwest Area	4PA4060
Union TWP	Mifflin	4PAUN1M	Mifflin County	4PA4446
Union TWP	Schuylkill	4PAUN14	North Schuylkill	4PA5450
Union TWP	Snyder	4PAUN21	Selingsgrove Area	4PA5571
Union TWP	Tioga	4PAUN15	Canton Area	4PA0810

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Union TWP	Union	4PAUN16	Lewisburg Area	4PA6040
Union TWP	Washington	4PAUNIN	Ringgold	4PA6370
Union TWP	Union	4PAUNUN	Mifflinburg Area	4PA6050
Union City Boro	Erie	4PAUNC1	Union City Area	4PA2591
Uniondale Boro	Susquehanna	4PAUNDA	Forest City Regn	4PA5830
Uniontown City	Fayette	4PAUNIO	Uniontown Area	4PA2680
Unionville Boro	Centre	4PAUN26	Bald Eagle Area	4PA1410
Unity TWP	Westmoreland	4PAUNIT	Greater Latrobe	4PA6531
Upland Boro	Delaware	4PAUPLA	Chester-Upland	4PA2312
Upper Allen TWP	Cumberland	4PAUPAL	Mechanicsburg Area	4PA2165
Upper Augusta TWP	Northumberland	4PAUPAU	Shikellamy	4PA4966
Upper Bern TWP	Berks	4PAUPB1	Hamburg Area	4PA0635
Upper Burrell TWP	Westmoreland	4PAUPBU	Burrell	4PA6507
Upper Chichester TWP	Delaware	4PAUPCC	Chichester	4PA2313
Upper Darby TWP	Delaware	4PAUDAR	Upper Darby	4PA2394
Upper Dublin TWP	Montgomery	4PAUDUB	Upper Dublin	4PA4683
Upper Fairfield TWP	Lycoming	4PAUPFA	Montoursville Area	4PA4151
Upper Frankford TWP	Cumberland	4PAUPFR	Big Spring	4PA2105
Upper Frederick TWP	Montgomery	4PAUPF2	Boyertown Area	4PA0607
Upper Gwynedd TWP	Montgomery	4PAUGWY	North Penn	4PA4657
Upper Hanover TWP	Montgomery	4PAUPHA	Upper Perkiomen	4PA4686
Upper Leacock TWP	Lancaster	4PAUPLE	Conestoga Valley	4PA3617
Upper Macungie TWP	Lehigh	4PAUPMC	Parkland	4PA3951
Upper Mahanoy TWP	Northumberland	4PAUPMA	Line Mountains	4PA4935
Upper Mahantango TWP	Schuylkill	4PAUPM1	Tri-Valley	4PA5478
Upper Makefield TWP	Bucks	4PAUMFT	Council Rock	4PA0923

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Upper Merion TWP	Montgomery	4PAUMER	Upper Merion Area	4PA4684
Upper Mifflin TWP	Cumberland	4PAUPMI	Big Spring	4PA2105
Upper Milford TWP	Lehigh	4PAUPM3	East Penn	4PA3923
Upper Moreland TWP	Montgomery	4PAUPMO	U Moreland	4PA4685
Upper Mt Bethel TWP	Northampton	4PAUPMT	Bangor Area	4PA4808
Upper Nazareth TWP	Northampton	4PAUPN1	Nazareth Area	4PA4848
Upper Oxford TWP	Chester	4PAUPPO	Oxford Area	4PA1567
Upper Paxton TWP	Dauphin	4PAUPPA	Millersburg Area	4PA2261
Upper Pottsgrove TWP	Montgomery	4PAUPPG	Pottsgrove	4PA4663
Upper Providence TWP	Montgomery	4PAUPPR	Spring-Ford Area	4PA4673
Upper Providence TWP	Delaware	4PAUPRO	Rose Tree Media	4PA2379
Upper Salford TWP	Montgomery	4PAUPS1	Souderton Area	4PA4671
Upper Saucon TWP	Lehigh	4PAUPSA	Southern Lehigh	4PA3957
Upper Southampton TWP	Bucks	4PAUPSO	Centennial	4PA0920
Upper St Clair TWP	Allegheny	4PAUSTC	Upper St Clair	4PA0292
Upper Tulpehocken TWP	Berks	4PAUPTU	Hamburg Area	4PA0635
Upper Turkeyfoot TWP	Somerset	4PAUPT1	Rockwood Area	4PA5663
Upper Tyrone TWP	Fayette	4PAUPTY	Southmoreland	4PA6575
Upper Uwchlan TWP	Chester	4PAUPUW	Downingtown	4PA1520
Upper Yoder TWP	Cambria	4PAUPYO*	Westmont Hilltop	4PA1185*
Ursina Boro	Somerset	4PAURSI	Turkeyft Vlly Area	4PA5684
Utica Boro	Venango	4PAUTIC	Franklin Area	4PA6122
Uwchlan TWP	Chester	4PAUWCH	Downingtown Area	4PA1520

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Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Valencia Boro	Butler	4PAVALE	Mars Area	4PA1050
Valley TWP	Armstrong	4PAVAL4	Armstrong	4PA0308
Valley TWP	Chester	4PAVAL2	Coatesville Area	4PA1519
Valley TWP	Montour	4PAVAL3	Danville Area	4PA4718
Valley-Hi Boro	Fulton	4PAVAHI	Southern Fulton	4PA2975
Vanderbilt Boro	Fayette	4PAVAND	Connellsville Area	4PA2613
Vandergrift Boro	Westmoreland	4PAVANG	Kiski Area	4PA6544
Vandling Boro	Lackawanna	4PAVAN4	Forest City Regn	4PA5830
Vanport TWP	Beaver	4PAVAN6	Beaver Area	4PA0412
Venango Boro	Crawford	4PAVENA	Penncrest	4PA2047
Venango TWP	Butler	4PAVEN2	Moniteau	4PA1053
Venango TWP	Crawford	4PAVEN3	Penncrest	4PA2047
Venango TWP	Erie	4PAVEN4	Wattsburg Area	4PA2597
Vernon TWP	Crawford	4PAVERN	Crawford Central	4PA2013
Verona Boro	Allegheny	4PAVERO	Riverview	4PA0282
Versailles Boro	Allegheny	4PAVER2	McKeesport Area	4PA0260
Victory TWP	Venango	4PAVICT	Franklin Area	4PA6122
Vintondale Boro	Cambria	4PAVINT	Blacklick Valley	4PA1106
Volant Boro	Lawrence	4PAVOLA	Wilmington Area	4PA3780

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Note: ** denotes that the tax code is inactive.*

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Walker TWP	Centre	4PAWALK	Bellefonte Area	4PA1411
Walker TWP	Huntingdon	4PAWAL1	Huntingdon Area	4PA3125
Walker TWP	Juniata	4PAWAL2	Juniata County	4PA3436
Walker TWP	Schuylkill	4PAWAL3	Tamaqua Area	4PA5476
Wall Boro	Allegheny	4PAWALL	East Allegheny	4PA0228
Wallace TWP	Chester	4PAWLL1	Downingtown Area	4PA1520
Wallaceton Boro	Clearfield	4PAWLL2	Philipsburg-Osceola	4PA1770

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Walnutport Boro	Northampton	4PAWALN	Northern Lehigh	4PA3945
Wampum Boro	Lawrence	4PAWAMP	Ellwood City Area	4PA3720
Wampum Boro	Lawrence	4PAWAM2	Mohawk Area	4PA3750
Ward TWP	Tioga	4PAWARD	Southern Tioga	4PA5970
Warminster TWP	Bucks	4PAWAR	Centennial	4PA0920
Warren City	Warren	4PAWARR	Warren County	4PA6283
Warren TWP	Bradford	4PAWARB	Northeast Bradford	4PA0830
Warren TWP	Franklin	4PAWARF	Tuscarora	4PA2860
Warrington TWP	Bucks	4PAWAR4	Central Bucks	4PA0921
Warrington TWP	York	4PAWAR5	Northern York	4PA6746
Warrior Run Boro	Luzerne	4PAWARU	Hanover Area	4PA4030
Warriors Mark TWP	Huntingdon	4PAWARM	Tyrone Area	4PA0780
Warsaw TWP	Jefferson	4PAWARS	Brookville Area	4PA3308
Warwick TWP	Bucks	4PAWAR1	Central Bucks	4PA0921
Warwick TWP	Chester	4PAWAR2	Owen J Roberts	4PA1566
Warwick TWP	Lancaster	4PAWARW	Warwick	4PA3690
Washington City	Washington	4PAWAS2	Washington	4PA6388
Washington TWP	Armstrong	4PAWAST	Armstrong	4PA0308
Washington TWP	Berks	4PAWAS5	Boyertown Area	4PA0607
Washington TWP	Butler	4PAWAS6	Moniteau	4PA1053
Washington TWP	Cambria	4PAWAS7	Penn Cambria	4PA1160
Washington TWP	Clarion	4PAWASC	North Clarion Co	4PA1675
Washington TWP	Dauphin	4PAWAS8	Upper Dauphin Area	4PA2290
Washington TWP	Erie	4PAWAS9	General McClane	4PA2539
Washington TWP	Fayette	4PAWA10	Belle Vernon Area	4PA6506
Washington TWP	Franklin	4PAWA11	Waynesboro Area	4PA2890
Washington TWP	Greene	4PAWA34	Central Greene	4PA3014
Washington TWP	Indiana	4PAWASI	Marion Center Area	4PA3252
Washington TWP	Jefferson	4PAWA13	Brockway Area	4PA3307
Washington TWP	Lawrence	4PAWA14	Wilmington Area	4PA3780
Washington TWP	Lehigh	4PAWASH	Northern Lehigh	4PA3945
Washington TWP	Lycoming	4PAWA15	Montgomery Area	4PA4150
Washington TWP	Northampton	4PAWA16	Bangor Area	4PA4808

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Washington TWP	Northumberland	4PAWA17	Line Mountain	4PA4935
Washington TWP	Schuylkill	4PAWA19	Pine Grove Area	4PA5460
Washington TWP	Snyder	4PAWA20	Selinsgrove Area	4PA5571
Washington TWP	Westmoreland	4PAWA21	Kiski Area	4PA6544
Washington TWP	Wyoming	4PAWA22	Tunkhannock Area	4PA6675
Washington TWP	York	4PAWA23	Dover Area	4PA6718
Washingtonville Boro	Montour	4PAWA33	Danville Area	4PA4718
Waterford Boro	Erie	4PAWATE	Fort LeBoeuf	4PA2535
Waterford TWP	Erie	4PAWAT1	Fort LeBoeuf	4PA2535
Watson TWP	Warren	4PAWATW	Warren County	4PA6283
Watson TWP	Lycoming	4PAWATS	Jersey Shore Area	4PA4140
Watsontown Boro	Northumberland	4PAWAT3	Warrior Run	4PA4980
Watts TWP	Perry	4PAWATT	Susquenita	4PA5060
Wattsburg Boro	Erie	4PAWAT7	Wattsburg Area	4PA2597
Waymart Boro	Wayne	4PAWAYM*	Western Wayne	4PA6489*
Wayne TWP	Armstrong	4PAWAT9	Armstrong	4PA0308
Wayne TWP	Clinton	4PAWAY1	Keystone Central	4PA1836
Wayne TWP	Crawford	4PAWAY2	Crawford Central	4PA2013
Wayne TWP	Dauphin	4PAWAY3	Halifax Area	4PA2225
Wayne TWP	Erie	4PAWAY4	Corry Area	4PA2514
Wayne TWP	Lawrence	4PAWAY6	Ellwood City Area	4PA3720
Wayne TWP	Mifflin	4PAWAY7	Mount Union Area	4PA3160
Wayne TWP	Schuylkill	4PAWAY8	Blue Mountain	4PA5408
Wayne TWP	Greene	4PAWAY9	Central Greene	4PA3014
Waynesboro Boro	Franklin	4PAWA12	Waynesboro Area	4PA2890
Waynesburg Boro	Greene	4PAWYBO	Central Greene	4PA3014
Weatherly Boro	Carbon	4PAWEA1	Weatherly Area	4PA1390
Weisenberg TWP	Lehigh	4PAWEIS	Northwestern Lehigh	4PA3946
Weissport Boro	Carbon	4PAWEI1	Lehighton Area	4PA1355
Wellersburg Boro	Somerset	4PAWEL2	Meyersdale Area	4PA5652
Wells TWP	Bradford	4PAWLLS	Troy Area	4PA0866
Wells TWP	Fulton	4PAWEL1	Forbes Road	4PA2923

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Wellsboro Boro	Tioga	4PAWEL3	Wellsboro Area	4PA5985
Wellsville Boro	York	4PAWELL	Northern York Co	4PA6746
Wernersville Boro	Berks	4PAWERN	Conrad Weiser	4PA0611
Wesleyville Boro	Erie	4PAWESL	Iroquois	4PA2565
West TWP	Huntingdon	4PAWEST	Juniata Valley	4PA3128
West Abington TWP	Lackawanna	4PAWEAB	Lackawanna Trail	4PA6650
West Alexander Boro	Washington	4PAWEAL	McGuffey	4PA6339
West Beaver TWP	Snyder	4PAWEBV	Midd-West	4PA5550
West Bethlehem TWP	Washington	4PAWEB3	Bethlehem-Center	4PA6310
West Bradford TWP	Chester	4PAWEBR	Downingtown Area	4PA1520
West Branch TWP	Potter	4PAWEBT	Galeton Area	4PA5328
West Brandywine TWP	Chester	4PAWEB7	Coatesville Area	4PA1519
West Brownsville Boro	Washington	4PAWEB8	Brownsville Area	4PA2608
West Brownsville Boro	Washington	4PAWEBB	California	4PA6315
West Brunswick TWP	Schuylkill	4PAWEB9	Blue Mountain	4PA5408
West Buffalo TWP	Union	4PAWEBU	Mifflinburg Area	4PA6050
West Burlington TWP	Bradford	4PAWE11	Troy Area	4PA0866
West Caln TWP	Chester	4PAWECA*	Coatesville Area	4PA1519*
West Cameron TWP	Northumberland	4PAWEC1	Line Mountain	4PA4935
West Carroll TWP	Cambria	4PAWEC3	Cambria Heights	4PA1112
West Chester Boro	Chester	4PAWECH	West Chester Area	4PA1590
West Chillisquaque TWP	Northumberland	4PAWEC6	Milton Area	4PA4950
West Cocalico TWP	Lancaster	4PAWECO	Cocalico	4PA3613
West Conshohocken Boro	Montgomery	4PAWEC8	Upper Merion Area	4PA4684
West Cornwall TWP	Lebanon	4PAWEC9	Cornwall-Lebanon	4PA3813
West Deer TWP	Allegheny	4PAWEDE	Deer Lakes	4PA0222
West Donegal TWP	Lancaster	4PAWEDO	Elizabethtown Area	4PA3624

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
West Earl TWP	Lancaster	4PAWEAR	Conestoga Valley	4PA3617
West Easton Boro	Northampton	4PAWEEA	Wilson Area	4PA4886
West Elizabeth Boro	Allegheny	4PAWEEL	West Jefferson Hills	4PA0295
West Fairview Boro	Cumberland	4PAWEFA*	East Pennsboro Area	4PA2125*
West Fallowfield TWP	Chester	4PAWEF1	Octorara Area	4PA1565
West Fallowfield TWP	Crawford	4PAWEF2	Conneaut	4PA2010
West Finley TWP	Washington	4PAWEFI	McGuffy	4PA6339
West Franklin TWP	Armstrong	4PAWEFR	Armstrong	4PA0308
West Goshen TWP	Chester	4PAWEGO	West Chester Area	4PA1590
West Grove Boro	Chester	4PAWEG1	Avon Grove	4PA1505
West Hanover TWP	Dauphin	4PAWEHA	Central Dauphin	4PA2214
West Hazleton Boro	Luzerne	4PAWEH1	Hazleton Area	4PA4033
West Hemlock TWP	Montour	4PAWEH2	Danville Area	4PA4718
West Hempfield TWP	Lancaster	4PAWEH3	Hempfield	4PA3631
West Homestead Boro	Allegheny	4PAWEHO	Steel Valley	4PA0288
West Keating TWP	Clinton	4PAWKEA	West Branch Area	4PA1790
West Kittanning Boro	Armstrong	4PAWEKT	Armstrong	4PA0308
West Lampeter TWP	Lancaster	4PAWEL0	Lampeter-Strasbg	4PA3636
West Lawn Boro	Berks	4PAWLAW*	Wilson	4PA0691*
West Lebanon TWP	Lebanon	4PAWELB	Lebanon	4PA3846
West Leechburg Boro	Westmoreland	4PAWELC	Leechburg Area	4PA0345
West Liberty Boro	Butler	4PAWELI	Slippery Rock	4PA1075
West Mahanoy TWP	Schuylkill	4PAWEMA	Shenandoah Valley	4PA5472
West Mahoning TWP	Indiana	4PAWEMH	Armstrong	4PA0308
West Manchester TWP	York	4PAWEM2	West York Area	4PA6785
West Manheim TWP	York	4PAWEM3	South Western	4PA6764

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
West Marlborough TWP	Chester	4PAWMAR*	Unionville-Chadds Ford	4PA1585*
West Mayfield Boro	Beaver	4PAWEM4	Blackhawk	4PA0416
West Mead TWP	Crawford	4PAWEME	Crawford Central	4PA2013
West Middlesex Boro	Mercer	4PAWEM9	West Middlesex Area	4PA4375
West Middletown Boro	Washington	4PAWEMD	Avella Area	4PA6305
West Mifflin Boro	Allegheny	4PAWEMF	West Mifflin Area	4PA0296
West Nantmeal TWP	Chester	4PAWENA	Twin Valley	4PA0681
West Newton Boro	Westmoreland	4PAWENE	Yough	4PA6589
West Norriton TWP	Montgomery	4PAWENO	Norristown Area	4PA4656
West Nottingham TWP	Chester	4PAWENT	Oxford Area	4PA1567
West Penn TWP	Schuylkill	4PAWEPE	Tamaqua	4PA5476
West Pennsboro TWP	Cumberland	4PAWEP1	Big Spring	4PA2105
West Perry TWP	Snyder	4PAWEP3	Mid-West	4PA5550
West Pike Run TWP	Washington	4PAWEPI	California	4PA6315
West Pikeland TWP	Chester	4PAWEP6	Downingtown Area	4PA1520
West Pittston Boro	Luzerne	4PAWEP8	Wyoming Area	4PA4092
West Pottsgrove TWP	Montgomery	4PAWEPO	Pottsgrove	4PA4663
West Providence TWP	Bedford	4PAWEPR	Everett Area	4PA0530
West Reading Boro	Berks	4PAWREA	Wyomissing Area	4PA0693
West Rockhill TWP	Bucks	4PAWERO	Pennridge	4PA0981
West Sadsbury TWP	Chester	4PAWESA	Octorara Area	4PA1565
West Salem TWP	Mercer	4PAWES1	Reynolds	4PA4353
West Shenango TWP	Crawford	4PAWESH	Jamestown Area	4PA4336
West St Clair TWP	Bedford	4PAWSTC	Chestnut Ridge	4PA0515
West Sunbury Boro	Butler	4PAWESU	Moniteau	4PA1053
West Taylor TWP	Cambria	4PAWETA	Greater Johnstown	4PA1125
West View Boro	Allegheny	4PAWEVI	North Hills	4PA0269
West Vincent TWP	Chester	4PAWEVN	Owen J Roberts	4PA1566

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
West Wheatfield TWP	Indiana	4PAWEWH	United	4PA3280
West Whiteland TWP	Chester	4PAWEW1	West Chester Area	4PA1590
West Wyoming Boro	Luzerne	4PAWEWY	Wyoming Area	4PA4092
West York Boro	York	4PAWEYO	West York Area	4PA6785
Westfall TWP	Pike	4PAWFAL	Delaware Valley	4PA5220
Westfield Boro	Tioga	4PAWES3	Northern Tioga	4PA5960
Westfield TWP	Tioga	4PAWES4	Northern Tioga	4PA5960
Westmont Boro	Cambria	4PAWES5	Westmont Hilltop	4PA1185
Westover Boro	Clearfield	4PAWESO	Harmony Area	4PA1735
Westtown TWP	Chester	4PAWES9	West Chester Area	4PA1590
Wetmore TWP	Mckean	4PAWETM	Kane Area	4PA4223
Wharton TWP	Fayette	4PAWHAR	Uniontown Area	4PA2680
Wharton TWP	Potter	4PAWHA1	Austin Area	4PA5303
Wheatfield TWP	Perry	4PAWHE1	Susquenita	4PA5060
Wheatland Boro	Mercer	4PAWHE2	Farrell Area	4PA4325
Whitaker Boro	Allegheny	4PAWHI1	West Mifflin Area	4PA0296
White TWP	Beaver	4PAWHIT	Big Beaver Falls	4PA0415
White TWP	Cambria	4PAWHI2	Glendale	4PA1730
White TWP	Indiana	4PAWHI3	Indiana Area	4PA3237
White Deer TWP	Union	4PAWHI5	Milton Area	4PA4950
White Haven Boro	Luzerne	4PAWPHA	Crestwood	4PA4014
White Oak Boro	Allegheny	4PAWHOA	McKeesport Area	4PA0260
Whitehall Boro	Allegheny	4PAWHI6	Baldwin-Whitehall	4PA0211
Whitehall TWP	Lehigh	4PAWHIE	Whitehall-Coplay	4PA3978
Whiteley TWP	Greene	4PAWHI9	Central Greene	4PA3014
Whitemarsh TWP	Montgomery	4PAWHMH	Colonial	4PA4616
Whitpain TWP	Montgomery	4PAWH11	Wissahickon	4PA4693
Wiconisco TWP	Dauphin	4PAWICN	Williams Valley	4PA5488
Wilkes Barre City	Luzerne	4PAWIL2	Wilkes-Barre Area	4PA4088
Wilkes Barre TWP	Luzerne	4PAWIL3	Wilkes-Barre Area	4PA4088
Wilkins TWP	Allegheny	4PAWIL6	Woodland Hills	4PA0299

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Wilkinsburg Boro	Allegheny	4PAWILK	Wilkinsburg Borough	4PA0298
Williams TWP	Dauphin	4PAWILL	Williams Valley	4PA5488
Williams TWP	Northampton	4PAWIL9	Wilson Area	4PA4886
Williamsburg Boro	Blair	4PAWI12	Williamsburg Comm	4PA0790
Williamsport City	Lycoming	4PAWI15	Williamsport Area	4PA4172
Williamstown Boro	Dauphin	4PAWI16	Williams Valley	4PA5488
Willistown TWP	Chester	4PAWI39	Great Valley	4PA1535
Wilmerding Boro	Allegheny	4PAWI17	East Allegheny	4PA0228
Wilmington TWP	Lawrence	4PAWI20	Wilmington Area	4PA3780
Wilmington TWP	Mercer	4PAWI21	Wilmington Area	4PA3780
Wilmore Boro	Cambria	4PAWI25	Forest Hills	4PA1122
Wilmot TWP	Bradford	4PAWI26	Wyalusing Area	4PA0890
Wilson Boro	Northampton	4PAWI28	Wilson Area	4PA4886
Wind Gap Boro	Northampton	4PAWIND	Pen Argyl Area	4PA4856
Windber Boro	Somerset	4PAWIN3	Windber Area	4PA5691
Windham TWP	Bradford	4PAWIN4	Northeast Bradford	4PA0830
Windham TWP	Wyoming	4PAWIN6	Wyalusing Area	4PA0890
Windham TWP	Wyoming	4PAWNDM	Tunkhannock Area	4PA6675
Windsor Boro	York	4PAWIN8	Red Lion Area	4PA6755
Windsor TWP	Berks	4PAWIN9	Hamburg Area	4PA0635
Windsor TWP	York	4PAWI35	Red Lion Area	4PA6755
Winfield TWP	Butler	4PAWINF	South Butler Co	4PA1078
Winslow TWP	Jefferson	4PAWI36	Dubois Area	4PA1720
Winterstown Boro	York	4PAWINT	Red Lion Area	4PA6755
Wolf TWP	Lycoming	4PAWOLF	East Lycoming	4PA4120
Wolf Creek TWP	Mercer	4PAWOCR	Grove City Area	4PA4329
Womelsdorf Boro	Berks	4PAWOMB	Conrad Weiser	4PA0611
Wood TWP	Huntingdon	4PAWOOD	Tussey Mountain	4PA0580
Woodbury Boro	Bedford	4PAWOO1	Northn Bedford Co	4PA0560
Woodbury TWP	Bedford	4PAWOO2	Northn Bedford Co	4PA0560
Woodbury TWP	Blair	4PAWOO7	Williamsburg Comm	4PA0790

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Woodcock Boro	Crawford	4PAWOO4	Penncrest	4PA2047
Woodcock TWP	Crawford	4PAWOO6	Penncrest	4PA2047
Woodward TWP	Clearfield	4PAWOWA	Moshannon Valley	4PA1750
Woodward TWP	Clinton	4PAWOW1	Keystone Central	4PA1836
Woodward TWP	Lycoming	4PAWOW3	Williamsport Area	4PA4172
Worcester TWP	Montgomery	4PAWORC	Methacton	4PA4653
Wormleysburg Boro	Cumberland	4PAWORM	West Shore	4PA2190
Worth TWP	Butler	4PAWORT	Slippery Rock	4PA1075
Worth TWP	Centre	4PAWOR1	Bald Eagle Area	4PA1410
Worth TWP	Mercer	4PAWOR2	Lakeview	4PA4339
Worthington Boro	Armstrong	4PAWOR4	Armstrong	4PA0308
Worthville Boro	Jefferson	4PAWORB	Punxsutawney Area	4PA3380
Wright TWP	Luzerne	4PAWRIG	Crestwood	4PA4014
Wrightstown TWP	Bucks	4PAWRIT	Council Rock	4PA0923
Wrightsville Boro	York	4PAWRI1	Eastern York	4PA6722
Wyalusing Boro	Bradford	4PAWYA1	Wyalusing Area	4PA0890
Wyalusing TWP	Bradford	4PAWYA3	Wyalusing Area	4PA0890
Wyoming Boro	Luzerne	4PAWYO3	Wyoming Area	4PA4092
Wyomissing Boro	Berks	4PAWYOM	Wyomissing Area	4PA0693
Wyomissing Boro	Berks	4PAWYMB	Wilson	4PA0691
Wyomissing Hills Boro	Berks	4PAWYO6	Wyomissing Area	4PA06WB
Wysox TWP	Bradford	4PAWYSO	Towanda Area	4PA0865

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Note: ** denotes that the tax code is inactive.*

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
Yardley Boro	Bucks	4PAYARD*	Pennsbury	4PA0982*
Yatesville Boro	Luzerne	4PAYATE	Pittston Area	4PA4066
Yeadon Boro	Delaware	4PAYEAD	William Penn	4PA2397
Yoe Boro	York	4PAYOE	Dallastown Area	4PA6716

Pennsylvania municipality	County	Municipal Tax Code	School District	School District Tax Code
York City	York	4PAYORK	York City	4PA6790
York TWP	York	4PAYOR3	Dallastown Area	4PA6716
York Haven Boro	York	4PAYOHA	Northeastern York	4PA6744
York Springs Boro	Adams	4PAYOSP	Bermudian Springs	4PA0111
Yorkana Boro	York	4PAYOR4	Eastern York	4PA6722
Young TWP	Indiana	4PAYOU1	Apollo-Ridge	4PA0306
Young TWP	Jefferson	4PAYOU2	Punxsutawney Area	4PA3380
Young TWP	Indiana	4PAYOU7	Blairsville-Saltsburg	4PA3211
Youngstown Boro	Westmoreland	4PAYOU4	Greater Latrobe	4PA6531
Youngsville Boro	Warren	4PAYOU5	Warren County	4PA6283
Youngwood Boro	Westmoreland	4PAYOU6	Hempfield Area	4PA6538
Zelienople Boro	Butler	4PAZELT	Seneca Valley	4PA1079
Zerbe TWP	Northumberland	4PAZERB	Line Mountain	4PA4935

Pennsylvania school districts

Note: * denotes that the tax code is inactive.*

Pennsylvania School district	Tax Code
Abington	4PA4603
Abington Heights	4PA3503
Albert Gallatin A	4PA2603
Aliquippa	4PA0405
Alleg.-Clarion Valley	4PA1603
Allegheny Valley	4PA0206
Allentown City	4PA3903
Altoona Area	4PA0705
Ambridge Area	4PA0407
Annville-Cleona	4PA3803
Antietam	4PA0605
Apollo-Ridge	4PA0306
Armstrong	4PA0308
Athens Area	4PA0805

Pennsylvania School district	Tax Code
Austin Area	4PA5303*
Avella Area	4PA6305
Avon Grove	4PA1505*
Avonworth	4PA0207
Bald Eagle Area	4PA1410
Baldwin-Whitehall	4PA0211
Bangor Area	4PA4808
Beaver Area	4PA0412
Bedford Area	4PA0510
Belle Vernon Area	4PA6506
Bellefonte Area	4PA1411
Bellwood-Antis	4PA0710
Bensalem Township	4PA0910
Benton Area	4PA1910
Bentworth	4PA6309
Berlin Brothersvalley	4PA5610
Bermudian Springs	4PA0111
Berwick Area	4PA1911
Bethel Park	4PA0212
Bethlehem Area	4PA4810
Bethlehem-Center	4PA6310
Big Beaver Falls ASD	4PA0415
Big Spring	4PA2105
Blackhawk	4PA0416
Blacklick Valley	4PA1106
Blairsville-Saltsburg	4PA3211
Bloomsburg Area	4PA1912
Blue Mountain	4PA5408
Blue Ridge	4PA5810*
Boyertown Area	4PA0607
Bradford Area	4PA4208
Brandywine Heights ASD	4PA0608
Brentwood Boro	4PA0214
Bristol Boro	4PA0913
Bristol Township	4PA0914

Pennsylvania School district	Tax Code
Brockway Area	4PA3307
Brookville Area	4PA3308
Brookville Area (Heath TWP)	4PA330H
Brownsville Area	4PA2608
Bryn Athyn	4PA4605
Burgettstown Area	4PA6312
Burrell	4PA6507
Butler Area	4PA1012
California A	4PA6315
Cambria Heights	4PA1112
Cameron Co	4PA1227
Camp Hill	4PA2110
Canon-Mcmillan	4PA6317
Canton Area	4PA0810
Carbondale Area	4PA3513
Carlisle Area	4PA2111
Carlynton	4PA0216
Carmichaels Area	4PA3013
Catasauqua Area	4PA3913
Centennial	4PA0920
Center Area	4PA0419
Central Bucks	4PA0921
Central Bucks (New Britain TWP)	4PA09NT
Central Cambria	4PA1113
Central Columbia	4PA1915
Central Dauphin	4PA2214
Central Fulton	4PA2913
Central Greene	4PA3014
Central York	4PA6713
Chambersburg Area	4PA2813
Charleroi Area	4PA6318
Chartiers Valley	4PA0217
Chartiers-Houston	4PA6319
Cheltenham Twp	4PA4613
Chester-Upland	4PA2312

Pennsylvania School district	Tax Code
Chestnut Ridge	4PA0515
Chestnut Ridge (Pleasantville Boro)	4PA05PL
Chichester	4PA2313
Clairton City	4PA0219
Clarion Area	4PA1612
Clarion-Limestone A	4PA1617
Claysburg-Kimmel	4PA0715
Clearfield Area	4PA1710
Clearfield Area (Pine TWP)	4PA171P
Coatesville Area	4PA1519
Cocalico	4PA3613
Colonial	4PA4616
Columbia Boro	4PA3615
Commodore Perry	4PA4313
Conemaugh Twp Area	4PA5618
Conemaugh Valley	4PA1114
Conestoga Valley	4PA3617
Conewago Valley	4PA0116
Conneaut	4PA2010
Connellsville Area	4PA2613
Conrad Weiser ASD	4PA0611
Cornell	4PA0221
Cornwall-Lebanon	4PA3813
Corry Area	4PA2514
Coudersport Area	4PA5313
Council Rock	4PA0923
Cranberry Area	4PA6113
Crawford Central	4PA2013
Crestwood	4PA4014
Cumberland Valley	4PA2116
Curwensville Area	4PA1718
Dallas	4PA4016
Dallastown Area	4PA6716
Daniel Boone Area	4PA0615
Danville Area	4PA4718

Pennsylvania School district	Tax Code
Deer Lakes	4PA0222
Delaware Valley	4PA5220*
Derry Area	4PA6516
Derry Twp	4PA2217
Donegal	4PA3622
Dover Area	4PA6718
Downingtown Area	4PA1520
Dubois Area	4PA1720
Dunmore	4PA3522
Duquesne City	4PA0225
East Allegheny	4PA0228
East Lycoming	4PA4120
East Penn	4PA3923
East Pennsboro Area	4PA2125*
East Strousbg Area	4PA4520
Eastern Lancaster Co	4PA3623
Eastern Lebanon Co	4PA3823
Eastern York	4PA6722
Easton Area	4PA4833
Elizabeth Forward	4PA0231
Elizabethtown Area	4PA3624
Elk Lake	4PA5825
Ellwood City Area	4PA3720
Ephrata Area	4PA3626
Erie City	4PA2526
Everett Area	4PA0530
Exeter Township	4PA0620
Fairfield Area	4PA0130
Fairview	4PA2533*
Fairview (Fairview Boro)	4PA25FB
Fannett-Metal	4PA2820
Farrell Area	4PA4325
Ferndale Area	4PA1120
Fleetwood Area	4PA0625
Forbes Road	4PA2923

Pennsylvania School district	Tax Code
Forest Area	4PA2720
Forest Area (Howe TWP)	4PA27HO
Forest Area (Millstone TWP)	4PA272M
Forest City Regn	4PA5830
Forest City Regn (Clinton TWP)	4PA583C
Forest Hills	4PA1122
Fort Cherry	4PA6324
Fort Leboeuf	4PA2535
Fox Chapel Area	4PA0239
Fox Chapel Area (Ohara TWP)	4PA0230
Franklin Area	4PA6122
Franklin Regional	4PA6526
Frazier	4PA2629
Freedom Area	4PA0428
Freeport Area	4PA0330
Galeton Area	4PA5328
Garnet Valley	4PA2341*
Gateway	4PA0241
General Mclane	4PA2539
Gettysburg Area	4PA0137
Girard	4PA2540
Glendale	4PA1730
Governor Mifflin	4PA0630
Great Valley	4PA1535
Greater Johnstown	4PA1125
Greater Latrobe	4PA6531
Greater Nanticoke A	4PA4026
Greencastle-Antrim	4PA2830
Greensburg Salem	4PA6532
Greenville Area	4PA4328
Greenwood	4PA5030
Grove City Area	4PA4329
Halifax Area	4PA2225
Hamburg Area	4PA0635
Hampton Township	4PA0246

Pennsylvania School district	Tax Code
Hanover Area	4PA4030
Hanover Public	4PA6728
Harbor Creek	4PA2543
Harmony Area	4PA1735
Harrisburg City	4PA2227
Hatboro-Horsham	4PA4636
Haverford Twp	4PA2345
Hazleton Area	4PA4033
Hempfield	4PA3631
Hempfield Area	4PA6538
Hermitage	4PA4333
Highlands	4PA0247
Hollidaysburg Area	4PA0735
Homer-Center	4PA3233
Hopewell Area	4PA0441
Huntingdon Area	4PA3125
Indiana Area	4PA3237
Interboro	4PA2351
Iroquois	4PA2565
Jamestown Area	4PA4336
Jeannette City	4PA6541
Jefferson-Morgan	4PA3035
Jenkintown	4PA4638
Jersey Shore Area	4PA4140
Jim Thorpe Area	4PA1350
Johnsonburg Area	4PA2435
Juniata County	4PA3436
Juniata Valley	4PA3128
Kane Area	4PA4223
Karns City Area	4PA1036
Kennett Consolidated	4PA1540
Kennett Consolidated (East Marlborough TWP)	4PA154E
Keystone	4PA1665
Keystone Central	4PA1836

Pennsylvania School district	Tax Code
Keystone Oaks	4PA0250
Kiski Area	4PA6544
Kutztown Area	4PA0640
Lackawanna Trail	4PA6650
Lakeland	4PA3546
Lake-Lehman	4PA4039
Lakeview	4PA4339
Lampeter-Strasbg	4PA3636
Lancaster	4PA3640
Laurel	4PA3740
Laurel Highlands	4PA2640
Lebanon	4PA3846
Leechburg Area	4PA0345
Lehighton Area	4PA1355
Lewisburg Area	4PA6040
Ligonier Valley	4PA6549
Line Mountain	4PA4935
Littlestown Area	4PA0152
Lower Dauphin	4PA2240
Lower Merion	4PA4645
Lower Moreland Twp	4PA4646
Loyalsock Township	4PA4142
Mahanoy Area	4PA5445
Manheim Central	4PA3644
Manheim Twp	4PA3645
Marion Center Area	4PA3252
Marple Newtown	4PA2355
Mars Area	4PA1050
Mcguffey	4PA6339
Mckeesport Area	4PA0260
Mechanicsburg Area	4PA2165
Mercer Area	4PA4350
Methacton	4PA4653
Meyersdale Area	4PA5652
Mid Valley	4PA3555

Pennsylvania School district	Tax Code
Middletown Area	4PA2260
Midd-West	4PA5550
Midland Boro	4PA0453
Mifflin County	4PA4446
Mifflinburg Area	4PA6050
Millcreek Township	4PA2576
Millersburg Area	4PA2261
Millville Area	4PA1950
Milton Area	4PA4950
Minersville Area	4PA5447
Mohawk Area	4PA3750
Monaca	4PA0454
Monessen City	4PA6558
Moniteau	4PA1053
Montgomery Area	4PA4150
Montour	4PA0263
Montoursville Area	4PA4151
Montrose Area	4PA5845*
Moon Area	4PA0262
Morrisville Boro	4PA0972*
Moshannon Valley	4PA1750
Mount Carmel Area	4PA4951
Mount Lebanon	4PA0264
Mount Union Area	4PA3160
Mountain View	4PA5846
Mt Pleasant Area	4PA6559
Muhlenberg	4PA0655
Muhlenberg (Temple Boro)	4PA06TB*
Muncy	4PA4153
Nazareth Area	4PA4848
Neshaminy	4PA0975
Neshannock Twp	4PA3752
New Brighton Area	4PA0456
New Castle Area	4PA3753
New Hope-Solebury	4PA0976

Pennsylvania School district	Tax Code
New Kensngtn-Arnld	4PA6563
Newport	4PA5040
Norristown Area	4PA4656
North Allegheny	4PA0267
North Clarion Co	4PA1675
North East	4PA2583
North Hills	4PA0269
North Penn	4PA4657
North Pocono	4PA3565
North Schuylkill	4PA5450
North Star	4PA5655
Northampton Area	4PA4849
Northeast Bradford	4PA0830
Northeastern York Co	4PA6744
Northern Cambria	4PA1145
Northern Cambria (Barnes Boro)	4PA11BB*
Northern Cambria (Spangler Boro)	4PA11SB*
Northern Lebanon	4PA3850
Northern Lebanon (Cold Spring TWP)	4PA385C
Northern Lehigh	4PA3945
Northern Potter	4PA5355
Northern Tioga	4PA5960
Northern York Co	4PA6746
Northgate	4PA0268
Northn Bedford Co	4PA0560
Northwest Area	4PA4060
Northwestern	4PA2585
Northwestern (Elk Creek TWP)	4PA258E
Northwestern Lehigh	4PA3946
Norwin	4PA6565
Octorara Area	4PA1565
Oil City Area	4PA6162
Old Forge	4PA3566
Oley Valley	4PA0665

Pennsylvania School district	Tax Code
Oswayo Valley	4PA5375
Oswayo Valley (Clara TWP)	4PA5370
Oswayo Valley (Oswayo Boro)	4PA53OB
Oswayo Valley (Oswayo TWP)	4PA53OT
Otto-Eldred	4PA4260
Owen J Roberts	4PA1566
Oxford Area	4PA1567
Palisades	4PA0980
Palmerton Area	4PA1365
Palmyra Area	4PA3853
Panther Valley	4PA1366
Parkland	4PA3951
Pen Argyl Area	4PA4856
Penn Cambria	4PA1160
Penn Hills	4PA0273
Penn Manor	4PA3652
Penncrest	4PA2047
Penn-Delco	4PA2369
Pennridge	4PA0981
Penns Manor Area	4PA3263
Penns Valley Area	4PA1470
Pennsbury	4PA0982*
Penn-Trafford	4PA6571
Pequea Valley	4PA3653
Perkiomen Valley	4PA4661
Peters Township	4PA6365
Philadelphia City	4PA5150
Philipsburg-Osceola Asd	4PA1770
Phoenixville Area	4PA1572
Pine Grove Area	4PA5460
Pine-Richland	4PA0210
Pittsburgh	4PA0274
Pittston Area	4PA4066
Pleasant Valley	4PA4552
Plum Borough	4PA0275

Pennsylvania School district	Tax Code
Pocono Mountain	4PA4554
Port Allegany	4PA4263
Portage Area	4PA1163
Pottsgrove	4PA4663
Pottstown	4PA4664
Pottsville Area	4PA5461
Punxsutawney Area	4PA3380
Purchase Line	4PA3273
Quaker Valley	4PA0277
Quakertown Comm	4PA0984
Radnor Township	4PA2376
Reading	4PA0670
Red Lion Area	4PA6755
Redbank Valley	4PA1680
Reynolds	4PA4353
Richland	4PA1165
Ridgway Area	4PA2460
Ridley	4PA2377
Ringgold	4PA6370
Riverside	4PA3570
Riverside Beaver Co	4PA0458
Riverview	4PA0282
Rochester Area	4PA0469
Rockwood Area	4PA5663
Rose Tree Media	4PA2379
Saint Clair Area	4PA5468
Salisbury Twp	4PA3956
Salisbury-Elk Lick	4PA5670
Saucon Valley	4PA4860
Sayre Area	4PA0860
Schuylkill Haven A	4PA5473
Schuylkill Valley	4PA0675
Scranton City	4PA3574
Selinsgrove Area	4PA5571
Seneca Valley	4PA1079

Pennsylvania School district	Tax Code
Shade-Central City	4PA5672
Shaler Area	4PA0283
Shamokin Area	4PA4965
Shanksville-Stnycrk	4PA5674
Sharon City	4PA4356
Sharpsville Area	4PA4357
Shenandoah Valley	4PA5472
Shenango Area	4PA3762
Shikellamy	4PA4966
Shippensburg Area	4PA2180
Slippery Rock A	4PA1075
Smethport Area	4PA4275
So Huntingdon Co	4PA3175
So Williamsport A	4PA4161
Solanco	4PA3670
Somerset Area	4PA5677
Souderton Area	4PA4671
South Allegheny	4PA0286
South Butler Co	4PA1078
South Eastern	4PA6762
South Fayette Twp	4PA0287
South Middleton	4PA2183
South Park	4PA0285
South Side Area	4PA0474
South Western	4PA6764
Southeast Delco	4PA2384*
Southeastern Greene	4PA3065
Southern Columbia	4PA1975
Southern Fulton	4PA2975
Southern Lehigh	4PA3957
Southern Tioga	4PA5970
Southern York Co	4PA6765
Southmoreland	4PA6575
Spring Cove	4PA0775
Spring Grove Area	4PA6767

Pennsylvania School district	Tax Code
Springfield	4PA2385
Springfield TWP	4PA4672
Spring-Ford Area	4PA4673
St Marys Area	4PA2480
State College Area	4PA1480
Steel Valley	4PA0288
Steelton-Highspire	4PA2280
Sto-Rox	4PA0289
Stroudsburg Area	4PA4560
Sullivan County	4PA5763
Susquehanna Comm	4PA5865*
Susquehanna Twp	4PA2283
Susquenita	4PA5060
Tamaqua Area	4PA5476
Titusville Area	4PA6172
Towanda Area	4PA0865
Tredyffrin-Easttown	4PA1578*
Trinity Area	4PA6380
Tri-Valley	4PA5478
Troy Area	4PA0866
Tulpehocken Area	4PA0680
Tunkhannock Area	4PA6675
Turkeyft Vlly Area	4PA5684
Tuscarora	4PA2860
Tussey Mountain	4PA0580
Twin Valley	4PA0681
Tyrone Area	4PA0780
U Moreland Twp	4PA4685
Union	4PA3770
Union Area	4PA1690
Union City Area	4PA2591
Uniontown Area	4PA2680
Unionville-Chadds Ford	4PA1585*
United	4PA3280
Upper Adams	4PA0185

Pennsylvania School district	Tax Code
Upper Darby	4PA2394
Upper Dauphin Area	4PA2290
Upper Dublin	4PA4683
Upper Merion Area	4PA4684
Upper Perkiomen	4PA4686
Upper St Clair Twp	4PA0292
Valley Grove	4PA6186
Valley View	4PA3584
Wallenpaupack Area	4PA6483*
Wallingfrd-Swarthmr	4PA2396*
Warren County	4PA6283
Warrior Run	4PA4980
Warwick	4PA3690
Washington	4PA6388
Wattsburg Area	4PA2597
Wayne Highlands	4PA6487*
Waynesboro Area	4PA2890
Weatherly Area	4PA1390
Wellsboro Area	4PA5985
West Allegheny	4PA0294
West Branch Area	4PA1790
West Chester Area	4PA1590
West Greene	4PA3085
West Jefferson Hills	4PA0295
West Middlesex Area	4PA4375
West Mifflin Area	4PA0296
West Perry	4PA5080
West Shore	4PA2190
West York Area	4PA6785
Western Beaver Co	4PA0493
Western Wayne	4PA6489*
Westmont Hilltop	4PA1185
Whitehall-Coplay	4PA3978
Wilkes-Barre Area	4PA4088
Wilkinsburg Borough	4PA0298

Pennsylvania School district	Tax Code
William Penn	4PA2397*
Williams Valley	4PA5488
Williamsburg Comm	4PA0790
Williamsport Area	4PA4172
Wilmington Area	4PA3780
Wilson	4PA0691*
Wilson Area	4PA4886
Windber Area	4PA5691
Wissahickon	4PA4693
Woodland Hills	4PA0299
Wyalusing Area	4PA0890
Wyoming Area	4PA4092
Wyoming Valley West	4PA4093
Wyomissing Area	4PA0693
Wyomissing Area (Wyomissing Hill Boro)	4PA06WB
York City	4PA6790
York Suburban	4PA6794
Yough	4PA6589

C H A P T E R 3

Nonstandard Employee Tax Record Setups

In This Chapter

Introduction to Nonstandard Tax Setups

This section describes the entries needed to establish employee tax records for nonstandard setups. It is organized alphabetically. Typically, nonstandard setups are needed in the following two cases:

- When employees are given special options for tax withholding purposes
- When the tax authority has established taxing statuses in addition to standard statuses of single, married, and head of household

Unless otherwise noted, use the Employee Tax Record Maintenance form to establish these tax records. Access this form by making the following selections:

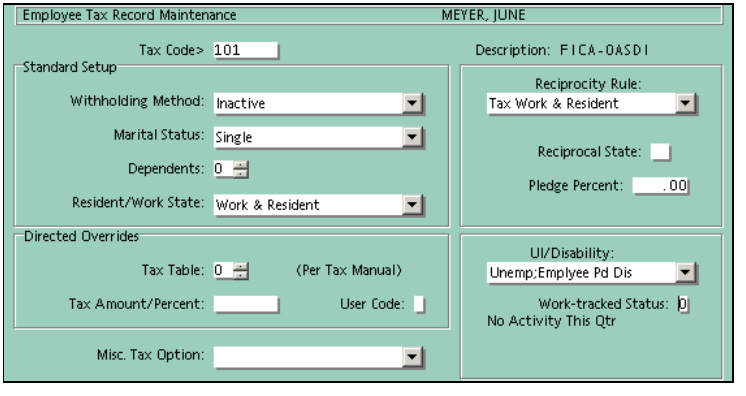
Access the Employee Tax Information form (JJ-SCR). Make the following selections from the navigator:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Employee Tax Information

In The Solution Series 3.x, select the following from the menu:

Payroll ▶ Employee Tax Information ▶ Set Up/Maintain Taxes

You must select an Employee Number to access the form. Tax code 101, FICA-OASDI will display first. Use the select tool to access another tax code.



☞ *Refer to Employee tax records in the Using Payroll Administration manual for more information about the Employee Tax Record Maintenance form (JJ-SCR).*

Nonstandard Setups for Federal Taxes

Use the Employee Tax Record Maintenance form (JJ-SCR) for all the setups in this section, unless otherwise noted.

Earned Income Credit Table

For tax body 102 only, enter 'EI' in the Reciprocal State field if the employee is eligible to receive advanced payment of the Earned Income Credit.

For tax code 102, the employee’s Marital Status option determines which Earned Income Credit table to use for an Earned Income Credit payment.

Use the following table to complete the Employee Tax Record Maintenance form (JJ-SCR) for Earned Income Tax Credit (102):

W-5 Form filing status	Marital Status field
Single or Head of Household	Single (1)
Married with both Spouses Filing Certificate	Married (2)
Married without Spouse Filing Certificate	Head of Household (3)

If there is a conflict between the employee’s Marital Status for the purpose of computing federal withholding and for the earned income credit, use the Tax Table field to override the Marital Status for withholding purposes.

W-4 Form filing status	Tax Table
Single	1
Married	2

The system automatically stops advanced Earned Income Credit at the published maximum. You can manually stop EIC by entering ‘EX’ in the Reciprocal State field. The ‘EX’ entry allows reporting of employees who have stopped using EIC. Earned Income Credits are prevented on the net-to-gross payments.

U.S. citizens working overseas

The United States Federal Tax Code provides that the first $85,700 of annual earnings paid while working overseas can be excluded from federal income tax, if an employee elects to do this. However, all earnings, taxed or untaxed, must be accumulated and reported on the employee’s W-2 at year-end.

1. Access the Employee Tax Record Maintenance form for tax code 102.
2. From the Reciprocity Rule (PR13) option list, select US Citizen Overseas (C).

In the Pledge Percent field, type ‘85700’.

This setup assumes continuous employment overseas. If a break in overseas employment occurs, remove the US Citizen Overseas (C) option and clear the Pledge Percent field. This also prevents the use of the Aggregate Tax withholding method (Aggregate/Cumula Tax (9).

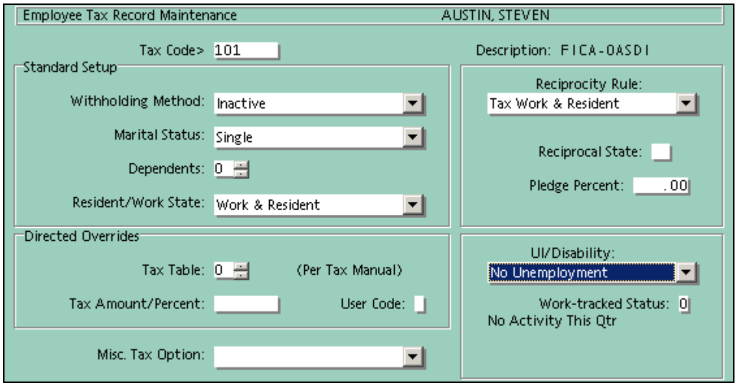
The Reciprocal State field allows amounts in the millions or hundred thousands. The first digit represents a millions amount, and the second digit represents a hundred thousands amount. This value is added to the entry in the Pledge Percent field. For example, if you type '01' in the Reciprocal State field, the Pledge Percent field is increased from '85,700' to '185,700'.

Note: *If the information described above is not entered at the start of the employee's overseas assignment, field 119 of tax record 102, which stores taxable wages for federal income tax, must be adjusted to reflect any year-to-date taxable wages paid.*

Stop Social Security withholding

It is rare, but on occasion, a person may become no longer subject to Social Security withholding. If such is th case,

1. Access the Employee Tax Record Maintenance form (JJ-SCR) for tax code 102.
2. From the UI/Disability ption list, select No Unemployment.



Nonstandard Setups for State Taxes

The following table lists all the entries in this section, indicating if state records require special setup, local records require special setup, or both.

Tax authority	Special setup for state	Special setup for local
Alabama	X	
Arizona	X	
California	X	
Connecticut	X	
Delaware	X	
District of Columbia	X	
Georgia	X	
Guam	X	
Illinois	X	
Indiana		X
Kentucky		X
Louisiana	X	
Maryland	X	X
Massachusetts	X	
Michigan		X
Mississippi	X	
Missouri	X	
New Jersey	X	
North Carolina	X	
Pennsylvania		X
Puerto Rico	X	
Virgin Islands	X	
West Virginia	X	
Wisconsin	X	

Use the Employee Tax Record Maintenance form (JJ-SCR) for all the setups in this section, unless otherwise noted.

Alabama

State (2AL)

An employee can choose not to have the personal exemption for Alabama subtracted from taxable wages. To do this, enter ‘7’ in the Tax Table field on the Employee Tax Record Maintenance form (JJ-SCR) for Alabama (2AL).

For married employees filing separately, enter '8' in the Tax Table field on the Employee Tax Record Maintenance form (JJ-SCR) for Alabama (2AL).

Arizona

State (2AZ)

The withholding tax for the state of Arizona is a percentage of the federal withholding tax. Employees whose gross income is less than $15,000 are normally taxed at the minimum rate of 10% of federal withholding. No entry is needed in the Tax Table field for withholding at this rate.

Employees with a gross income of more than $15,000 must have at least 19% of the amount of federal income tax withheld. The system will automatically withhold at 19%, unless the employee elects to be withheld at a higher rate. If an employee elects to be withheld at a higher rate, place the appropriate entry in the Tax Table field. Use the following table to complete the Employee Tax Record Maintenance form (JJ-SCR) for Arizona (2AZ).

Percent of federal tax to be used for state tax	Tax Table field
00.0%	4
19.0%	5
23.0%	6
25.0%	8
31.0%	7
37.0%	9

California

State (2CA)

An employee may claim additional withholding allowances based on itemized deductions, requesting in writing that such allowances be treated in accordance with a special withholding method prescribed by California. For such employees, set up the Employee Tax Record Maintenance form (JJ-SCR) for California (2CA) as follows:

1. From the Misc Tax Option option list, select Sub Pledge Frm Gross.
2. In the Pledge Percent field, type the annual amount of the allowance claimed. Use whole dollars. Assume two decimals; for example, enter $1000.00 as ‘1000’. It will display as 10.00.
3. Save the form.

Withholding requirements for stock-options and bonuses

For stock-options and bonuses that are considered wages paid on or after January 1, 2002, California employers may use a flat withholding rate of 9.3% in lieu of using the withholding tables. For supplemental wages, the flat 6% withholding rate may still be used.

To create an alternate flat withholding rate of 9.3% for stock-options and bonuses follow these steps:

1. Access the Organization-to-Rules Cross-Reference for Payroll form (AW-SCR)

1. Access the organization for which you want to override an HED/tax code.
2. Enter the Effective Date.
3. Enter an HED Override Taxcode Specific number. This is a cross-reference number that links to the tax override parameters you will set on the Tax Code Specific HED Taxability form (R2-SCR).
4. Click Save or press Enter.

2. Access the Tax Code Specific HED Override form (R2-SCR)

The cross-reference number you entered in the HED Override Taxcode Specific text box on the Organization-to-Rules Cross-Reference for Payroll form (AW-SCR) displays at the top of this form.

1. Enter the tax code for the tax authority whose HED you want to override.
2. Enter an HED whose parameters (amount or percent) you want to override.
3. Enter an Effective Date, the date that the override becomes effective.
4. In the Action field select 'Percentage'.
5. In the Amount/Percent field, enter 93000.
6. Select the Active radio button for the Status.
7. Click Save or press Enter.

Note: *Run the Pretax Limits for Reducing Taxable Wages/Tax Code Specific Overrides (1T1T) report to print out a listing of the Tax Code Specific HED Override transactions. The report prints in the PRINT1 file after the Control Headers report during each pay run.*

Implementing the Supplemental Wage Payment (vacation pay) option

For vacation pay, it may be necessary to withhold at the supplemental rate in some situations. The vacation should be paid in a separate payment to an HED which is set up with a category of 'Vacation - Default Tax'.

Connecticut

State (2CT)

For Connecticut, five tax tables are used for annualized withholding. Connecticut employees must complete a Connecticut form CT-W4 with a filing status (A, B, C, D, E*, F). These filing statuses do not directly relate to the marital status selected from the Marital Status (PR11) option list, which is typically used to determine the appropriate tax table for an employee. Therefore, you must specify the tax table to use for Connecticut employees.

Use the following table to complete the Employee Tax Record Maintenance form (JJ-SCR) for Connecticut (2CT):

CT-W4 filing status	Tax Table field
A	1
B	2
C	3
D	4

CT-W4 filing status	Tax Table field
F	5

*E indicates the employee claims no withholding liability.

Civil Unions

Connecticut Provides Guidance for Income Tax Withholding for Employees in Civil Unions. In response to the passage of Connecticut's Public Act 05-10 which permitted civil unions between persons of the same gender effective October 1, 2005, the Connecticut Department of Revenue Services has issued guidance to employers concerning how to withhold Connecticut income tax from employees participating in such civil unions beginning on January 1, 2006.

The Department has redesigned Form CT-W4, Employee's Withholding Certificate, to include two new filing statuses, civil union filing jointly and civil union filing separately to ensure that civil union participants are having the proper amount of Connecticut income tax withheld from their wages. Under Connecticut law, the wages subject to Connecticut income tax withholding are the same as the wages subject to federal income tax withholding, but is determined as if the employee were married.

Therefore, benefits such as (1) employer-provided health insurance provided to civil union participants or (2) health insurance purchased through pre-tax salary reduction by an employee through an IRC § 125 cafeteria plan for the benefit of a civil union partner is not included by employers in taxable wages for the purposes of Connecticut income tax withholding. For federal income tax withholding purposes, however, these amounts are included in wages subject to federal income tax withholding unless the civil union partner qualifies as a dependent of the employee under IRC § 152.

Delaware

State (2DE)

For married employees who file separate returns, enter '7' in the Tax Table field on the Employee Tax Record Maintenance form (JJ-SCR) for Delaware (2DE). Using this table results in a higher tax deduction.

District of Columbia

District (2DC)

For married employees who file separate returns, enter '7' in the Tax Table field on the Employee Tax Record Maintenance form (JJ-SCR) for the District of Columbia (2DC). Using this table results in a higher tax deduction.

Georgia

State (2GA)

Based on marital status and number of dependents, employees receive an annual exemption per dependent, plus a standard deduction that varies with the employee's filing status. The following rules apply:

- If -0- exemption is claimed, no personal exemption is allowed.
- A personal exemption of $3,000 is also allowed for each dependent. The number of dependents claimed should include the additional allowances selected on line 5 of the employee's G-4 Form.

Use the following table to complete the Employee Tax Record Maintenance form (JJ-SCR) for Georgia (2GA).

G-4 Form			
Marital status	**Allowable Entries**	**Tax Table field**	**Notes**
A – Single	0	1	
A – Single	1	1	Type 2700 in the Pledge percent text box. Click on the Sub Pledge Frm Gross (A) option in the Misc Tax Option option list.
B – Married Filing Jointly, Both Spouses Working	0	2	
B – Married Filing Jointly, Both Spouses Working	1	2	Type 2700 in the Pledge percent text box. Click on the Sub Pledge Frm Gross (A) option in the Misc Tax Option option list.
B – Married Filing Jointly, Both Spouses Working	2	2	Type 5400 in the Pledge percent text box. Click on the Sub Pledge Frm Gross (A) option in the Misc Tax Option option list.
D – Married filing separate	0	4	
D – Married filing separate	1	4	Type 2700 in the Pledge percent text box. Click on the Sub Pledge Frm Gross (A) option in the Misc Tax Option option list.
D – Married filing separate	2	4	Type 5400 in the Pledge percent text box. Click on the Sub Pledge Frm Gross (A) option in the Misc Tax Option option list.
C – Married Filing Jointly, One Spouse Working	0	3	

G-4 Form			
Marital status	**Allowable Entries**	**Tax Table field**	**Notes**
C – Married Filing Jointly, One Spouse Working	1	3	Type 2700 in the Pledge percent text box. Click on the Sub Pledge Frm Gross (A) option in the Misc Tax Option option list.
C – Married Filing Jointly, One Spouse Working	2	3	Type 5400 in the Pledge percent text box. Click on the Sub Pledge Frm Gross (A) option in the Misc Tax Option option list.
E – HOH	0	5	
E – HOH (with no qualifying dependent)	1	5	Type 2700 in the Pledge percent text box. Click on the Sub Pledge Frm Gross (A) option in the Misc Tax Option option list.
E – HOH (with a qualifying dependent)	2	5*	Type 5400 in the Pledge percent text box. Click on the Sub Pledge Frm Gross (A) option in the Misc Tax Option option list.

*Do not claim an additional dependent in Line 4 for the dependent used to qualify you as head of household.

State withholding (2GA)

Georgia state withholding requires specific tax tables to calculate tax on supplemental wage payments. Supplemental wage payments are established as earnings on the Company Earnings form (A8-SCR), using one of the following Category values:

- Vac-Default Tax
- Basic-Default Tax
- Shift-Default Tax
- Earn/Ded-Default Tax
- Misc-Default Tax

The employee's annual income determines the rate of tax applicable to the supplemental payment. Employees who are subject to withholding in Georgia must be assigned a regular pay HED with a rate and hours per pay period, or with hours per pay period and a salary, so that an annual salary can be projected.

If the employee has not been setup as described above then the annual income will be projected based upon year-to-date taxable wages and the pay period number within the year. This method ensures that supplemental withholding for Georgia will occur at a tax bracket rate even if an employee has no regular salary or hourly rate (e.g. commission-only employees).

Guam

US Territory (2GU)

In Guam, the following taxes are in effect: U.S. FICA, U.S. federal unemployment (FUTA), and Guam income tax (2GU) using the federal withholding tables. Wages for federal unemployment insurance are accumulated, but federal taxable wages are not. Federal income tax is not withheld from the employee. Complete the Employee Tax Record Maintenance form (JJ-SCR) in the following manner:

1. For tax code 102, select No Tax;No Wages from the Withholding Method (PR09) option list and Unemp;Emplyee Pd Dis from the UI/Disability field (Unemployment Code (PR12) option list).
2. For tax code 2GU, select No Unemployment from the UI/Disability field (Unemployment Code (PR12) option list).

Note: *FICA tax codes 101 and 103 operate the same as for any United States employee.*

Illinois

State (2IL)

An employee may claim additional withholding allowances based on itemized deductions requested on the Illinois Withholding Allowance Certificate (IL-W4). For such employees, set up the Employee Tax Record Maintenance form (JJ-SCR) for Illinois (2IL) as follows:

1. Multiply the total number of additional allowances claimed on Line 2 by 1,000.
2. Type the amount from step 1 in the Pledge Percent field.
3. From the Misc Tax Option option list, select Sub Pledge Frm Gross.

Indiana

Locals (3INxx)

For Indiana counties, the county in which an employee resides on January 1 is considered the employee’s resident county for the entire year. Annual wages and taxes for the resident county are reported on the employee’s W-2.

For example, if an employee moves from one Indiana county to another in March, do not inactivate the old tax record until January 1. At that time, you would add a tax record for the employee’s current resident county and inactivate the old record.

An employee may claim additional dependent exemptions based on itemized deductions entered on the Indiana Exemption and County Status Certificate (WH-4). To set up an additional withholding allowance, complete the Employee Tax Record Maintenance form (JJ-SCR) as follows:

1. Multiply the total number of additional exemptions claimed on line 5 by $1,500.
2. Enter the amount from step 1 in the Pledge Percent field.
3. From the Misc Tax Option option list, select Sub Pledge Frm Gross.

Kentucky

KREDA and KJDA

The Kentucky Economic Development Finance Authority offers tax incentives, such as KREDA or KJDA, to eligible companies to build development opportunities. If an eligible company is approved, the company may require its employees to pay a job development assessment fee as a condition of employment.

KREDA: Kentucky Rural Economic Development Act

Perform the following steps to set up KREDA:

1. Verify that the KREDA HED is set up at the company level.
2. Access the Employee Earnings and Deductions form (HH-SCR).
3. From the ‘Frequency’ option list, select ‘All Pay Periods, Even Cycle 9 (18)’.
4. Enter a category code of ‘51’.
5. Enter ‘0000400’ in the ‘Amount/Percent’ field.
6. Access the Tax Specifications form for 2KY and/or any local tax body.
7. Enter the KREDA deduction HED number in ‘Tax-Flag-1’, ‘Tax-Flag-2’, and ‘Tax-Flag-3’ fields.

Note: *Once the taxing authority’s withholding tax is calculated, the KREDA HED will be accessed and the deduction calculated. The calculated deduction is placed in the ‘One-Time Amount’ field of the HED so it can be used during deduction processing. The taxing authority’s withholding tax amount is reduced by the KREDA deduction amount, but not to less than zero.*

KJDA: Kentucky Jobs Development Act

Perform the following steps to set up KJDA:

1. Verify that the KJDA HED is set up at the company level.
2. Access the Employee Earnings and Deductions form (HH-SCR).
3. From the ‘Frequency’ option list, select ‘All Pay Periods, Even Cycle 9 (18)’.
4. Enter a category code of ‘51’.
5. Enter ‘0000400’ in the ‘Amount/Percent’ field.
6. Access the Tax Specifications form for 2KY and/or any local tax body.
7. Enter the KJDA deduction HED number in ‘Tax-Flag-1’, ‘Tax-Flag-2’, and ‘Tax-Flag-3’ fields.

Note: *Once the taxing authority’s withholding tax is calculated, the KJDA HED will be accessed and the deduction calculated. The calculated deduction is placed in the ‘One-Time Amount’ field of the HED so it can be used during deduction processing. The taxing authority’s withholding tax amount is reduced by the KJDA deduction amount, but not to less than zero.*

Jefferson County (3KYJEFF) and Louisville (4KYLOUI)

Employees in Jefferson County and Louisville require one or two local tax records, depending on their work location and residence:

Jefferson County

Working but not living in Jefferson County:

- 3KYJEFF: Jefferson County tax payable by employees working in the county

Working and living in Jefferson County:

- 3KYJEFF: Jefferson County tax payable by employees working in the county
- 3KYJEFS: Jefferson County School Tax payable by county residents

City of Louisville

Working in the City of Louisville (use resident/non-resident code):

- 4KYLOUI: Louisville city tax payable by all employees working in the city

The Mass Transportation Tax is incorporated in the tax rate for Jefferson County and Louisville.

Marshall County (3KYMARS)

Two employee tax records are required for county residents subject to the occupational license tax and the occupational license tax for schools:

- Tax code 3KYMARS: 1% county occupational license tax
- Tax code 3KYMAR1: 0.5% school occupational license tax

Cities (4KYxxxx)

The following city/county occupational license taxes are capped by the FICA-OASDI annual wage base, limiting the maximum annual tax.

City	Tax Code
Alexandria City	4KYALEX
Covington	4KYCOVI
Crestview Hills	4KYCRHL
Florence	4KYFLOR
Franklin	4KYFKLN
Newport	4KYNEWP

Louisiana

State (2LA)

The state of Louisiana requires that an employee fill out the Exemptions and Credits on the L-4 form. The Exemptions box allows employees to claim up to 2 exemptions for themselves and/or spouses. The number typed in the Credits box is the number of dependents the employee claims (other than self and spouse). Complete the Employee Tax Record Maintenance form (JJ-SCR) for Louisiana (2LA) in the following manner:

1. From the Marital Status (PR11) option list, select the exemption status. If the employee claims 1 or 2 exemptions, select the same Marital Status as reported in the Exemption box.
2. In the Dependents field, enter the number of dependents.
3. If the employee claims 0 (zero) exemptions, enter ‘7’ in the Tax Table field.

Note: The number of dependents claimed cannot include the employee and the employee's spouse.

Maryland

State (2MD)

Maryland resident employees are taxed for income withholding at the county level, therefore no withholding tables exist for Maryland Residents at the state level. Use the following table to complete the Employee Tax Record Maintenance form (JJ-SCR) for Maryland (2MD) and (3MDxxxx) where xxxx equals county code.

Tax code	Withholding Method field	Resident/Work State field
2MD	No Tax; Not Taxable Wages	Work and Reside
3MDxxxx	Table Method	Work and Reside

Maryland requires employers to report taxable wages and income tax amounts at the state level. As a result, this method will allow the W2 year-end processor to roll local wages and tax amounts to the state level by adding them to the state wage without overstating taxable wages.

Setup for Maryland residents working in Delaware or other non-reciprocal states

Maryland residents working in Delaware must pay taxes to both states. Use the following table to complete the Employee Tax Record Maintenance forms (JJ-SCR) for Maryland (2MD) and Delaware (2DE):

Tax code	Withholding Method field	Resident/Work State field	Tax Table field
2MD	Table Method	Resident Only	8
2DE	Table Method	Work Only	blank

Setup for non-residents working in Maryland

Use the following table to complete the Employee Tax Record Maintenance form (JJ-SCR):

T tax code	Withholding Method field	Resident/Work State field	Tax Table field
2MD	Table Method	Work Only	blank

Local tax for Pennsylvania residents working in Maryland

Employees who work in Maryland and reside in Pennsylvania may have Maryland local tax withheld, if the Pennsylvania jurisdiction in which the employee resides imposes a nonresident income or earnings tax on Maryland residents who work in Pennsylvania. (Refer to payroll reference sources for a list of these Pennsylvania jurisdictions.)

Local tax for Maryland residents working in Pennsylvania

Certain employers must withhold local tax from employees who are residents of Pennsylvania if the locality of the Pennsylvania employee imposes a nonresident income or earnings tax on Maryland residents working in Pennsylvania. As a result, the Tax Authority File has Tax Table Number '7' to each of the twenty-three Maryland counties and the City of Baltimore.

Massachusetts

State (2MA)

A claimed spouse counts as '3' exemptions for Massachusetts income tax withholding purposes. Example: an employee who claims only himself and his wife is treated as having '4' exemptions.

Implementing the Blindness Exemption Factor

Implement blindness exemption by placing the exemption amount in the 'Pledge Percent' field of the Employee Tax Record Maintenance form (JJ-SCR).

Use whole dollars and assume two decimals; for example, enter $2200.00 as 2200. The value will display as 22.00 in the Pledge Percent field. Then, select one of the following:

- the 'Sub Pledge Form Gross' in the 'Reciprocity Rule' drop-down list (for versions 5.0/5.1)
- the 'Sub Pledge Form Gross' in the 'Misc Tax Option' drop-down list (for version 5.2)

Michigan

Grand Rapids, Michigan Income Tax Withholding

Residents of Grand Rapids require one or more local tax codes depending on their work location and residence.

A withholding rate is imposed if the employee is a resident of Grand Rapids working in Grand Rapids or is a resident of Grand Rapids working outside of Grand Rapids who are not subject to withholding for the city where they work.

A withholding rate is imposed for residents of Grand Rapids working in the following cities that also have a city income tax:

Albion	Hudson	Muskegon Heights
Battle Creek	Ionia	Pontiac
Big Rapids	Jackson	Port Huron
Flint	Lansing	Portland
Grayling	Lapeer	Springfield
Hamtramk	Muskegon	Walker

A withholding rate is imposed for nonresidents of the City of Grand Rapids working in Grand Rapids or for residents of Grand Rapids working in the following cities that also have a city income tax:

Detroit	Saginaw	Highland Park

Special Setup for Grand Rapids, Michigan

Use Tax Code 4MIGRAN for residents of the City of Grand Rapids working in Grand Rapids or for residents of the City of Grand Rapids working outside of Grand Rapids who are not subject to withholding for the city where they work. No change to Tax Code 4MIGRAN is necessary with this update.

Use Tax Code 4MIGRNR for residents of Grand Rapids working in the following cities that also have a city income tax:

Locality	Tax Code
Albion	4MIALBI
Battlecreek	4MIBATC
Big Rapids	4MIBIRA
Flint	4MIFLIN
Grayling	4MIGRAY
Hamtramck	4MIHAMT
Hudson	4MIHUDS
Ionia	4MIINIA
Jackson	4MIJACK
Lansing	4MILANS
LaPeer	4MILAPE
Muskegon	4MIMSKG
Muskegon Heights	4MIMUSK
Pontiac	4MIPONT
Portland	4MIPORT
Port Huron	4MIPTHU
Springfield	4MISPRI
Walker	4MIWALK

Use Tax Code 4MIGRNN for residents of Grand Rapids working in the following cities that also have a city income tax:

Locality	Tax Code
Detroit	MIDETR
Saginaw	MISAGI
Highland Park	MIHIGH

Mississippi

State (2MS)

Based on marital status and number of dependents, employees receive an annual exemption per dependent, plus a standard deduction that varies with filing status. Use the following table to complete the Employee Tax Record Maintenance form (JJ-SCR) for Mississippi (2MS).

Marital status	Tax Table field
Single	1
Head of Household	2
Married, both employed	3
Married, spouse not employed	4

Besides standard deductions, Mississippi also provides a personal exemption. For married persons, if the spouse is employed, the exemption may be divided between husband and wife in the amount they choose, in multiples of $500, as indicated on the Employee’s Withholding Exemption Certificate, Line 2b (Form 89-350). Because of this variable option, personal exemptions are not built into Mississippi’s tax tables. You must enter the additional personal exemption amounts. You have two options:

Option 1

Use the following table to complete the Employee Tax Record Maintenance form for Mississippi (2MS):

Marital status	Tax Table field
Single	7
Head of Household	8
Married, both employed	9
Married, spouse not employed	6

1. In the Pledge Percent field, enter the total amount of the exemption, including dependent amounts (Line 6 Form 89-350).
2. From the Misc Tax Option option list, select Sub Pledge Frm Gross.
3. Move ‘0’ to Dependent Field.

Note: *The annual exemption per dependent is not taken in this case.*

Option 2

1. In the Pledge Percent field, enter the annual personal exemption amount in whole dollars (Line 6 minus Line 4 on Form 89-350).
2. Enter the number of dependents (Line 4) “Number Claimed” in the Dependent Field (JJ-SCR).
3. From the Misc Tax Option option list, select Sub Pledge Frm Gross.

Missouri

State (2MO)

Based on marital status and number of dependents, employees receive varying annual exemption amounts per dependent, plus a standard deduction that varies with the employee’s filing status.

To ensure the correct standard deduction is employed for each status, use the following table to complete the Employee Tax Record Maintenance form (JJ-SCR) for Missouri (2MO):

Marital status	Tax Table field
Single	1
Married (both working)	2
Head of Household	3
Married (one spouse working)	7

New Jersey

State (2NJ)

Employees may submit an NJ-W4 form reflecting their tax filing status. The following rules apply for New Jersey (2NJ):

- If the employee checked Box 1 or Box 3 in item 2 of the NJ-W4 form, select Single from the Marital Status (PR11) option list. This results in withholding using the New Jersey Rate A table.
- If the employee checked Box 2, 4, or 5 and line 3 is blank, select Married from the Marital Status (PR11) option list. This results in withholding using the New Jersey Rate B table.
- If line 3 is completed, taxes are withheld at the rate specified by the employee.

Note: *Marital status is not used to determine the tax table in these cases.*

Use the following table to set up the Employee Tax Record Maintenance form (JJ-SCR) for New Jersey (2NJ):

Line 3 of the NJ-W4 form	Tax Table field
C	7
D	8
E	9

For employees who have not submitted an NJ-W4 Form, the following rules apply:

- If the employee’s marital status for Federal Income Tax (tax code 102) is 1 (single, or married but withhold at single rate), select Single from the Marital Status field for New Jersey (2NJ). This causes withholding to use the New Jersey Rate A table.
- If the employee’s marital status for Federal Income Tax (tax code 102) is 2 (married) or 3 (head of household), select Married from the Marital Status field for the New Jersey (2NJ). This causes withholding to use the New Jersey Rate B table.

☞ *Refer to* **Pennsylvania** *(on page 181) for New Jersey residents working in Philadelphia.*

North Carolina

State (2NC)

For the purpose of determining the standard deduction, North Carolina employees can claim one of four statuses or amounts on the NC-4 Form.

Use the following table to complete the Employee Tax Record Maintenance form (JJ-SCR) for North Carolina (2NC):

NC-4 Form filing status	Marital Status field	Tax Table field
Single	Single	
Married	Married	
Head of household	Head of Household	

Pennsylvania

Philadelphia (4PAPHIL) reciprocal tax agreement with New Jersey (2NJ)

Pennsylvania has a reciprocal tax agreement with New Jersey. New Jersey residents working in Philadelphia can have New Jersey income tax reduced by the amount of the Philadelphia income tax.

Complete the Employee Tax Record Maintenance form (JJ-SCR) for Philadelphia (4PAPHIL) in the following manner:

1. From the Resident/Work State (PR10) option list, select Work Only.
2. From the Misc Tax Option option list, select Offset St W/Locl Amt.
3. In the Reciprocal State field, type ‘NJ’.

Puerto Rico

Required (2PR)

For Puerto Rico, the following taxes are in effect: U.S. FICA, U.S. federal unemployment (FUTA), Puerto Rico income tax, and Puerto Rico unemployment insurance. The following rules apply for Puerto Rico income tax and unemployment insurance (tax code 2PR):

- Tax codes 101 and 103 for FICA are established as for any United States employee.
- For Federal Income Tax (tax code 102), select No Tax;No Wages from the Withholding Method (PR09) option list and Unemp;Emplyee Pd Dis from the UI/Disability field, (Unemployment Code (PR12) option list). This results in U.S. federal wages being accumulated for unemployment insurance, but federal taxable wages are not accumulated and federal income tax is not withheld.

Puerto Rico tax tables handle varying personal exemption amounts based on marital or filing status. Complete the Employee Tax Record Maintenance form (JJ-SCR)for Puerto Rico (2PR) as follows:

Employee filing status	Tax Table field
Single - Complete	1
Single - None	8

Employee filing status	Tax Table field
Married - Complete	2
Married - Half	7
Married - None	8
Head of Household - Complete	3
Head of Household - None	8

Credit for dependents

Puerto Rico offers a credit per dependent, with the exception:

- For employees with filing status Head of Household, the first dependent is excluded from the credit. This is done automatically if the tax table is 3, whether determined by selecting Head of Household from the Marital Status field or by entering ‘3’ in the Tax Table field on the Employee Tax Record Maintenance form (JJ-SCR).

Allowance based on deductions

1. If a Puerto Rico employee claims an allowance based on deductions, complete the Employee Tax Record Maintenance form (JJ-SCR) for Puerto Rico (2PR) as follows:
2. Multiply the number of allowances by 500.
3. In the Pledge Percent field, enter the amount from step 1. Use whole dollars.
4. From the Misc Tax Option option list, select Sub Pledge Frm Gross.

Unemployment

Unemployment is payable to Puerto Rico. Enter your assigned Unemployment Experience Rate for unemployment insurance in the ER UI Exp Rt field of the Tax Specification Information form or Employer-Specific Tax Information form (TXWSCR), depending on the setup method you are using for Tax Specification Records, in the following format:

‘PPPDDDD’ (where ‘PPP’ = percent and ‘DDDD’ = decimal portion of the percent)

Virgin Islands

Required (2VI)

In the U.S. Virgin Islands, the following taxes are in effect: U.S. FICA, U.S. federal unemployment (FUTA), Virgin Islands income tax, and Virgin Islands unemployment. The following rules apply to Virgin Islands income tax and unemployment insurance (tax code 2VI):

- FICA tax codes 101 and 103 are set up as for any United States employee.
- For Federal Income Tax (tax code 102), select No Tax;No Wages from the Withholding Method field and Unemp;Emplyee Pd Dis from the UI/Disability field. This results in U.S. federal wages being accumulated for unemployment insurance, but federal taxable wages are not accumulated and federal income tax is not withheld from the employee.

Note: *For Virgin Islands income tax, the same tables as federal withholding are used to calculate income tax.*

Unemployment

Unemployment is payable to the Virgin Islands. Type your assigned Unemployment Experience Rate for unemployment insurance in the ER UI Exp Rt field of the Tax Specification Information form or Employer-Specific Tax Information form (TXWSCR), depending on the setup method you are using for Tax Specification Records, in the following format:

‘PPPDDDD’ (where ‘PPP’ = percent, ‘DDDD’ = decimal portion of the percent)

West Virginia

For new withholding exemptions certificates, WV/IT104 form (Revised 2007), the value entered for West Virginia SWT Marital Tax Status should be determined by whether or not the employee checks the box on Line 5.

Form WV/IT-104 Line 5	West Virginia SWT Marital Tax Status
Line 5 is checked	Single, Head of Household, or Married and your spouse does not work, and you are receiving wages from only one job, and you wish to have your tax withheld at a lower rate.
Line 5 is not checked	Married and both you and your spouse work and you file a joint income tax return, or if you are working two or more jobs.

Enter ‘7’ in the Tax Table field for West Virginia (2WV) if the employee has not checked the box on Line 5.

State withholding on supplemental earnings (2WV)

West Virginia requires a specific tax table to calculate tax on supplemental wage payments. Supplemental wage payments are established as earnings on the Company Earnings form (A8-SCR), with one of the following options selected from the Category field:

- Vac-Default Tax
- Basic-Default Tax
- Shift-Default Tax
- Earn/Ded-Default Tax
- Misc-Default Tax

The employee’s annual income determines the rate of tax applicable to the supplemental payment. Employees who are subject to withholding in West Virginia must have a regular pay HED set up with a rate and hours per pay period, or with hours per pay period and a salary, so that an annual salary can be projected.

If the employee has not been setup as described above then the annual income will be projected based upon year-to-date taxable wages and the pay period number within the year. This method ensures that supplemental withholding for West Virginia will occur at a tax bracket rate even if an employee has no regular salary or hourly rate (e.g. commission-only employees).

Local Charleston, WV

Employee contributions to the service fee should not be setup using the Employee Tax Record Maintenance screen (JJ-SCR). As an alternative, setup the deduction using the Company Earnings form (A8-SCR) and the Employee Earnings and Deductions form (HH-SCR) to deduct the fixed amount:

1. Launch the Company Earnings form (A8-SCR).
2. After creating a new HED number and description, setup the new deduction using the following options:

Field Name	Entry Option
Category:	Normal Deduction
Frequency:	All Pay Periods
Calc Method:	Ded Amt/Annl Factor (20)
Amount/Percent:	5200

3. Press Enter.
4. For each employee, launch the Employee Earnings and Deductions form (HH-SCR) and complete the setup using the following option:

Field Name	Entry Option
Frequency:	Use Company Default (17)

5. Press Enter. The setup is complete.

Wisconsin

State withholding on supplemental earnings (2WI)

Wisconsin requires the use of a specific tax table to calculate tax on supplemental wage payments. Supplemental wage payments are established as earnings on the Company Earnings form (A8-SCR) with one of the following options selected from the Category field:

- Vac-Default Tax
- Basic-Default Tax
- Shift-Default Tax
- Earn/Ded-Default Tax
- Misc-Default Tax

The employee's annual income is used to determine the rate of tax applicable to the supplemental payment. Employees who are subject to withholding in Wisconsin must have a regular pay HED set up with a rate and hours per pay period, or with hours per pay period and a salary, so that an annual salary can be projected.

If the employee has not been setup as described above then the annual income will be projected based upon year-to-date taxable wages and the pay period number within the year. This method ensures that supplemental withholding for Wisconsin will occur at a tax bracket rate even if an employee has no regular salary or hourly rate (e.g. commission-only employees).

Tax Withholding Method - Form WT-4A

Wisconsin (2WI) has a tax withholding method (value 'W' in codeset PR09) that establishes a fixed withholding amount whether or not it is less than the table tax amount. Form WT-4A is the alternate Wisconsin Employee Withholding Agreement.

CHAPTER 4

Taxation of Supplemental Wages

In This Chapter

Introduction to Taxation of Supplemental Wages

Government guidelines on how to calculate withholding for supplemental wages provide several methods for computing withholding. Many states follow the federal guidelines. These guidelines give you a choice of methods for calculating withholding based on whether supplemental wages are combined with regular wages or paid separately. Employers may combine the supplemental wages with the regular wages or pay the regular wages and supplemental wages separately, for example, issuing a separate payment for a bonus. The Solution Series allows employers to calculate taxes for supplemental wages by three methods: a flat rate method, an aggregate supplemental method, and a table method. The method used is related to whether supplemental wages are combined with regular wages or paid separately.

- If payment consists of regular wages and supplemental wages combined, income taxes will be withheld using the table method or the flat rate method applicable for the taxing authority. This method is delivered on the Tax Authority file.

- If payment consists of supplemental wages only, income taxes will be withheld on the supplemental wages by one of the following methods:
  - Flat rate method
  - Aggregate supplemental method
  - Table method – this is the method referred to by taxing bodies as the computer or the percentage wage method

Overriding the delivered supplemental withholding method

Government guidelines provide several methods for computing withholding taxes from supplemental wages. The Solution Series delivers one allowed method for each tax authority. Where the tax authority allows use of the aggregate supplemental taxation method or a flat rate, the flat rate is delivered.

On the Tax Specification Information form (T1-SCR) you can override the delivered method of withholding. By entering a code (7, 8, or 9) in the Tax Misc2 text box, you indicate the taxation method to use for supplemental wages. Once entered, these entries are never altered by a tax update (with the exception of 2AZ, 2LA and Indiana counties) because the fields are left blank on the Tax Authority file.

If supplemental wages are paid separately, override codes perform as follows:

- 7 - Table method
- 8 - Compare method: withholding calculated twice, once using the aggregate supplemental taxation method and once using either the supplemental rate method (if a supplemental rate is present) or the table method (if no supplemental rate is present). The system uses the lesser of the tax amounts.
- 9 - Aggregate supplemental taxation method* used even when a supplemental rate is present.

*Aggregate supplemental taxation method: add the supplemental wages to the regular wages, and use the table method to calculate the income tax withholding as if the total were a single payment. From this amount subtract the computed tax already withheld from regular wages and withhold the remaining tax from the supplemental wages.

If supplemental and regular wages are combined, override codes perform as follows:

- 7 - Delivered method
- 8 - Delivered method
- 9 -Table method

This functionality also works for any local taxing authorities with the exception of Indiana counties where we have issued a 7 in the Tax Misc2 text box.

The following chart shows the delivered method for the federal and for each state/territory taxing authority. Most tax authorities allow you to choose an alternate method. Where the tax authority allows use of the aggregate method or a flat rate, the flat rate is the delivered method. Before using the Tax Misc2 text box to override the delivered method, check the specific tax authority for its accepted method(s).

The chart also shows how an entry in the Tax Misc2 text box on the Tax Specification Information form (T1-SCR) affects withholding. These entries are never altered by a tax update (with the exception of 2AZ and 2LA) because the fields are left blank on the Tax Authority File (.taf).

Tax Code	Delivered Method: Regular and Supplemental Wages Combined	Effect of Override Options: Regular & Supplemental Wages Combined		Delivered Method: Supplemental Wages Only	Effect of Override Options: Supplemental Wages Paid Separately
102	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method
2AK	No state tax	N/A		No state tax	N/A
2AL	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2AR	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2AZ	Table method	Overrides not applicable.		Aggregate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
Note: For Arizona, on the Tax Authority File (.taf) a 7 is delivered in the Tax Misc2 field.					

Tax Code	Delivered Method: Regular and Supplemental Wages Combined	Effect of Override Options: Regular & Supplemental Wages Combined		Delivered Method: Supplemental Wages Only	Effect of Override Options: Supplemental Wages Paid Separately
2CA	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2CO	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2CT	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2DC	Table method	Overrides not applicable.		Aggregate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2DE	Table method	Overrides not applicable.		Aggregate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2FL	No state tax	N/A		No state tax	N/A
2GA	Tax Table 0	Overrides not applicable.		Tax Table 0	7: Table method 8: Compare method 9: Aggregate supplemental method
2GU	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2HI	Table method	Overrides not applicable.		Aggregate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2IA	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method

Tax Code	Delivered Method: Regular and Supplemental Wages Combined	Effect of Override Options: Regular & Supplemental Wages Combined		Delivered Method: Supplemental Wages Only	Effect of Override Options: Supplemental Wages Paid Separately
2ID	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2IL	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2IN	Table method	Overrides not applicable.		Aggregate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2KS	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2KY	Table method	Overrides not applicable.		Aggregate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2LA	Table method	Overrides not applicable.		Table method	Overrides not applicable.
Note: For Louisiana, on the Tax Authority File (.taf) a 7 is delivered in the Tax Misc2 field.					
2MA	Table method	Overrides not applicable.		Aggregate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2MD	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
Note: For Maryland, apply the rule to the county or local tables.					
2ME	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method

Tax Code	Delivered Method: Regular and Supplemental Wages Combined	Effect of Override Options: Regular & Supplemental Wages Combined		Delivered Method: Supplemental Wages Only	Effect of Override Options: Supplemental Wages Paid Separately
2MI	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method.		Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method
2MN	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2MO	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2MS	Table method	Overrides not applicable.		Aggregate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2MT	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2NC	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2ND	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2NE	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2NH	No state tax	NA		No state tax	NA
2NJ	Table method	Overrides not applicable.		Aggregate Method	7: Table method 8: Compare method 9: Aggregate supplemental method

Tax Code	Delivered Method: Regular and Supplemental Wages Combined	Effect of Override Options: Regular & Supplemental Wages Combined		Delivered Method: Supplemental Wages Only	Effect of Override Options: Supplemental Wages Paid Separately
2NM	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2NV	No state tax	N/A		No state tax	N/A
2NY	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2OH	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2OK	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2OR	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2PA	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2PR	Table method	Overrides not applicable.		Aggregate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2RI	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2SC	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method

Tax Code	Delivered Method: Regular and Supplemental Wages Combined	Effect of Override Options: Regular & Supplemental Wages Combined		Delivered Method: Supplemental Wages Only	Effect of Override Options: Supplemental Wages Paid Separately
2SD	No state tax	N/A		No state tax	N/A
2TN	No state tax	N/A		No state tax	N/A
2TX	No state tax	N/A		No state tax	N/A
2UT	Table method	Overrides not applicable.		Aggregate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2VA	Table method	Overrides not applicable.		Aggregate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2VI	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2VT	Flat Rate Method	7: Delivered method 8: Delivered method 9: Table method		Flat Rate Method	7: Table method 8: Compare method 9: Aggregate supplemental method
2WA	No state tax	N/A		No state tax	N/A
2WI	Tax table 0	Overrides not applicable.		Tax table 0	7: Table method 8: Compare method 9: Aggregate supplemental method
2WV	Tax table 0	Overrides not applicable.		Tax table 0	7: Table method 8: Compare method 9: Aggregate supplemental method
2WY	No state tax	N/A		No state tax	N/A

CHAPTER 5

Employer/Employee Tax Codes

In This Chapter

Introduction

Organized by state, the following section provides employer/employee tax information for 5.2 clients. Review each tax type for its corresponding tax code, calculation method, and frequency. For each entry, the tax code alphanumeric listing uses the following convention:

Options	Tax code entry
Employer	5(xxxxxx)
Employee	4(xxxxxx)

There are three (3) types of employer/employee tax calculation methods:

- Hours Based
- Wage Base (x) Tax Rate
- Employee Count (x) Fixed Dollar Amount

The filing frequency can be Monthly, Quarterly, Annually or variations on all three.

Important!: The employer/employee tax functionality is available to 5.2 clients only.

Non-standard setup information

The following section outlines non-standard setup information:

Pennsylvania (EMST)

Act 222 of 2004 authorizes Pennsylvania municipalities to enact an Emergency and Municipal Services Tax (EMST), replacing the Occupational Privilege Tax. Beginning on and after January 1, 2005, the tax is set at a maximum rate of $52 per year and is deducted during the first month of employment. Existing employees have the tax deducted from the first wage payment in January. Each time an employee is added to the payroll or changes Pennsylvania work locations, the associated EMST must be deducted up to the combined annual limit of $52.

Act 222 allows local taxing jurisdictions to exempt from the EMST, taxpayers whose income from all sources is less than $12,000. The exemption is optional on the part of the municipality or school district. Local taxing jurisdictions are responsible for refunding taxes withheld from taxpayers who earn less than the low-income exemption.

Tax Codes, Calc Method, Filing Frequency

The following sections provide employer/employee tax information for 5.2 clients:

Arizona

Tax Type	Tax Code	Calc Method	Filing Frequency
Arizona Job Training Tax	5AZAJIT	Wage Base (x) Tax Rate	Quarterly
If you enter the combined rate on the State Tax Record (TXWSCR), do not set up the Arizona Job Training Tax body.			

California

Tax Type	Tax Code	Calc Method	Filing Frequency
California Employment Training Fund	5CACETF	Wage Base (x) Tax Rate	Quarterly
Los Angeles Payroll Expense	5CALAPE	Wage Base (x) Tax Rate	Annually
San Francisco Payroll Expense	5CASFPE	Wage Base (x) Tax Rate	Annually

Colorado

Tax Type	Tax Code	Calc Method	Filing Frequency
Colorado Solvency Tax Surcharge	5COCSTS	Wage Base (x) Tax Rate	Quarterly
If you enter the combined rate on the State Tax Record (TXWSCR), do not set up the Colorado Solvency Tax Surcharge body.			
Colorado Tax Surcharge	5COCOTS	Wage Base (x) Tax Rate	Quarterly
If you enter the combined rate on the State Tax Record (TXWSCR), do not set up the Colorado Tax Surcharge body.			
Denver Occupational Privilege Tax / Head Tax	4CODOPT	Employee Count (x) Fixed Dollar Amount	Quarterly

Tax Type	Tax Code	Calc Method	Filing Frequency
Glendale Occupational Tax	4COGLOT	Employee Count (x) Fixed Dollar Amount	Monthly Quarterly Annually

Delaware

Tax Type	Tax Code	Calc Method	Filing Frequency
Wilmington License Fee	5DEWEKF	Employee Count (x) Fixed Dollar Amount	Quarterly

Illinois

Tax Type	Tax Code	Calc Method	Filing Frequency
Chicago Employers Expense	5ILCHEE	Employee Count (x) Fixed Dollar Amount	Quarterly
To finalize the Chicago Employers Expense Tax calculation for the quarter, the Reporting Type: on the Payroll Run Process form (AE-SCR) must be set to "End of Quarter Run".			

Kentucky

Tax Type	Tax Code	Calc Method	Filing Frequency
Caneyville Occupational Tax	4KYCANE	Employee Count (x) Fixed Dollar Amount	Quarterly
FLD 112 of the 4KYCANE tax must be a '7' if the employee is part-time. To activate an employee as part-time, navigate to the Employee Tax Record Maintenance form (JJ-SCR) and select value '7' from the Tax Table field located in the Directed Overrides box.			
Clarkson Occupational Tax	4KYCLRK	Employee Count (x) Fixed Dollar Amount	Quarterly and Annually

Missouri

Tax Type	Tax Code	Calc Method	Filing Frequency
St. Louis Payroll Expenses	5MOSLPE	Wage Base (x) Tax Rate	Quarterly

New Jersey

Tax Type	Tax Code	Calc Method	Filing Frequency
Newark Payroll Tax	5NJNAPT	Wage Base (x) Tax Rate	Quarterly
State Disability Insurance	5NJSDI	Wage Base (x) Tax Rate	Quarterly
Supplemental Workforce, Health Care Subsidy, UI Insurance Funds	5NJWFAF	Wage Base (x) Tax Rate	Quarterly

New Mexico

Tax Type	Tax Code	Calc Method	Filing Frequency
Workers Compensation Assessment Fee	4NMWCAF	Employee Count (x) Fixed Dollar Amount	Quarterly
To calculate the Assessment Fee, the Reporting Type: on the Payroll Run Process Control form (AE-SCR) must be set to "End of Quarter Run".			

Nevada

Tax Type	Tax Code	Calc Method	Filing Frequency
Modified Business Tax Return	5NVMBTR	Wage Base (x) Tax Rate	Quarterly
Nevada Career Enhancement Program (CEP)	5NVNCEP	Wage Base (x) Tax Rate	Quarterly
If you enter the combined rate on the State Tax Record (TXWSCR), do not set up the Nevada Career Enhancement Program body.			

Oregon

Tax Type	Tax Code	Calc Method	Filing Frequency
Lane Transit District (Ltd)	5ORLTDL	Wage Base (x) Tax Rate	Quarterly
Oregon Workers Benefit Fund	4ORWKBF	Hours Based	Quarterly
Transit District Tax City of Wilsonville	5ORWTDT	Wage Base (x) Tax Rate	Quarterly and Annually
Tri-Met (employer operating in Wilsonville and Tri-met)	5ORTRWB	Wage Base (x) Tax Rate	Quarterly
Tri-Met (employer operating in Tri-met area only)	5ORTRMT	Wage Base (x) Tax Rate	Quarterly

Pennsylvania

Tax Type	Tax Code	Calc Method	Filing Frequency
Pittsburgh Employers Payroll Tax	5PAPBPT	Wage Base (x) Tax Rate	Quarterly
Pittsburgh EMST	4PA(xxxx)	Employee Count (x) Fixed Dollar Amount	Monthly

Washington, District of Columbia

Tax Type	Tax Code	Calc Method	Filing Frequency
Administrative Funding Assessment	5DCADFA	Wage Base (x) Tax Rate	Quarterly

Washington

Tax Type	Tax Code	Calc Method	Filing Frequency
Washington Training Benefits Assessment Tax	5WAWTBA	Wage Base (x) Tax Rate	Quarterly
If you enter the combined rate on the State Tax Record (TXWSCR), do not set up the Assessment Tax body.			

Hewitt

Using the Quarterly Processor

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eCYBORG®
A Hewitt Solution

Contents

PART 1

Introduction

In This Section

CHAPTER 1

About This Manual

Welcome

This manual has been designed to guide you through the use of the Quarterly Processor to perform your quarterly unemployment insurance reporting.

This manual has been designed as a reference document. It is also used as a manual for classroom training. You will find sufficient detail in this manual for self-study, both before and after classroom training.

Who should use this manual?

The primary users of this document are both business and technical experts involved in quarterly reporting.

Additional documentation and training courses

The latest regulatory bulletins (RBs) are available on the Cyborg Users' Bulletin Board (CUBBS).

☞ *Refer to Accessing CUBBS in the knowledgebase or Technical Administration guide for detailed instructions for logging onto CUBBS.*

Training courses

Related Course	Description
Year-end Processing	This comprehensive course guides you through the operations and functions of preparing the Employee Database (FILE02) for year-end payroll processing and subsequent running of W-2/1099s.

Web-based training

MMREF	A Webinar in which the Magnetic Media Reporting and Electronic Filing (MMREF) specifications and instructions are discussed with Solution Series experts.
Quarter End Processing	A Webinar that details the updated quarterly processing method.

If you wish to attend any of these courses, contact your local Customer Service Manager or visit our website, www.hewitt.com/ecyborg for details of course dates and availability.

How this manual is organized

This manual has been organized to make it as easy to use as possible. The sections are grouped accordingly into the following parts:

Part	Sections	Description
1. Introduction	1–2	Provides an overview of the manual
2. Setting up Quarterly Information	3–6	Organization-level and employee setup for quarterly processing
3. Processing	7	Detailed procedures for processing every quarter
4. Appendices	A–D and Glossary	Additional reference materials related to quarterly processing and the glossary

Following are descriptions of the sections within the parts.

Part 1: Introduction

Section 1 provides an overview of this manual and Section 2 describes the concepts used in Quarterly Reporting.

Read this section		To learn about
1	About This Manual	How the manual is organized Where to find what you are looking for Who should use the manual Where to get help
2	Overview of Quarterly Reporting	Terms and definitions Why quarterly reports are submitted The relationship between data preparation and government reporting requirements Reporting formats A general overview of the quarterly process

Part 2: Preparation

The sections in Part 2 describe how to prepare for quarterly processing.

Read this section		**To learn about**
3	Creating File Header Records	Entering Submitter/Transmitter, Contact, Tape Return and Computer information.
4	Setting Up and Using Control Numbers	Establishing and maintaining Organization to Rules Cross-Reference Control Numbers and specifying employer, state controlling and output media information.
5	Entering State-Specific Information	Entering state specific magnetic media header information, completing state-specific information, and entering employee level quarterly reporting information.
6	Entering Employee-Specific Information	Entering employee specific information required by some states.

Part 3: Processing

Part 3 describes the process of producing quarterly reporting files.

Read this section		To learn about
7	Creating Quarterly Reporting Output	Generating the quarterly reports

Part 4: Appendices

The appendices in Part 4 contain the following quick references.

Read this appendix		To learn about
A	Review Answers	Answers to Review questions
B	Report Quick Reference	Report samples and descriptions
C	Error Messages	List of quarterly-processing-related error messages and explanations
D	State Specific Information	Lists, by state, the data required for each state before processing can begin
E	Additional Quarterly Considerations	Other quarterly activities

How to use this manual

This manual has been designed for reference as well as for use in training. It has been written to facilitate self-study before and after classroom training.

Table of contents

This manual has been carefully designed for ease of use. All our manuals are written to be task oriented to help you complete your business tasks.

The table of contents lists all the tasks and their respective chapters.

Glossary of terms

A Glossary of Terms section is provided to explain terms used in the documentation.

Index

An index is provided to help you locate specific information.

This document was designed to reduce your need for an index. You should find the table of contents sufficient.

Introductory chapters

It is important that you read the introductory chapters first. Chapter 1 will help you get the most out of the information we have provided. Chapter 2 provides a high-level overview. Read it to get the big picture before reading the detailed instructional chapters.

Instructional chapters

All chapters, other than the introductory chapters, are instructional chapters. They contain detailed instructions on how to complete the business tasks. Each instructional chapter has the following distinct sections:

Key concepts

Always read the conceptual information first. This will help you understand why you have to perform certain tasks. It will also help you make decisions about your options and help you understand the importance of performing certain tasks. Exercises to help you apply the concept to a business task are included at the end of most concepts.

Apply the Concept

To be certain that you have understood the key concepts in a chapter, complete the Apply the Concept exercises provided. The answers to these exercises can be found in the appendices.

Detailed Directions

Detailed Directions provide the specific steps to complete a task. The Detailed Directions contain navigation for both North American and UK users.

A supplemental training data document accompanies this manual, which provides examples of data that you can use with the Detailed Directions. Using the data provided in this document to complete the tasks will help to give you a better understanding of the task you are performing.

To successfully complete a task using this data, you may have to complete the previous tasks in the manual using the data provided. The training data document uses the test data installed with our software; and for the exercises to work as shown, this test data must not be altered.

Note: *To complete the Detailed Directions using the example data in the training data document, you must either have your own copy of the test data or have the test data restored for you.*

Review of Questions Answered

To be certain that you have understood all of the information in a chapter, complete the Review of Questions Answered at the end of a chapter. The answers to these questions can be found in the appendices.

Conventions used in this manual

The underlying page layout and design of this manual are meant to be as intuitive as possible for you. Our intent is to make it easy for you to navigate through the manual and concentrate on learning and doing.

Cross-references

Wherever appropriate, we provide cross-references to help you find additional information or further discussion of a specific topic.

☞ *Refer to a cross-reference to find more detail or more discussion on a given topic.*

Notes

Whenever there is important information you should be aware of, we provide a note.

Note: *You will find tips or quick techniques covered in notes.*

How to get additional help

If you cannot find the answers to your questions in this manual, contact Customer Support, who will be able to answer specific questions and give you general advice on training.

Please visit our Web site at www.hewitt.com/ecyborg for the latest schedule of available courses and course descriptions.

Suggestions and feedback

We value your feedback on our performance support materials. Please forward any comments on this manual to Customer Support.

CHAPTER 2

Overview of Quarterly Processing

In This Chapter

Introduction

This section will provide a definition of quarterly reporting and a high level perspective of how the enhanced Quarterly Processing functions.

Those who have used Quarterly Processing in the past will find that the new processing method is much less labor intensive by allowing all reporting for all filing entities in all states to be completed in one execution of the Quarterly Processor.

Questions answered

1. What is Quarterly Reporting?
2. What are the reporting formats used?
3. Which quarterly processor-related activities must be performed each reporting period?

What is Quarterly Reporting?

Each state requires employers to submit quarterly contribution and state unemployment insurance (SUI) wage reports containing information such as:

- total SUI wages paid
- SUI taxable wages paid
- nontaxable wages paid
- SUI excess wages paid
- gross wages for each employee
- number of employees each month
- number of weeks worked by each employee

Reports must be sent to the filing entities in all states in which a company has employees.

What are the reporting formats used?

There are several quarterly reporting formats:

- MMREF
- ICESA
- TIB-4
- standard paper format (plain paper or preprinted form)
- custom formats

The data to be reported is defined by the filing entity and, therefore, may vary from state to state.

The field labels on the reports and the form/report labels are also defined by the filing entity. The Solution Series software is based on each state's requirements to ensure that all the required data is captured and formatted correctly.

The reporting media may vary. Quarterly reports may be submitted on magnetic tape, diskette, or paper forms. Most states are currently using magnetic tape media if a company has 250 or more employees in a state.

Magnetic media record types

The reporting formats (MMREF, ICESA, and TIB-4) for magnetic media are further broken down into the following record types.

Tape Record Types		
ICESA/TIB–4		**MMREF**
A/B	File header	RA
E	Employer headers	RE
S	Employee records	RS
T	Employer totals	RT
F	File totals	RF

Each tape has only one file header record or pairs of file headers (if ICESA or TIB-4). The content of these headers can differ by state.

Within these file record types there will be sets of employer records. These sets consist of the employer headers (E or RE) and employer totals (T or RT).

Within the sets of employer records are the employee records (S or RS) for that state.

The content of the employer and employee records can vary from state-to-state.

☞ *Refer to State Specific Information to learn how states to which you report may require variations from the standard ICESA, MMREF, or TIB-4 records.*

How is Quarterly Reporting done?

Create basic information

The first information that is needed is that used by the system to set up the header records that identify to the filing entities basic information about your company name, who your contact person is, who to return reports to if a problem or question arises, and computer-specific data.

This is information that, generally speaking, will be entered once and only modified when changes occur. It is done through a series of forms accessed through the Payroll Processing menu, US Quarterly Setup process.

These forms are not organization-related; they are date-driven. If any information changes, a new record with a new effective date should be created in order to preserve a history of previous entries.

☞ *Refer to* **Creating File Header Records** *(on page 21) for details on completing these forms.*

Build tables

Secondly, once you create basic information, you will build tables that can be shared with your various organizations. Tables are setup on FILE01 with control numbers that can be assigned to specific organizations.

Control numbers are entered on a form to assign the tables to the Organizations on FILE02.

This is also an activity that, generally, is only done once.

Note: *Organizations that have the same state unemployment insurance number (SUI) must all use the same control numbers. If your organization comprises a single legal entity (has only one state unemployment insurance number), the same control number can be used for all tables.*

So, even if you have multiple organizations (Control 1–2s), you must setup one Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) for all of them if they use the same SUI number.

☞ *Refer to* **Setting Up and Using Quarterly Table Control Numbers** *(on page 37) for naming strategies for creating control numbers.*

Example 1: All organizations use the same tables

For each organization (Control 1–2), you can enter the same control numbers you have created for the following types of information:

- Employer
- State controlling
- Output media
- Additional
- State specific information

For example, if you have two organizations, 881234 and 883333, and the tables are assigned control numbers as follows:

- Employer, A1A1
- State controlling, A1A1
- Output media, A1A1
- Additional, A1A1
- State specific information, A1A1

You would enter two Organization-To-Rules Cross Reference for Quarterly Process forms (AQ-SCR); one for organization 881234 and one for organization 883333 using the same control numbers (A1A1, B2B2, C3C3, and so forth) and just one set of the information tables.

Example 2: Each organization uses its own tables and shares a table

For each organization (Control 1–2), you can enter different control numbers which you have created for the following types of information, for example:

- Employer
- State controlling
- Additional
- State specific information

In this case, the organizations will share or use the same table for the Output Media.

Note: *Organizations may share any one or more of the tables.*

For example, if you have organizations, 987651 and 982313, which will use different tables, the tables are assigned control numbers as follows:

Organization 987651

- Employer, EEEE
- State controlling, FFFF
- Additional, HHHH
- State specific information, IIII

Organization 982313

- Employer, M234
- State controlling, J000
- Additional, P869
- State specific information, I657

Organization 987651 and Organization 982313's shared table:

- Output media, GGGG

In this example, you would create:

1. two Organization-To-Rules Cross Reference for Quarterly Process forms (organizations 987651 and 982313) and

2. two sets of the information table forms (one specific set with its unique table control numbers for its respective organization) for Employer, State controlling, Additional, and State specific information
3. one Output media table

Example 3: Each organization uses its own tables

For each organization (Control 1–2), you can enter different control numbers which you have created for the following types of information:

- Employer
- State controlling
- Output media
- Additional
- State specific information

For example, if you have organizations, 987651 and 982313, which will use different tables, the tables are assigned control numbers as follows:

Organization 987651

- Employer, EEEE
- State controlling, FFFF
- Output media, GGGG
- Additional, HHHH
- State specific information, IIII

Organization 982313

- Employer, M234
- State controlling, J000
- Output media, Q564
- Additional, P869
- State specific information, I657

In this example, you would create two Organization-To-Rules Cross Reference for Quarterly Process forms (organizations 987651 and 982313) and two sets of the information table forms (one specific set with its unique table control numbers for its respective organization).

Record additional information required by some states

The next activity is dependent upon the state(s) to which you report. Some states require additional employee and magnetic media header information.

Note: *Refer to* **Entering State-Specific Information** *(on page 57) and* **Entering Employee-Specific Information** *(on page 75) to determine if you need to complete additional information for your filing entity(ies).*

This also is an activity that does not need to be repeated each quarter unless some data element changes or you add employees in a state that requires the additional information.

Before you process quarterly reports

Prior to initiating the programs that produce the quarterly reports, you should review the documentation supplied by the filing entity(ies) to become aware of any changes they require.

Review report formatting information so that you can quickly and accurately check the outputs.

Make sure that you have applied all the supplied quarterly regulatory bulletins to ensure compliance with the filing entity (ies).

Create a processing environment so that you do not inadvertently corrupt your production environment.

Select the states for which you want to produce quarterly reports.

☞ *Refer to* **Creating Quarterly Reporting Output** *(on page 89) Detailed Directions for specific steps for the above.*

Run the quarterly processing jobs

You have the option of doing the quarterly processing during the last payroll run of the quarter or doing the quarterly processing later.

☞ *Refer to* **Creating Quarterly Report Output** *(see "Creating Quarterly Reporting Output" on page 89) for the names of the jobs that would be executed in either scenario.*

You will run the jobs that create the quarterly information extract file and that format the data and produce media for the various filing entity(ies) once each quarter.

Review output

As the jobs produce intermediate outputs you can review the output (logs, reports and audit trail) to ensure that the jobs are executing correctly.

☞ *Refer to* **Report Quick Reference** *(on page 115) for examples of the various outputs.*

Review the report formats that have been produced prior to submitting them to the filing entity(ies).

Archive

Archive the P20 file and the FILE01 so that, if necessary, quarterly reports can be re-created using the same data.

Review of Questions Answered

1. What is Quarterly Reporting?

2. What are the reporting formats used?

3. Which quarterly processor-related activities must be performed each reporting period?

PART 2

Setting Up Quarterly Information

In This Section

CHAPTER 3

Creating File Header Records

In This Chapter

Introduction

This section discusses the file header records for the Quarterly Reporting magnetic media files and contains step-by-step instructions for completing the forms to enter the header information.

Tasks

This section explains the following:

- Specifying Submitter/Transmitter information
- Specifying Contact Information
- Specifying Tape Return Information
- Specifying Computer Information

Prerequisites

Before you enter the initial quarterly processor header information, you must:

- Understand the concepts in Overview of Quarterly Processing
- Have a working knowledge of The Solution Series payroll component
- Review filing entity(ies) documentation regarding requirements and reporting formats

☞ *Refer to the payroll documentation suite available on the web site, www.hewitt.com/ecyborg.*

Questions answered

The following questions are answered in this section:

1. What types of information do Quarterly Processor file headers contain?
2. What is a filing entity?
3. How does the Quarterly Processor use the Effective Date field?

File header information

The file header forms described in this section provide information used to create the header records in all Quarterly Processor output files. This information relates to system-wide information and, therefore, is assigned by the Filing Entity rather than by organization (Control 1-2).

Before generating quarterly processing files, you must enter the header information for the files using the following forms:

- Submitter/Transmitter Information form (QS-SCR):
  This is required information naming the organization that is submitting the report information.
- Contact Information form (QN-SCR):
  This is required information naming the person who should be called if the state in which you are filing has processing problems with the report information.
- Tape Return Information form (QT-SCR):
  This is required information that names the organization to which the state should return the media.
- Computer Information form (QM-SCR):
  This is information about the computer on which the Quarterly Report files are created.

The information you enter on the forms remains in the system; therefore, you need to enter it only once, unless any of the file header information changes during the course of a quarter.

The processor reads the records to enter the header information on the output files.

Filing entity

The Filing Entity is the state in which you are filing quarterly reports. Using the drop down list box for the Filing Entity, you can select all states to use the information on the form for the header records for all states and/or territories.

To enter specific information for an individual state, select that state and fill in the information on the form for that state only.

You can save this form for all states and territories.

If you save a copy of the form for all states as well as for individual states, the Quarterly Processor selects the appropriate header information for the filing entity during processing.

Effective date—date entry decisions

The Effective Date allows you to track changes as they occur, maintain tables for historical purposes, and future date tables for changes that will go into effect at a later time.

For the State Selection form (QL-SCR) the effective date is compared to the system date on the day the Quarterly processor is run.

For all other Quarterly processor parameter transactions, the effective date is compared to the last day of the quarter specified by the selected QL-SCR transaction. The parameter transaction dated closest to, but not exceeding, the quarter end date will be selected.

Note: *This allows the entry of future dated transactions that will not become effective until a future quarter is processed. It also maintains a parameter history that allows reruns with the same parameters as the original Quarterly Processor run.*

☞ *Refer to Creating Quarterly Reporting Output for detailed instructions on completing the State Selection form (QL-SCR).*

If any information on the form changes, create a new record with a new effective date.

Detailed Directions

This section provides detailed instructions for the tasks summarized in the previous section.

Tasks

Specifying Submitter/Transmitter Information

Use the Submitter/Transmitter Information form (QS-SCR) to enter Quarterly Reporting submitter information that appears in the header of the magnetic media file for each filing entity.

To enter submitter/transmitter information, follow these steps.

1. Access the Submitter/Transmitter Information form (QS-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Submitter/Transmitter Information

2. Select the filing entity

Select 'All States' if the information applies to all states for which you are filing Quarterly Reports.

To enter information for only a specific state, select that state.

3. Enter the effective date

Type the date on which you are entering or changing data on this form.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

4. Enter the submitter's FEIN

Enter the numeric federal employer identification number (FEIN).

Omit hyphens, prefixes, and suffixes.

This FEIN should match the FEIN on the file's external label.

5. Enter the submitter's PIN (Optional)

Enter the assigned personal identification number (PIN) of the submitter.

6. Enter the submitter's name

Enter the name of the organization submitting the file.

Use the second field if you need extra positions.

Note: *Depending on the state's requirements the submitter's name may be truncated (shortened) in the output.*

7. Specify the submitter's address

Enter the submitting organization's street address in the Street Address field.

8. Specify the submitter's address

Enter the second line of the submitting organization's street address, if applicable.

9. Enter the submitter's city

Enter the city where the submitting organization is located.

10. Select the submitter's state

Select the state in which the submitting organization is located.

Note: *Leave this field blank if the submitter's address is outside the US.*

11. Enter the submitter's zip code and zip code extension

Enter the submitting organization's zip code and extension in the Zip fields.

Note: *Leave this field blank if the submitter's address is outside the US.*

12. Indicate whether the submitter's address is foreign

Check this box if the submitter's address is outside the United States. Otherwise, leave this check box blank.

13. Enter the foreign state or province

Enter the submitter's foreign state or province if the address is outside the United States in this field. Otherwise leave this text box blank.

Note: *If the Foreign Address box is checked, the output for TIB-4 or ICESA format reporting will contain the first 19 characters of the city name followed by a space and then the first 5 positions of the foreign state or province name.*

14. Enter the foreign postal code

Enter the submitter's foreign postal code if applicable.

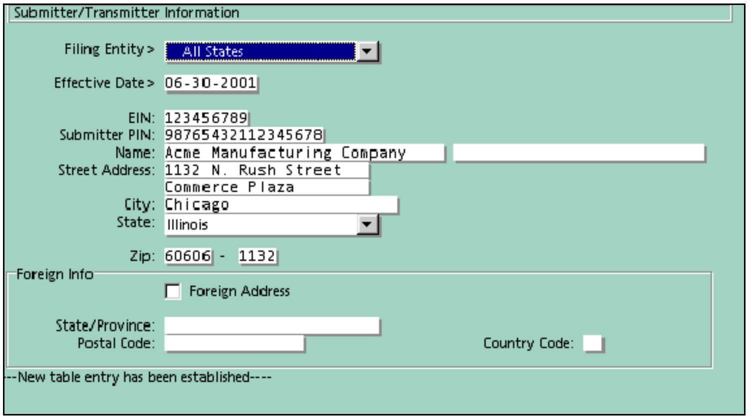
15. Enter the country code

Enter the submitter's country code if outside the United States.

16. Save the record

Click Save or press Enter to save the information.

If you completed the previous steps, the resulting form should look similar to the example that follows:



See also:

- File header information ***(on page 23)***

For an explanation of the use of this form.

Specifying Tape Return Information

Use the Tape Return Information form (QT-SCR) to enter Quarterly Reporting tape return information that appears in the header of the magnetic media file for each filing entity.

To enter tape return information, follow these steps.

1. Access the Tape Return Information form (QT-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Tape Return Information

2. Select the filing entity

Select 'All States' if the computer information applies to all states for which you are filing Quarterly Reports.

To enter information for a specific state, select that state.

3. Enter the effective date

Type the date on which you are entering or changing data on this form.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information relative to the quarter end date for which you are processing.

4. Enter the organization name

Enter the name of the organization to which the tape should be returned, using the second field if you need extra positions.

The first field accepts 30 alphanumeric characters; the second field accepts 27 alphanumeric characters.

Note: Depending on the state's requirements the submitter's name may be truncated (shortened) in the output.

5. Enter the street address

Enter the street address of the organization to which the tape should be returned should it be necessary.

6. Enter the street address

Enter the second line of the street address of the organization to which the tape should be returned (should it be necessary).

7. Enter the city

Enter the city of the organization to which the tape should be returned (should it be necessary). This field accepts 22 alphanumeric characters.

8. Select the state

Select the abbreviation of the state for the address of the organization to which the tape should be returned.

Note: Leave this field blank if the address is outside the US.

9. Enter the zip code and zip code extension

Enter the zip code and zip code extension for the address of the organization to which the tape should be returned.

Note: Leave this field blank if the address is outside the US.

10. Indicate whether the return address is foreign

Check this box if the address to which the tape should be returned is outside the United States. Otherwise, leave this checkbox blank.

11. Enter the foreign state or province

Enter the foreign state or province if the address to which the tape should be returned is outside the United States. Otherwise leave this checkbox blank.

Note: If the Foreign Address box is checked, the output for TIB-4 or ICESA format reporting will contain the first 15 characters of the city name followed by a space and then the first 4 positions of the foreign state or province name.

12. Enter the foreign postal code

Enter the foreign postal code if applicable.

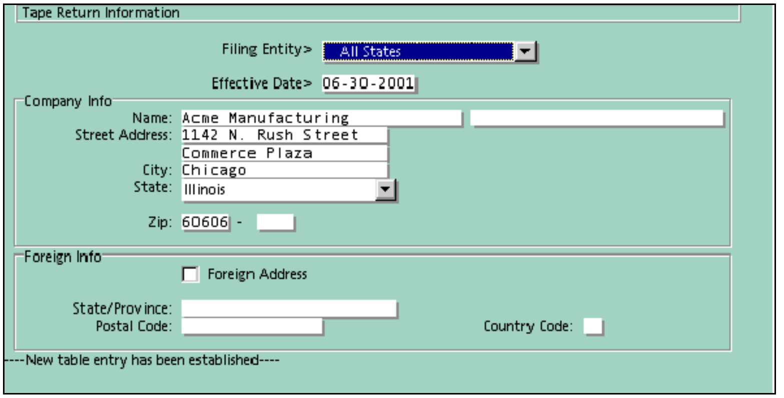
13. Enter the country code

Enter country code if applicable.

14. Save the record

Click Save or press Enter to save the information.

If you completed the previous steps, the resulting form should look similar to the example that follows:



See also:

- File header information ***(on page 23)***

For an explanation of the use of this form.

Specifying Contact Information

Use the Contact Information form (QN-SCR) to enter Quarterly Reporting contact information that appears in the header of the magnetic media file for each filing entity.

The form provides the name and contact information of a specific person at the submitting organization to whom questions and/or instructions should be directed.

To enter contact information, follow these steps.

1. Access the Contact Information form (QN-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Contact Information

2. Select the filing entity

Select All States if the computer information applies to all states for which you are filing Quarterly Reports.

To enter information for a specific state, select that state.

3. Enter the effective date

Type the date on which you are entering or changing data on this form.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

4. Identify an individual to contact

Enter the name of the individual the filing entity should contact concerning any problems in processing the submitted information.

This field allows 30 alphanumeric characters.

Note: If the state requires ICESA A-record, enter the title of the individual responsible for the accuracy of the wage report.

5. Enter the contact's phone number

Enter the phone number of the individual to contact.

Note: If you are using the ICESA reporting format, the telephone number is limited to 10 positions.

If you are using the MMREF reporting format, the telephone number is fifteen positions. Leave blanks at the end of the field if you do not use all fifteen positions.

6. Enter the phone extension number

Enter the phone number extension of the contact individual, if applicable.

Note: The MMREF format allows for a 5 position telephone extension; ICESA allows 4 positions.

7. Enter the e-mail address of the person to contact

Enter the e-mail address of the person to contact concerning any problems in processing your information.

8. Enter an e-mail address continuation

If necessary, continue the e-mail address in the next field.

9. Enter the fax number of the person to contact

Enter the fax number of the person the filing entity should contact concerning any problems in processing your information.

10. Select the preparer type

Select the preparer type to indicate the type of organization that prepared the Quarterly Report file.

11. Select the problem notification method

Select the code that indicates the method by which you would like to receive notification of any processing problems.

12. Identify the TLCN

Enter the Tape Library Control Number displayed on the notice sent by the Social Security Administration.

Note: The Tape Library Control Number is only used if you must resubmit a quarterly report. You will have received notification to do so which will contain the TLCN to use.

13. Enter supplemental data

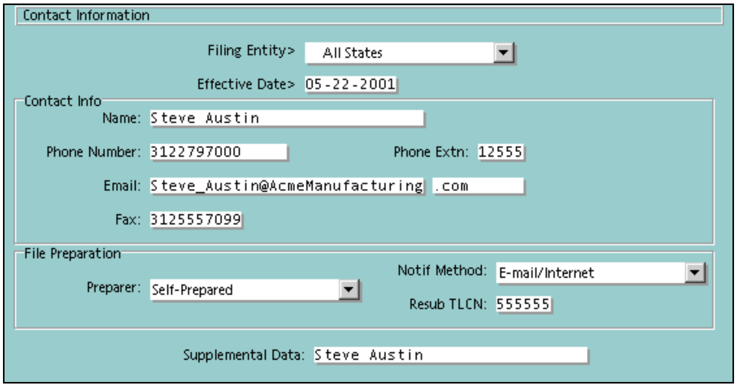
Enter supplemental data if the state in which you are reporting requires additional data.

☞ *Refer to Appendix A: Special Considerations for States and Territories of the Regulatory Bulletin for information on the entries required for specific states.*

14. Save the record

Click Save or press Enter to save the completed form.

If you completed the previous steps, the resulting form should look similar to the example that follows:



See also:

- File header information ***(on page 23)***

For an explanation of the use of this form.

Specifying Computer Information - optional

Use the Computer Information form (QM-SCR) to enter Quarterly Reporting computer information applicable to the system that creates the tape so that it appears in the header of the magnetic media file for each filing entity.

You can store Computer Information by state as well as for all states.

Note: *If you are reporting to the State of Illinois, the only field that should be completed on this form is 'Recording Code'. See step 7.*

To enter computer information, follow these steps.

1. Access the Computer Information form (QM-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Computer Information

2. Select the filing entity

Select 'All States' if the computer information applies to all states for which you are filing Quarterly Reports.

To enter information for a specific state, select that state.

3. Enter the effective date

Type the date on which you are entering or changing data on this form.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information relative to the quarter end date for which you are processing.

4. Identify your computer's manufacturer

Identify the manufacturer of the computer being used to prepare the Quarterly Report files.

5. Select the internal label

Select the type of label appearing in the header of the Quarterly Report files.

6. Select the density

Select the two-character density code that indicates the number of bytes per inch at which the magnetic media on the Quarterly Report files is being recorded.

7. Select the type of recording code

Select the recording code format (ASCII or EBCDIC) used to record the Quarterly Report files.

Note: If reporting for the State of Illinois, select 'ASCII'.

8. Enter the number of tracks

Use the arrows to enter the number of tracks used on your submitted magnetic media.

9. Specify the blocking factor

Use the arrows to scroll and select the blocking factor (number of physical records in a logical record) for the information on your magnetic media.

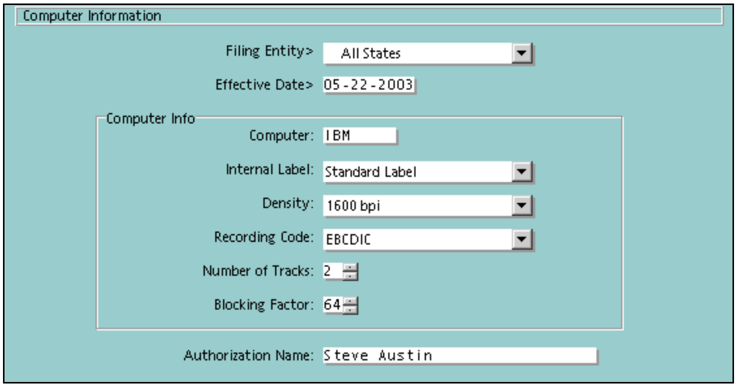
10. Enter the Authorization Name

Enter the name of the individual in the organization to whom the cartridge/tape should be returned.

11. Save the record

Click Save or press Enter to save the information.

If you completed the previous steps, the resulting form should look similar to the example that follows:



See also:

- File header information ***(on page 23)***

For an explanation of the use of this form.

Review of Questions Answered

1. What types of information do Quarterly Processor file headers contain?

2. What is a filing entity?

3. How does the Quarterly Processor use the Effective Date field?

CHAPTER 4

Setting Up and Using Quarterly Table Control Numbers

In This Chapter

Introduction

This section discusses the use of control numbers to create relationships between multiple tables of quarterly reporting information.

Tasks

This section explains the following:

- Establishing and Maintaining Organization-To-Rules Cross Reference for Quarterly Process control numbers
- Specifying employer information
- Specifying state controlling information
- Specifying output media information

Prerequisites

Before you set up information in the Quarterly Processor, you must:

- Understand the concepts in Overview of Quarterly Processing
- Have a working knowledge of The Solution Series payroll component

☞ *Refer to the payroll documentation suite available on the web site, www.hewitt.com/ecyborg.*

Questions answered

The following questions are answered in this section:

1. Why would I share tables?
2. To what level can I share?
3. Why develop a naming strategy for control numbers?
4. Why enter future dates? Why isn't it always a good idea to do so?
5. What difference does it make in Quarterly Reporting if you use establishment reporting instead of reporting by organization (Control 1–2)?

Quarterly table relationships

The data configuration discussed in this section can be shared or re-used. In fact, most often, this is the case.

This type of configuration saves the user from entering the same data repeatedly. The user can do one global setup for all organizations and then simply create exceptions. For example, 777777 may be exactly the same, except it requires a slightly different state specific configuration.

Quarterly reporting control numbers—the rules

Much of the information you submit when you set up for quarterly reporting is organized by control numbers.

Several or all organizations may access the same set of tables or each organization may have its own set of tables.

Control numbers are used as a mechanism for tying the organization-specific Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to a specific table.

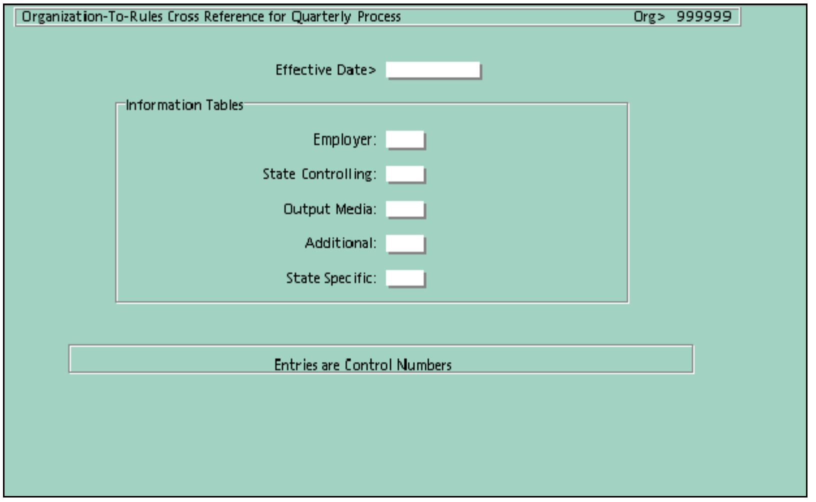
You must establish one Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) for each organization.

Note: *Organizations that have the same state unemployment insurance number (SUI) must all use the same control numbers. If your organization comprises a single legal entity (has only one state unemployment insurance number), the same control number can be used for all tables.*

So, even if you have multiple organizations (Control 1–2s), you must setup one Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) for all of them if they use the same SUI number.

The control numbers entered in each text box on the Organization-To-Rules Cross Reference for Quarterly Process form create an occurrence of the associated form. This feature allows you to assign the same set of tables to multiple organizations or to assign unique tables to a specific organization.

The following illustration shows the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) where you set up control numbers to cross-reference the organization (Control 1-2) specific AQ-SCR with other tables.



The Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) must be the first table established during the organization-level quarterly reporting setup.

The control numbers in the text boxes on the above form set up cross-references to the following forms:

- Employer: Employer Information form (QE-SCR)
- State Controlling: State Controlling Information form (QC-SCR)
- Output Media: Output Media form (QO-SCR)
- Additional: Additional Quarterly Information form (QI-SCR)
- State Specific: State specific information set up forms

Naming strategies for quarterly reporting control numbers

Note: *Although we call these items control 'numbers', these links need not be numeric.*

A quarterly reporting control number:

- is defined by you
- is four alphanumeric characters in length
- gives the system direction as to what tables to access for a particular organization

No relationship exists between the control number and the organization's control structure. However, choosing a control number that is meaningful to you and relates to the organization may help you identify control numbers when accessing a form to enter information.

Employees who use the Quarterly Processor should know the current organization structure and must be able to readily access the correct form.

How many quarterly reporting control numbers do you need for each table?

If you determine that 'one size fits all', you can setup the tables for one organization, then re-use the information you previously configured for all your organizations.

For example, if you want only one Employer Information table and one Output Media table, create one control number and use that control number for employer information and output media.

If you determine that you need multiple tables, set up multiple control numbers for tables.

For example, if you have an organization that must have its own table for Employer Information and another organization will use different Employer Information, you establish two Employer Information control numbers.

You then access the Employer Information form (QE-SCR) twice, entering information on the form for each of the control numbers.

Note: *You must have the proper security to add, update, or delete tables.*

Establishing table dates

The quarterly reporting process ignores any tables, with the exception of the State Selection form (QL-SCR), that are set up with a date that is beyond the quarter-end date for the specified quarter.

The table date reflects the effective date of the table. The following date options are available:

- Initially, on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) you may wish to use the founding date of your company to ensure that all employees are covered by the table.
- For changes to the table, we recommend that you create a new table record with a new effective date. We recommend you use the date that you actually enter the change into the system.

Note: *Whenever you make any change to a cross-reference field, you must rerun the extract.*

- You may create future-dated tables, in which case the Quarterly Processor ignores the table data until that time. We do NOT recommend this option, as there is a potential for changes getting into the output in an incorrect synchronization.

You can use the effective date and control number to track changes, maintain employer information tables for historical purposes, and future date tables for employer information changes that will go into effect at a later time.

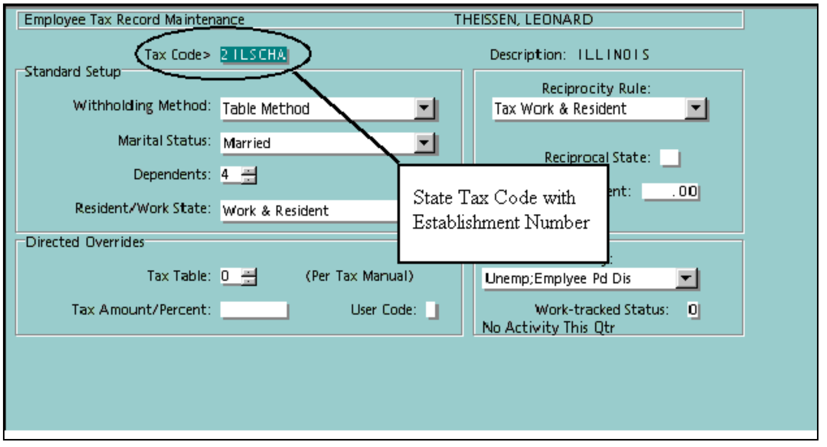
☞ *Refer to* **Creating File Header Records** *(on page 21), Effective date—date entry decisions for additional information about effective dates.*

Establishment reporting

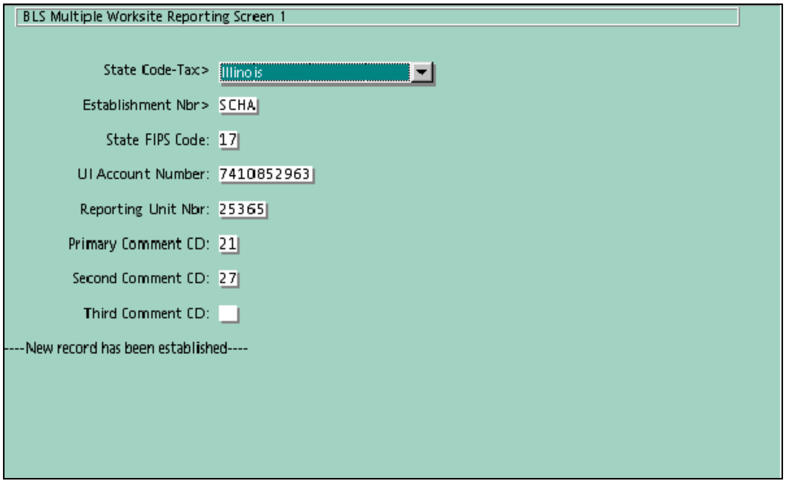
Some states require establishment reporting.

By using Establishment Reporting the employer can file wage reports by location or unit to the state. Each unit is identified by a five-character code, called a Reporting Unit Number that is supplied to you by the state government.

In Payroll Administration, worksite information is entered as an expansion of the state tax code on an Employee's Employee Tax Record Maintenance form (JJ-SCR) for the state tax record where, immediately following the state tax code, you enter a four character establishment number for the employee.



The four digit worksite information code is linked to the Reporting Unit Number that is entered on the BLS Multiple Worksite Reporting Screen 1 (BL1SCR).



☞ *Refer to the Payroll Reports and Balancing manual, Multiple Worksite Reporting, for more information on setting up Establishment Reporting.*

Detailed Directions

This section provides detailed instructions for the tasks summarized in the previous section.

Tasks

Establishing control numbers

Note: Before beginning the tasks that follow, be sure you are working with the correct organization. The Quarterly Reporting control numbers establish which tables are used for an organization.

Note: You cannot define employer, state controlling, or output media information or state-specific tables for an organization until you establish valid Quarterly Reporting control numbers.

Use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to establish quarterly processing control numbers for the organization you are accessing. By using this form you set control numbers for other forms that enable you to establish multiple copies of the forms, each using a different control number to link to a different set of data.

Follow these steps to set up cross-reference control numbers:

Note: In the following steps we are using an example where all organizations use the same tables. Refer to Overview of Quarterly Processing, Build Tables for more information.

1. Access the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Quarterly Processor Cross Reference

2. Enter the effective date

Enter the beginning date for which the quarterly reporting information is valid.

The date stays in effect until you enter an Organization -To-Rules Cross Reference for Quarterly Process form with a different effective date.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information relative to the quarter end date for which you are processing.

3. Enter the employer information control number

Enter a four-digit control number to associate with an instance of the Employer Information form (QE-SCR).

Think of the Employer Information control number as a table ID. When you access the Employer Information form (QE-SCR) and enter the effective date, the Quarterly Processor uses the control number closest to the effective date you enter. That control number appears in the top right corner of the form.

You can use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to set up a separate Employer Information table for each separate operating company within your organization for which you want to run quarterly reporting.

4. Enter the state controlling control number

Enter a four-digit control number to associate with an instance of the State Controlling Information form (QC-SCR).

Think of the State Controlling Information control number as a table ID. When you access the State Controlling Information form (QC-SCR) and enter the effective date, the Quarterly Processor uses the date closest to the effective date you enter. That control number appears in the top right corner of the form.

You can use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to set up a separate State Controlling Information table for each separate operating company within your organization for which you run quarterly reporting.

5. Enter the output media control number

Enter a four-digit control number to associate with an instance of the Output Media Information form (QO-SCR).

Think of the Output Media control number as a table ID. When you access the Output Media Information form (QO-SCR) and enter the effective date, the Quarterly Processor uses the control number closest to the effective date you enter. That control number appears in the top right corner of the form.

You can use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to set up a separate Output Media Information table for each separate operating company within your organization for which you run quarterly reporting.

6. Enter the control number for additional quarterly information

Enter a four-digit control number to associate with an instance of the Additional Information form (QI-SCR).

Think of the Additional Information control number as a table ID. When you access the Additional Information form (QI-SCR) and enter the effective date, the Quarterly Processor uses the control number closest to the effective date you enter. That control number appears in the top right corner of the form.

You can use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to set up a separate Additional Quarterly Information table for each separate operating company within your organization for which you run quarterly reporting.

7. Enter a control number for state-specific information

Enter a four-digit control number to associate with any state-specific form.

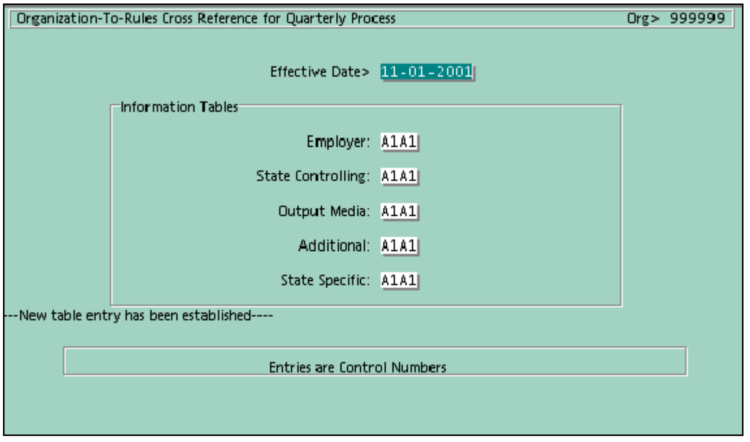
Think of the State Specific control number as a table ID. When you access any of the state-specific forms, the Quarterly Processor uses the control number closest to the effective date you enter. That control number appears in the top right corner of the form.

You can use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to set up separate state-specific tables for each separate operating company within your organization for which you run quarterly reporting.

8. Save the record

Click OK or press Enter to submit the completed form. The system displays the message: 'New table entry has been established.'

If you completed the previous steps, the resulting form should look similar to the example that follows:



9. Repeat for each Control 1–2 in your organization for which you are running payrolls

Maintaining control numbers

Use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to maintain/change a control number you previously created.

By changing only the effective date you can maintain history.

Note: *Remember to rerun the extract whenever you change any cross-reference field.*

1. Access the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Quarterly Processor Cross Reference

2. Enter the effective date

Enter the effective date of the control number tables you want to maintain.

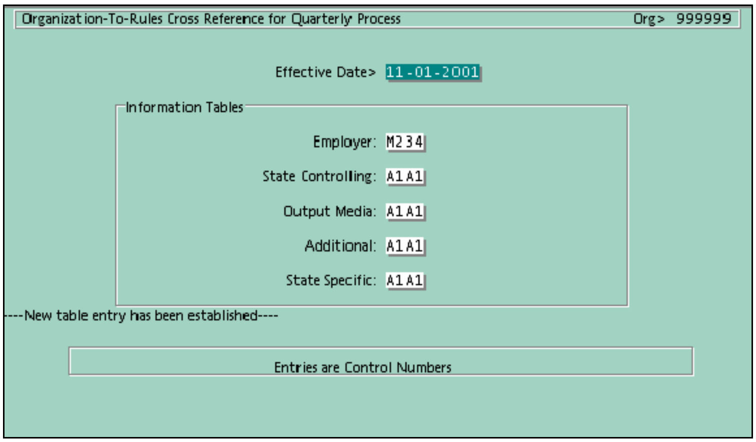
3. Tab to the field that represents the table whose control number you want to change

Remove the existing four-digit control number and enter the new control number.

4. Save the record

Click OK or press Enter to submit the completed form. The system displays the message: 'Maintenance has been performed.'

If you completed the previous steps, the resulting form should look similar to the example that follows:



Establishing employer information

Note: *Before entering data on this form, you must have set a control number in the Employer text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

Use the Employer Information form (QE-SCR) to establish employer information for an Employer Header record within a quarterly report file.

If various organizations (Control 1-2s) have different names and addresses, create multiple Employer Information forms each with a separate control number.

You must enter data on this form.

To enter employer information, follow these steps.

1. Access the Employer Information form (QE-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Employer Information

2. Enter the effective date

Enter the beginning date for which the information on this form is effective.

3. Enter the employer's name

Enter the name of the employer for this quarterly information using the second field if you need extra positions.

Note: Depending on a state's reporting requirements, the name may be truncated (shortened) in the output.

4. Enter the employer's address

Enter the employer's street address.

5. Enter any additional employer address information

Enter the second line of the employer's street address if applicable.

6. Enter the employer's city

Enter the city where the employer is located.

7. Select the employer's state

Select the state in which the employer is located.

8. Enter the employer's zip code and zip code extension

Enter the employer's zip code and extension in the Zip fields.

9. Select the agent indicator for the employer

Select the employer's agent indicator from the drop down list box.

10. Enter the employer's EIN

If '2678 Agent' was not selected in Step 9, skip this Step.

11. Enter the employer/agent EIN

Enter the nine-digit employer EIN if 'Common Pay Master' was selected in Step 9.

Enter the agent EIN if '2678 agent' was chosen in Step 9.

12. Enter the other EIN

If Form 941 was previously submitted for your employer using an EIN other than the one used in Step 10 or Step 11, enter the EIN used on the previous Form 941.

Note: Refer to the Social Security Administration publication, MMREF-1, May 2001 to determine if you must complete this field.

13. Specify business termination

Select the Terminating Business check box if the employer has terminated business during the current quarter.

14. Select the employment type

Select the Employment Code from the drop down list box that most closely matches the reporting entity.

15. Indicate whether the employer's address is foreign

Check this box if the employer's address is outside the United States. Otherwise, leave this check box blank.

16. Enter the foreign state or province

Enter the employer's foreign state or province if the address is outside the United States. Otherwise leave this text box blank.

Note: *If the Foreign Address box is checked, the output for TIB-4 or ICESA format reporting will contain the first 19 characters of the city name followed by a space and then the first 5 positions of the foreign state or province name.*

An exception to this Note is made for New Jersey. For reporting to the State of New Jersey, if the Foreign Address box is checked, the output for TIB-4 or ICESA format reporting will contain the first 15 characters of the city name followed by a space and then the first 4 positions of the foreign state or province name.

17. Enter the foreign postal code

Enter the employer's foreign postal code if applicable.

18. Enter the country code

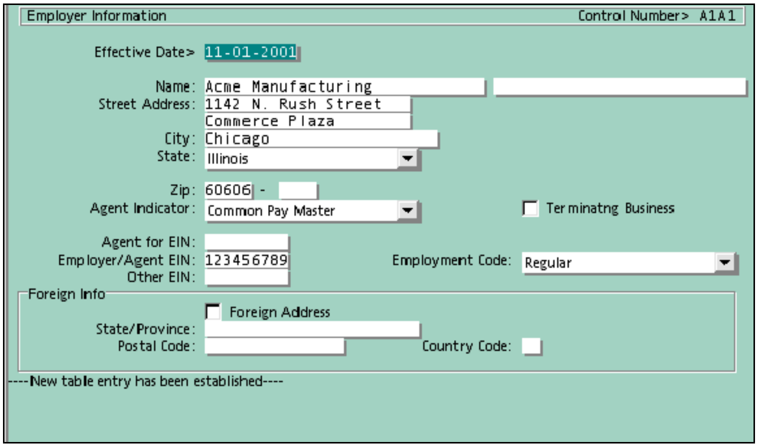
Enter the employer's country code if outside the United States.

19. Save the record

Click Save or press Enter to save the information.

The Quarterly Processor enters the Control Number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the previous steps, the resulting form should look similar to the example that follows:



Establishing state controlling information

Note: *Before entering data on this form, you must have set a control number in the Employer text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

Use the State Controlling Information form (QC-SCR) to provide additional information for an employer header record within a quarterly reporting file.

This is an optional form. If you do not use this form, the employer SUI account number will be extracted from the Tax Specification Information form (T1-SCR). Establishment Reporting will be set to 'N' and State Control Nbr will be blank.

If various organizations (Control 1-2s) have separate Employer Header records due to different State Control Numbers, complete this form for each of the control numbers.

Note: *If you change the SUI account number on this form, you must rerun the extract.*

To enter state controlling information, follow these steps.

1. Access the State Controlling Information form (QC-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: State Controlling Information

2. Select the state

Using the drop down list box, select the state for which you want to enter state controlling information.

3. Enter the effective date

Enter the beginning date for which the information on this form is effective.

4. Enter the state control number

Enter the state control number, if required.

Refer to that state's UI reporting magnetic media specifications.

5. Enter the employer's state UI account number

Enter the state-assigned employer UI (Unemployment Insurance) account number.

Refer to that state's UI reporting magnetic media specifications. This is a 20 position field.

6. Record the Document Ctrl Nbr

If the state to which you are reporting requires a Document Control Number, enter it in this field.

This is a 10 position field.

7. Enter the Experience Rate

If the state to which you are reporting requires that you record the Experience Rate for paper report submittal, enter it in this field.

8. Indicate establishment reporting

If establishment reporting is in effect for this state, select the Estblshmt Reporting check box.

9. Record the Tax Type code

If the state to which you are reporting requires a Tax Type Code, enter it in this field.

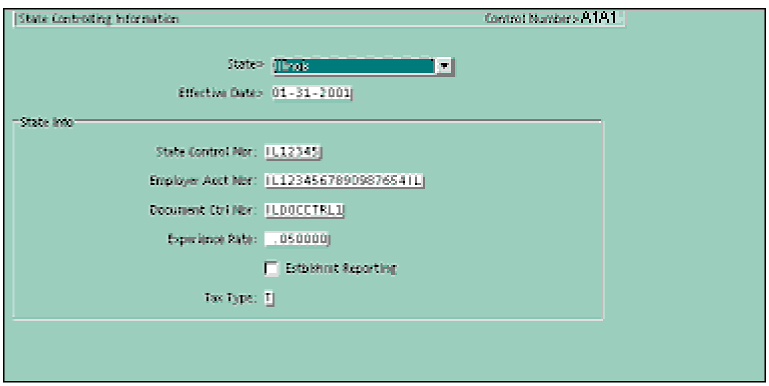
This is a one position alphanumeric entry.

10. Save the record

Click Save or press Enter to save the information.

The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the previous steps, the resulting form should look similar to the example that follows:



Specifying the output media

Note: *Before entering data on this form, you must have set a control number in the Employer text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

Use the Output Media Information form (QO-SCR) to tell the Quarterly Processor the kind of output required for quarterly processing.

If the same type of magnetic media is required for all organizations for all states, you complete this form only once. However, if, for example, you report in five states and four states require tapes while the fifth state requires a diskette, you must complete this form twice.

On one form you choose 'All States' from the drop down list and complete the form for tapes. The second time you complete the form, select the state that is the exception (requires a diskette) and complete the form for that state.

You can also use this form, along with the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR), to produce a separate output for each Unemployment Insurance (UI) account. When completing the Output Media form (QO-SCR) select "None" for any states within a control number group for which you do not want to produce output.

In addition to Media Format, you can also select the Forms Output box.

You must enter data on this form. To enter output media information, follow these steps.

1. Access the Output Media Information form (QO-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Output Media

2. Select the state

Using the drop down list box, select the state for which you want to enter output media information.

3. Enter the effective date

Enter the beginning date for which the information on this form is effective.

4. Select media format

Select the appropriate radio button in the Media Format portion of the form.

None	No media output for the selected state
Diskette	Output media will contain carriage return/line feed for each output record.
Tape	Output media will be a continuous stream which can be placed on a tape or provided via e-mail/FTP to the filing entity.

5. Select forms output

Select the Forms Output checkbox if you want to print forms. You can create a print file as well as media output when you run the processor.

6. Select printing of titles on forms

Select the Print Form Titles checkbox if you want to print titles for wage fields, name and social security number on printed output for those states that allow reporting on plain white paper.

7. Indicate the number of banner pages

To indicate the number of banner pages to print, select the number of banner pages from the option list:

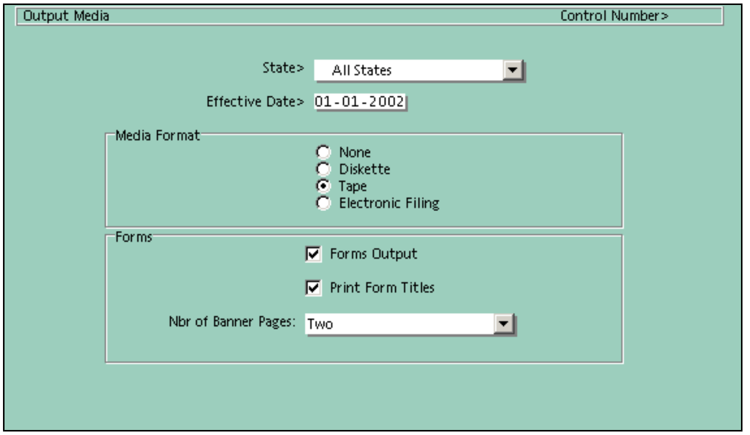
None
One
Two
Zero

8. Save the record

Click Save or press Enter to save the information.

The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the previous steps, the resulting form should look similar to the example that follows:



9. Select a state for exception processing

Using the drop down list box, select a state that requires a different form of magnetic media.

10. Enter the effective date

Enter the beginning date for which the information on this form is effective.

11. Select media format

Select the appropriate radio button in the Media Format portion of the form.

Note: *Select electronic only if you are on a Windows or UNIX platform, your state accepts electronic files in the MMREF or TIB4 format, and you plan on filing your return electronically. Selecting Electronic Filing adds carriage return/line feed delimiters to the records.*

12. Select forms output

Select the Forms Output checkbox if you want to print forms. You can create a print file as well as media output when you run the processor.

13. Select printing of titles on forms

Select the Print Form Titles checkbox if you want to print titles for wage fields, name and social security number on printed output for those states that allow reporting on plain white paper.

14. Indicate the number of banner pages

To indicate the number of banner pages to print, select the number of banner pages from the option list:

None
One
Two

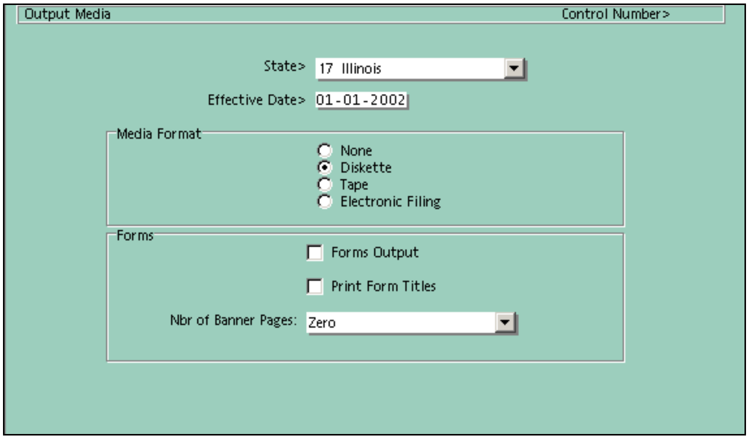
None
Zero

15. Save the record

Click Save or press Enter to save the information.

The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the previous steps, the resulting form should look similar to the example that follows:



Review of Questions Answered

1. Why would I share tables?

2. To what level can I share?

3. Why develop a naming strategy for control numbers?

4. Why enter future table dates? Why isn't it always a good idea to do so?

5. What difference does it make in Quarterly Reporting if you use establishment reporting instead of reporting by organization (Control 1–2)?

CHAPTER 5

Entering State-Specific Information

In This Chapter

Introduction

This section discusses state-specific information required by various states as well as step-by-step instructions for completing forms to provide this information.

Tasks

This section explains the following:

- Entering general additional information
- Entering Illinois state specific Information
- Entering Louisiana state specific information
- Entering New Jersey state specific information
- Entering New Mexico state specific information
- Entering New York state specific information
- Entering North Dakota state specific information
- Entering Wyoming state specific information

Prerequisites

Before you can prepare for quarterly processing, you must:

- Understand the concepts in Overview of Quarterly Processing
- Have a working knowledge of The Solution Series payroll component

☞ *Refer to the payroll documentation suite available on the web site, www.hewitt.com/ecyborg.*

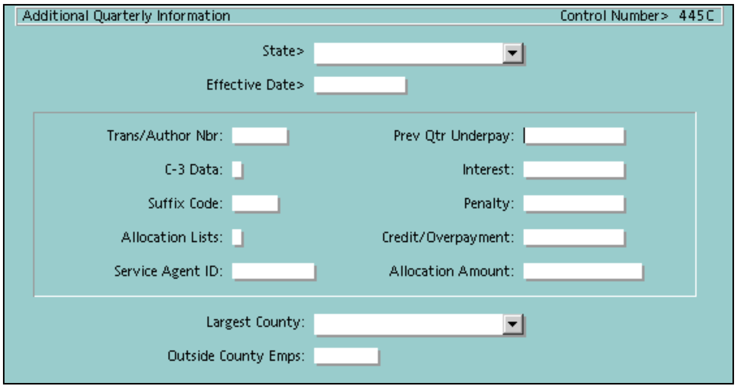
State-specific quarterly reporting information

While some employee and magnetic media header information is a common requirement for all states, some states require additional information. Depending on the state in which you are filing quarterly reports, you may need to complete one or more of these additional forms.

The Additional Quarterly Information form (QI-SCR) allows you to include additional organization-level information in the magnetic media header.

If your state requires the ICESA reporting format, then you may also need to enter data on this form.

Note: *If you use this form, you must review it every quarter prior to running the Quarterly Processor to clear or update such fields as Prev Qtr Underpay, Interest, Penalty, and so forth.*



☞ *Refer to State Specific Information to determine which states require this form.*

Additionally, the Quarterly Processor includes several forms that contain information for specific states. If you file in any of these states use the appropriate form to enter additional magnetic media header information.

The state-specific forms are:

- Illinois (QILSCR)
- Louisiana (QLASCR)
- New Jersey (QNJSCR)
- New Mexico (QNMSCR)
- New York (QNYSCR)
- North Dakota (QNDSCR)
- Wyoming (QWYSCR)

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Entering general additional information

Note: *Before entering data on this form, you must have set a control number in the Employer text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

Information on the Additional Quarterly Information form (QI-SCR) is used predominantly in the Header Records of the ICESA format tapes or diskettes.

Note: *Not all states require this information.*

If you are reporting to a state that requires any of the information on this form, you must complete the form.

☞ *Please refer to the state detail pages in State Specific Information for specific instructions.*

Note: *Information on this form must be cleared and/or updated prior to each quarterly run.*

To submit general, additional information for the quarterly processor using the Additional Quarterly Information form (QI-SCR), follow these steps:

1. Access the Additional Quarterly Information form (QI-SCR)

Access this form from the menus by choosing:

Component:	Payroll Setup Processing
Process:	US Quarterly Setup
Task:	Additional Quarterly Information

2. Select the State for output

Select the state (filing entity) for which you are completing the additional information.

3. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

4. Enter the Transmitter/Author Number

Enter the transmitter/author number for states requiring this information.

This is the control number assigned to the state from the state's Unemployment Insurance reporting magnetic media specification.

☞ *Refer to State Specific Information to determine if your filing entities require this information.*

5. Enter the C-3 Information

Enter the C-3 information for states requiring this information.

States requiring this information will define it.

6. Enter the Suffix Code

Enter the suffix code for states requiring this information.

States requiring this information will define it.

7. Enter the Allocation Lists

Enter an Allocation Lists indicator for states requiring this information.

If allocation lists are used, enter 'Y' else leave this field blank.

8. Enter the Service Agent ID

If the Allocation Lists field in Step 7 above is 'Y' then enter the service agent ID for states requiring this information.

9. Enter any Underpayments from Previous Quarters

Enter the amount of previous quarter underpayments if applicable. This field accepts 11 digits.

10. Enter any Interest Due

Enter the interest amount due as a result of underpayments if applicable. This field accepts 11 digits.

11. Enter the Penalty Amount

Enter the amount of any penalty due. This field accepts 11 digits.

12. List the Credit/Overpayment Amount

Enter the amount of any previous overpayments or credits to be applied to the balance due. This field accepts 11 digits.

13. List the Allocation Amount

Enter any allocation amount if applicable.

States requiring this information will define the options for the Allocation Amount field.

This field accepts 13 digits.

14. Select the Largest County

Select the largest county in state for which you are reporting information.

☞ *See Largest County in State Report (QCNRPT) in Appendix B: Report Quick Reference for running a report with the required information.*

15. Enter the number of employees outside the county

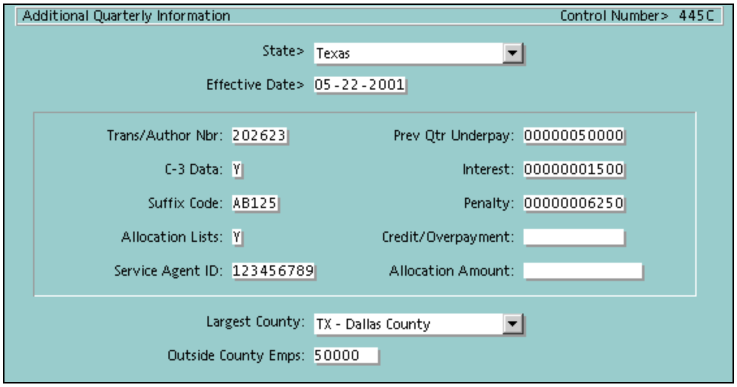
Enter the number of employees who live outside the largest county (selected in the previous step) in the state for which you are reporting.

16. Save the record

Click OK or press Enter to submit the completed form.

The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the previous steps, the resulting form should look similar to the example that follows:



See also:

- ***State-specific quarterly reporting information***

For additional information about the Additional Quarterly Information form.

Entering Illinois state specific information

The Illinois State Specific Information form (QILSCR) contains additional quarterly reporting information for Illinois. If you are reporting to Illinois, you must complete this form.

Note: *All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

To submit Illinois state specific information for the quarterly processor, follow these steps:

1. Access the Illinois State Specific Information form (QILSCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Illinois State Specific Information

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

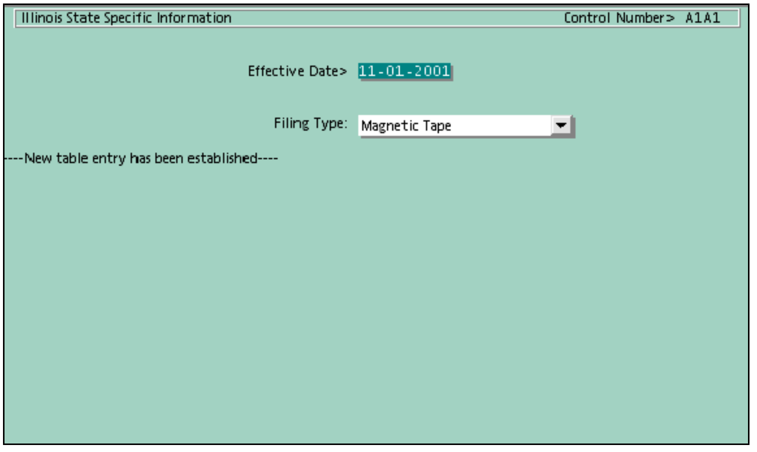
3. Select the Filing Type

Select the filing type (for example, diskette, modem, or magnetic tape) from the drop down list.

4. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the previous steps, the resulting form should look similar to the example that follows:



See also:

- ***State-specific quarterly reporting information***

For additional information about the Illinois State Specific Information (QILSCR) form.

Entering Louisiana state specific information

The Louisiana State Specific Information form (QLASCR) contains additional quarterly reporting information for Louisiana. If you are reporting to Louisiana, you must complete this form.

Note: *All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

To submit Louisiana state specific information for the quarterly processor, follow these steps:

1. Access the Louisiana State Specific Information form (QLASCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Louisiana State Specific Information

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

3. Check the applicable Multiple Worksite choices

Select any of the checkboxes in the Multiple Worksite portion of the form that apply.

Checkbox	Definition
County/Industry	This firm has employees at more than one county/industry included in this report.
Location	This firm has employees at more than one location within the same county included in this report.
Indicator	This firm is including multiple worksite data on wage reporting magnetic media in lieu of form BLS 3020

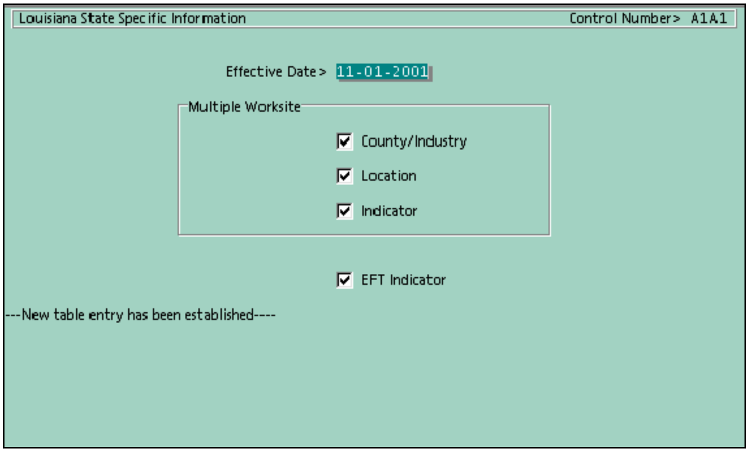
4. Check the EFT Indicator if applicable

Check the EFT Indicator to record that your organization participates in Electronic Funds Transfer of Quarterly UI Payroll Taxes. Otherwise, leave the checkbox blank.

5. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the previous steps, the resulting form should look similar to the example that follows:


Louisiana State Specific Information   Control Number> A1A1

Effective Date > 11-01-2001

Multiple Worksite

☑ County/Industry

☑ Location

☑ Indicator

☑ EFT Indicator

---New table entry has been established----

See also:

- ***State-specific quarterly reporting information***

For additional information about the Louisiana State Specific Information (QLASCR) form.

Entering New Jersey state specific information

The New Jersey State Specific Information form (QNJSCR) contains additional quarterly reporting information for New Jersey. If you are reporting to New Jersey, you must complete this form.

Note: *All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

To enter New Jersey specific information for the quarterly processor, follow these steps:

1. Access the New Jersey State Specific Information form (QNJSCR)

Access this form from the menus by choosing:

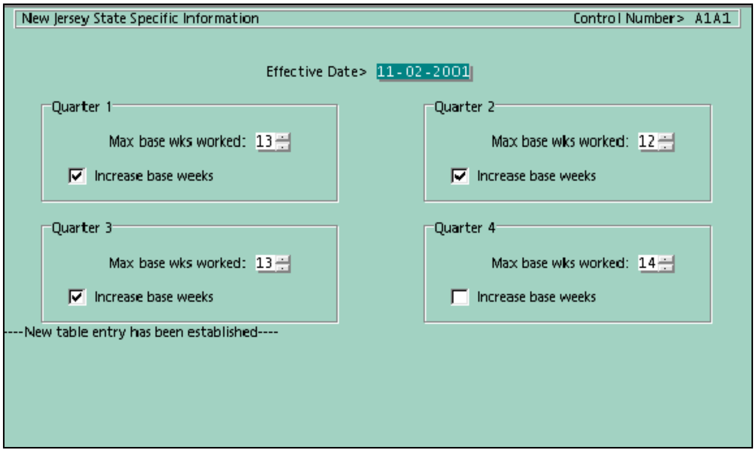
Component:	Payroll Setup Processing
Process:	US Quarterly Setup
Task:	New Jersey State Specific Information

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

3. **Enter the Maximum base weeks worked for Quarter 1**
   Use the arrows to enter the maximum base weeks worked in the first quarter. The value in this text box must be 12, 13, or 14.
4. **Specify whether to Increase base weeks for Quarter 1**
   Check this box to indicate that the employee's actual weeks worked can be increased up to the maximum base weeks worked for the first quarter.
5. **Enter the Maximum base weeks worked for Quarter 2**
   Use the arrows to enter the maximum base weeks worked in the second quarter. The value in this text box must be 12, 13, or 14.
6. **Specify whether to Increase base weeks for Quarter 2**
   Check this box to indicate that the employee's actual weeks worked can be increased up to the maximum base weeks worked for the second quarter.
7. **Enter the Maximum base weeks worked for Quarter 3**
   Use the arrows to enter the maximum base weeks worked in the third quarter. The value in this text box must be 12, 13, or 14.
8. **Specify whether to Increase base weeks for Quarter 3**
   Check this box to indicate that the employee's actual weeks worked can be increased up to the maximum base weeks worked for the third quarter.
9. **Enter the Maximum base weeks worked for Quarter 4**
   Use the arrows to enter the maximum base weeks worked in the fourth quarter. The value in this text box must be 12, 13, or 14.
10. **Specify whether to Increase base weeks for Quarter 4**
    Check this box to indicate that the employee's actual weeks worked can be increased up to the maximum base weeks worked for the fourth quarter.
11. **Save the record**
    Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the previous steps, the resulting form should look similar to the example that follows:



See also:

- ***State-specific quarterly reporting information***

For additional information about the New Jersey State Specific Information form (QNJSCR).

Entering New Mexico state specific information

The New Mexico State Specific Information form (QNMSCR) contains additional quarterly reporting information for New Mexico.

Note: *This form is not required unless the employer is a multi-county/location filer in the State of New Mexico.*

Note: *All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

To submit New Mexico specific information for the quarterly processor, follow these steps:

1. Access the New Mexico State Specific Information form (QNMSCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: New Mexico State Specific Information

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

3. **Specify Multi County Ind**

Check the Multi County Ind box if your organization has employees at more than one county or industry in the state.

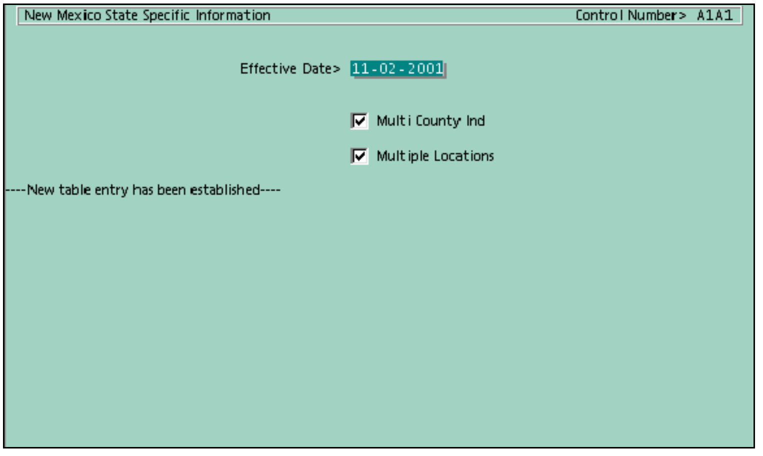
4. **Specify Multiple Locations**

Check the Multiple Locations box if your organization has employees at more than one location in the same county included in this report.

5. **Save the record**

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the previous steps, the resulting form should look similar to the example that follows:



See also:

- ***State-specific quarterly reporting information***

For additional information about the New Mexico State Specific Information form (QNMSCR).

Entering New York state specific information

The New York State Specific Information form (QNYSCR) contains additional quarterly reporting information for New York. If you are reporting to New York, you must complete this form.

Note: *This form is not required unless the employer is a seasonal filer in the State of New York.*

Note: *All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

To submit New York specific information for the quarterly processor, follow these steps:

1. Access the New York State Specific Information form (QNYSCR)

Access this form from the menus by choosing:

Component:	Payroll Setup Processing
Process:	US Quarterly Setup
Task:	New York State Specific Information

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

3. Specify Tax Jurisdiction Code/Seasonal Filer

Select this checkbox if your organization is a seasonal filer and, therefore, not required to report every quarter.

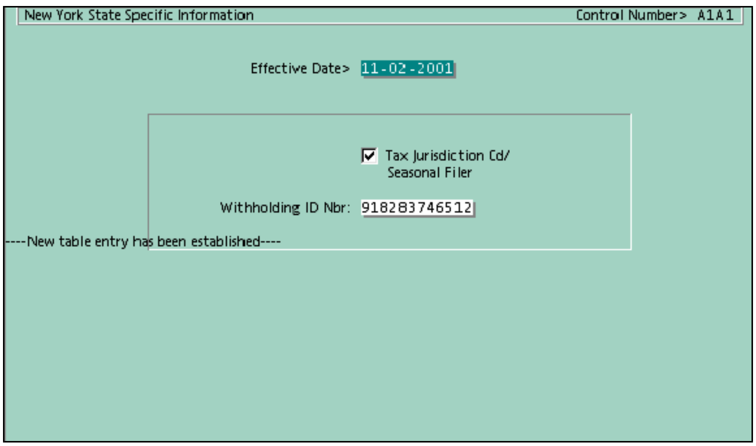
4. Enter the Withholding ID Number

Enter the Withholding ID Number for your organization.

5. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the previous steps, the resulting form should look similar to the example that follows:



See also:

- ***State-specific quarterly reporting information***

For additional information about the New York State Specific Information form (QNYSCR).

Entering North Dakota state specific information

The North Dakota State Specific Information form (QNDSCR) contains additional quarterly reporting information for North Dakota. If you are reporting to North Dakota, you must complete this form.

Note: *All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

To submit North Dakota specific information for the quarterly processor, follow these steps:

1. Access the North Dakota State Specific Information form (QNDSCR)

Access this form from the menus by choosing:

Component:	Payroll Setup Processing
Process:	US Quarterly Setup
Task:	North Dakota State Specific Information

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

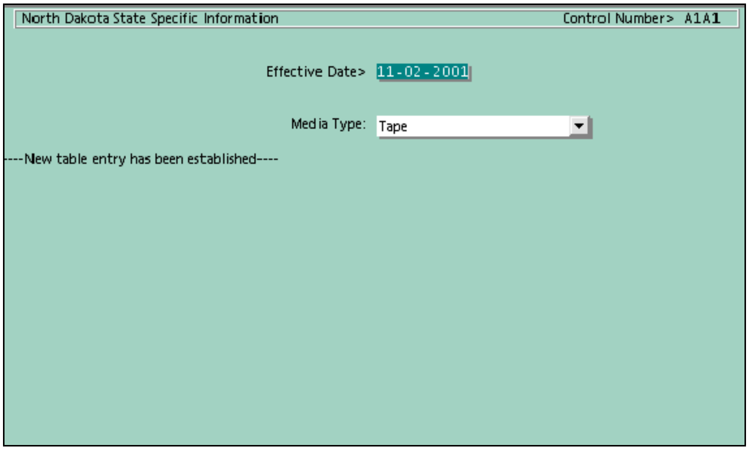
3. Select the Media Type

Select the media type from the drop down list.

4. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the previous steps, the resulting form should look similar to the example that follows:



See also:

- ***State-specific quarterly reporting information***

For additional information about the North Dakota State Specific Information form (QNDSCR).

Entering Wyoming state specific information

The Wyoming State Specific Information form (QWYSCR) contains additional quarterly reporting information for Wyoming. If you are reporting to Wyoming, you must complete this form.

Note: *All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).*

To submit Wyoming specific information for the quarterly processor, follow these steps:

1. Access the Wyoming State Specific Information form (QWYSCR)

Access this form from the menus by choosing:

Component:	Payroll Setup Processing
Process:	US Quarterly Setup
Task:	Wyoming State Specific Information

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

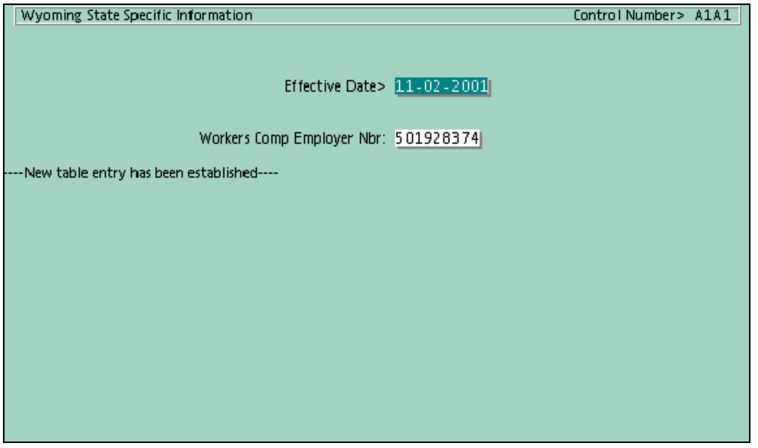
3. Enter the Workers Comp Employer Number

Enter your organization's workers compensation employer number.

4. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the previous steps, the resulting form should look similar to the example that follows:



See also:

- ***State-specific quarterly reporting information***

For additional information about the Wyoming State Specific Information form (QWYSCR).

Question answered

The following question is answered in this section:

Why should you review the Additional Quarterly Information form (QI-SCR) before each quarterly processing run?

CHAPTER 6

Entering Employee-Specific Information

In This Chapter

Introduction

This section discusses the forms available to enter additional employee-level information required by various states as well as step-by-step instructions for completing the forms used to gather the data.

Tasks

This section explains the following:

- Entering employee level quarterly reporting information
- Entering employee level tax information required for quarterly reporting

Prerequisites

Before you can prepare for quarterly processing, you must:

- Understand the concepts in Overview of Quarterly Processing
- Have a working knowledge of The Solution Series payroll component

☞ *Refer to the payroll documentation suite available on the web site, www.hewitt.com/ecyborg.*

Question answered

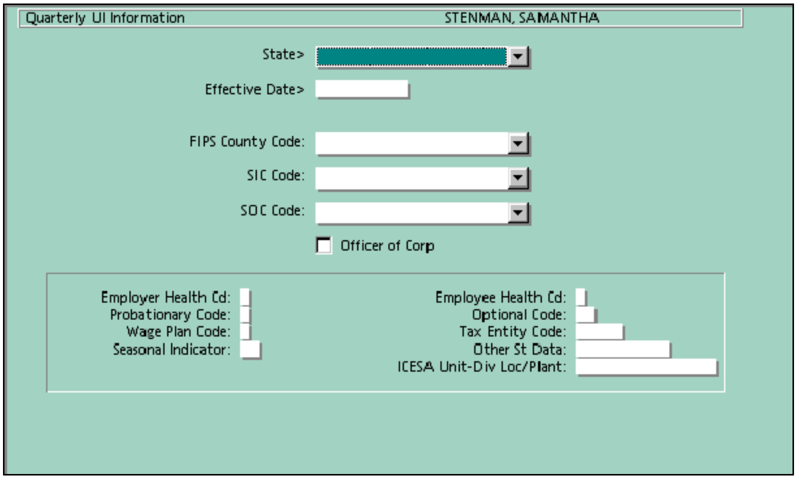
The following question is answered in this section:

If a filing entity requires that you should report the employer's health code, which form would you use to record it?

Employee-specific quarterly reporting information

Some states require information on an individual employee basis. The Quarterly UI Information form (EQ-SCR) and the Miscellaneous Tax Data form (MT-SCR) provide this information to the Quarterly Processor.

Use the Employee level Quarterly UI Information form (EQ-SCR) to enter employee-level information required by these states.



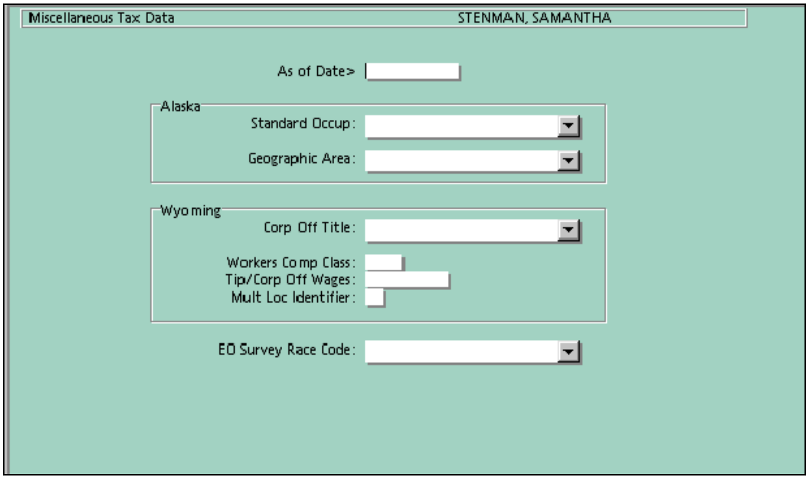
See also:

- Entering employee level quarterly reporting information ***(on page 79)***
For information on completing this form.

- Entering employee level quarterly reporting information ***(on page 79)***
For information on completing this form.

Some states, currently Alaska and Wyoming, require specialized employee-level tax information.

If you are reporting to Alaska or Wyoming use the Miscellaneous Tax Data form (MT-SCR) to enter this information.



See also:

- Entering employee level tax information required for quarterly reporting ***(on page 82)***

For detail about completing this form.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Entering employee level quarterly reporting information

Use the Quarterly UI Information form (EQ-SCR) to submit additional employee-level state UI information.

If you are reporting to states that require this information, you must complete this form. You can store this additional quarterly UI information by state or for 'All States'.

If the states in which you report require this information, you must complete this form for each employee whose information is included in that state's quarterly report.

You may have multiple occurrences of this form for an employee if that employee works in several states that require this information.

☞ *Please refer to the state detail pages in State Specific Information for instructions before completing this form.*

Note: *You may wish to add the Quarterly UI Information form (EQ-SCR) to the New Hire Checklist in order to ensure that this form is completed for all new employees.*

To submit additional employee-level quarterly information using the Quarterly UI Information form (EQ-SCR), follow these steps:

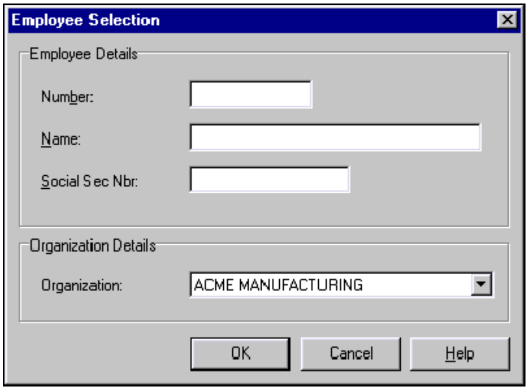
1. Access the Quarterly UI Information form (EQ-SCR)

Access this form from the menus by choosing:

Component:	Payroll Setup Processing
Process:	US Quarterly Setup
Task:	Quarterly UI Information

2. **Enter selection criteria**

On the Employee Selection form that pops-up, enter either the employee's number, name or social security number to select the employee for whom you wish to enter data.



3. **Select State(s) for output**

On the Quarterly UI Information form that appears next, use the drop down list box to select 'All States' to include this information for all states or select the specific state for which you are reporting.

4. **Specify the Effective Date**

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

5. **Select the FIPS County Code**

Select the appropriate FIPS (Federal Information Processing Standard) County Code for the employee's work site.

6. **Select the SIC Code**

Select the Standard Industrial Classification Code (SIC) assigned to the employee's reporting unit.

7. **Select the SOC Code**

Enter the Standard Occupational Classification Code (SOC) assigned to this employee.

Note: *The option list of Standard Occupational Classification Codes (PR64) for this entry is user filled from the Department of Labor's Standard Occupational Classification codes that apply to this business.*

8. **Specify whether the employee is a Corporate Officer**

If the employee is an officer of the corporation, select this check box. Otherwise leave this box blank.

9. **Specify Employer Health Code**

Specify whether an employer health code is included.

States requiring this information will define the options for this field.

10. Specify Probationary Code

Specify whether a probationary code is included.

States requiring this information will define the options for this field.

11. Specify Wage Plan Code

Specify whether a wage plan code is included.

States requiring this information will define the options for this field.

12. Specify Seasonal Indicator

Specify whether the business or your organization is seasonal.

States requiring this information will define the options for this field.

13. Specify Employee Health Code

Specify whether an employee health code is included.

States requiring this information will define the options for this field.

14. Specify Optional Code

Use this text box to enter any additional information required by the reporting entity.

15. Specify Tax Entity

States requiring this information will define the options for the Tax Entity Code field.

This field accepts 5 characters.

16. Specify Other State Data

Use this text box to enter any additional information required by the reporting entity.

17. Enter the ICESA Unit-Div Loc/Plant

Enter the ICESA (Interstate Conference of Employment Security Agencies) code assigned to identify wages by work site.

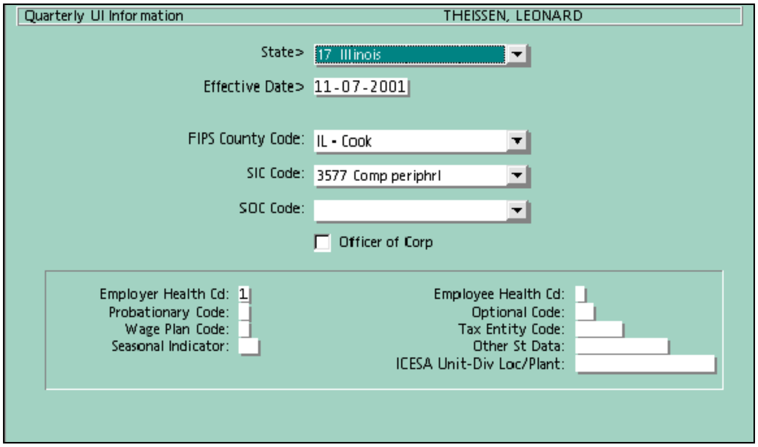
Note: *If you have setup BLS reporting on the Multiple Worksite Reporting Screen 1 (BL1SCR) any entry you make in this field will override the entry on the BL1SCR..*

If no entry is made in this field the Unit will be picked up from the BL1SCR if you have establishment reporting in effect.

18. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

If you completed the previous steps, the resulting form should look similar to the example that follows:


Quarterly UI Information THEISSEN, LEONARD

State> 17 Illinois

Effective Date> 11-07-2001

FIPS County Code: IL - Cook

SIC Code: 3577 Comp periphrl

SOC Code:

Officer of Corp

Employer Health Cd: 1

Probationary Code:

Wage Plan Code:

Seasonal Indicator:

Employee Health Cd:

Optional Code:

Tax Entity Code:

Other St Data:

ICESA Unit-Div Loc/Plant:

See also:

- Employee-specific quarterly reporting information ***(on page 77)***

For more information about the Quarterly UI Information form (EQ-SCR).

Entering employee level tax information required for quarterly reporting

The Miscellaneous Tax Data form (MT-SCR) contains additional quarterly reporting tax information for Alaska and Wyoming. If you are reporting to either or both of these states, you must complete this form.

To submit additional employee-level quarterly information using the Miscellaneous Tax Data form (MT-SCR), follow these steps:

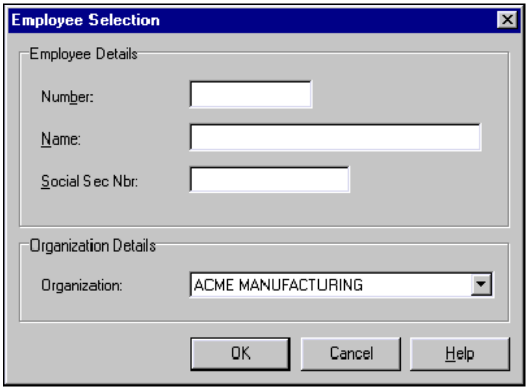
1. Access the Miscellaneous Tax Information form (MT-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Miscellaneous Tax Data

2. Enter selection criteria

On the Employee Selection form that pops-up, enter either the employee's number, name or social security number to select the employee for whom you wish to enter data.



3. Enter the As of Date

Enter the date on which the information on this form became effective.

4. (Alaska only) Select the Standard Occupational Classification

Select the employee's Alaska standard occupational classification code from the drop down list.

Note: *The option list of Standard Occupational Classification Codes (PR64) for this entry is user filled from the Department of Labor's Standard Occupational Classification codes that apply to this business.*

5. (Alaska only) Select the Geographic Area

Select the employee's Alaska geographic area from the drop down list.

6. (Wyoming only) Specify Corporate Officer's Title

If the Wyoming employee is an officer of the corporation, select the corporate officer title from the drop down list.

7. (Wyoming only) Enter the Workers' Comp Classification

Enter the employee's Wyoming Workers' Compensation Classification ID.

The workers compensation class code is assigned by Wyoming.

8. (Wyoming only) Enter the Tip/Corporate Officer Wages

Enter the amount of the Wyoming employee's tip/corporate officer wages for Wyoming workers compensation, if applicable.

9. (Wyoming only) Specify whether this employee works in Multiple Locations

Enter the employee's Wyoming Multiple Location Identifier.

Refer to the Wyoming Department of Employment for this ID.

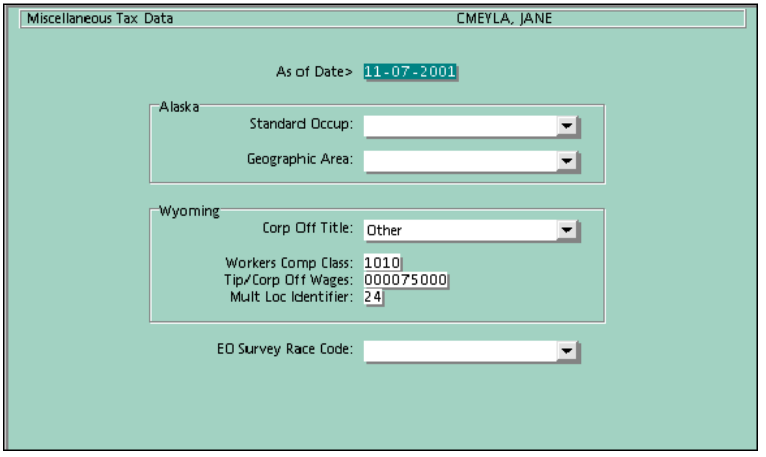
10. Select the EO Survey Race Code

Note: This entry is not required for Quarterly Reporting.

11. Save the record

Click Save or press Enter to submit the completed form.

If you completed the previous steps, the resulting form should look similar to the example that follows:



See also:

- Employee-specific quarterly reporting information ***(on page 77)***

For more information about the Miscellaneous Tax Data form (MT-SCR).

Review of Question Answered

If a filing entity requires that you should report the employer's health code, which form would you use to record it?

PART 3

Processing

In This Section

CHAPTER 7

Creating Quarterly Reporting Output

In This Chapter

Introduction

This section describes how to prepare for and generate quarterly reports.

Tasks

This section explains the following:

- Selecting states for quarterly processing
- Running the Quarterly Processor
- Reviewing output reports

Prerequisites

Before you can prepare for quarterly processing, you must:

- Understand the concepts in Overview of Quarterly Processing
- Have a working knowledge of The Solution Series payroll component

☞ *Refer to the payroll documentation suite available on the web site, www.hewitt.com/ecyborg.*

Questions answered

The following questions are answered in this section:

1. What documentation should be reviewed as you prepare for quarterly processing?
2. Why should a special quarterly processing environment be prepared?
3. How do I indicate the states for which reports should be prepared?
4. What job(s) do I run to extract the quarterly reporting information?
5. What output can I review to check the reporting accuracy?

Preparation for processing quarterly information

Before you begin processing for any quarter, you must always review all current, updated quarterly reporting information, including:

- Updates from filing entities to which you submit reports
- The current quarterly regulatory bulletin

Note: *We rely on customers for quarterly reporting updates as well as information received from the states. As a software vendor, not all filing entities consider us an employer and, therefore, they may not automatically update us with changes to their filing requirements. Because of this you must keep up-to-date on information from the filing entities and watch for any changes in filing format requirements. Please check with us to make sure we are aware of any changes of which you have received notice.*

Once you have reviewed all applicable reporting information, you must make any changes in your quarterly setup that are necessary to update the outputs for the filing entities to which you submit reports.

Note: *It is critical that you review the information listed above every quarter before you begin processing your quarterly reporting information.*

Set up a duplicate environment

Before you begin to process quarterly reporting information, you must set-up a duplicate processing environment.

If you attempt to do quarterly processing in your production environment, any changes made to FILE01 while the quarterly processor is running may affect the quarterly results.

By establishing a separate environment for quarterly processing, you will be working with a P20 that is not subject to change. It is a 'frozen' image of FILE02 as of the extraction.

Note: *Never skip this step. Do not process quarterly information in your production environment.*

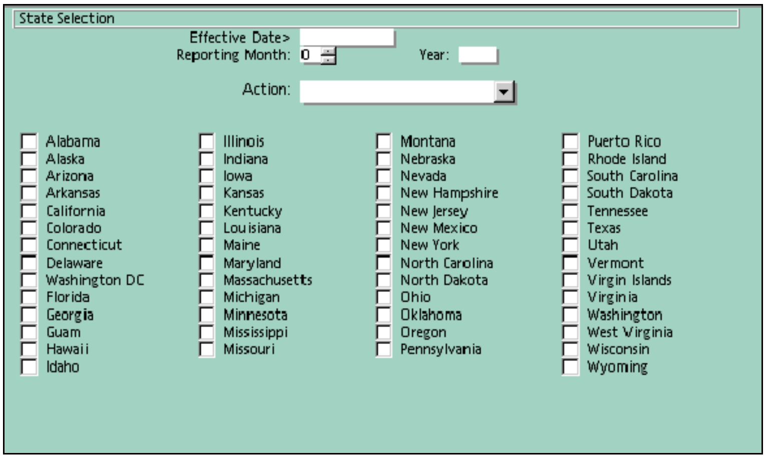
Select states for processing

The State Selection form (QL-SCR) is used to select states for quarterly processing.

The Effective Date for the QL-SCR is compared to the system date on the day the Quarterly Processor is run. The QL-SCR transaction with an effective date closest to, but not exceeding, the date of a Quarterly Processor run will be chosen and will determine the quarter for which the run is being made (and the states which are selected).

It is recommended that the QL-SCR be entered each quarter with the current date as the effective date. The Quarterly Processor may then be rerun as many times as necessary for the current quarter without changing the QL-SCR quarter end date.

The State Selection form is shown below.



See also:

- Selecting states for quarterly reporting ***(on page 100)***

For more detailed directions for completing this form.

Extract quarterly reporting information

The Quarterly Extract Program extracts the employee-level information to be processed from the Employee Database (FILE02).

The extract program extracts every employee in the Employee Database (FILE02) in one pass, with every piece of information that any filing entity might require.

From this information, the extract program creates the Extracted Quarterly Information Data File (P50QTR).

The extraction process creates a record for each state tax authority for which the submitter has Unemployment Insurance (UI) data.

Changing information in the System Control Repository (FILE01)

Although you may make changes to the System Control Repository at any time, if you make changes during quarterly report processing, re-execute the quarterly extract process.

However, if you modify establishment reporting, EIN, or state UI information after executing quarterly reporting, you must re-extract the quarterly information.

Changing information in the Employee Information File (FILE02)

Although you may make changes to the Employee Information File at any time, if you make changes during quarterly report processing, you must re-extract the quarterly reporting process.

If you make any changes to FILE02 after executing quarterly report processing, you must re-execute the process that creates the quarterly information extract file.

Note: *If you make any changes to the Tax Specification Information form (T1-SCR), you must rerun the extract.*

See also:

- Running the quarterly processor ***(on page 101)***

For details on executing the jobs that comprise the quarterly processing.

Review quarterly reports and output files

Each of the jobs that make up the quarterly processing produces reports that can be used to verify that the jobs ran correctly and to verify the accuracy of the data being reported.

☞ *See* **Report Quick Reference** *(on page 115).*

After running the quarterly processing, you should review the output that you will send the filing entities to verify the data and format is correct.

Government publications list specifications so you can identify what the output is for each filing entity and what to look for in your formatted output. Although states may accept multiple formats, the Quarterly processor is programmed to one format per state in the order of MMREF, ICESA, TIB-4, or custom.

☞ *See State Specific Information for expected output for each filing entity.*

Note: *We do our best to make sure that all quarterly reporting output is accurate, but it is your responsibility to verify your output files for accuracy of information and format.*

Archive the quarterly data

Archive the P20 file and FILE01 so that should it be necessary to re-run the quarterly reports, you will be able to access the same data.

Detailed Directions

This section provides detailed instructions for the tasks summarized in the previous section.

Note: *You must have followed and completed the Detailed Directions described in the previous section to guarantee the successful completion of the following Detailed Directions.*

Tasks

Preparing for quarterly report processing

1. **Review all current updates from quarterly filing entities**
   Review all update information to be aware of any changes that apply to entities to which you submit quarterly reporting files.

2. **Apply all changes in your quarterly setup that are required by the filing entities**
   Before you can process the quarterly information, you must be sure to apply any changes required by filing entities to which you submit quarterly reports.

3. **Review all current formatting information such as ICESA**
   Review all update information to be aware of any changes that apply to the format in which you submit quarterly reporting files.

4. **Apply all changes to your quarterly setup that are required for the format**
   Before you can process the quarterly information, you must be sure to apply any changes required for the format in which you submit quarterly reporting files.

5. **Review the current quarterly regulatory bulletin**
   The regulatory bulletin lists any filing entity changes processed for the current quarter.

6. **Apply the updated files included with the quarterly regulatory bulletin**
   New files and quarterly documentation are issued each quarter. Apply these updated files and any other changes to your system.

7. **Review data previously entered**
   Review data that you have previously entered on the forms described in the preceding sections to ensure that the data is correct.

8. **Check that WL transactions exist**

   WL transactions must exist for each organization being selected for quarterly processing. If you have added organization(s) during the quarter and plan to report on them during the current processing, make sure that WL transactions have been created for them.

Creating a new processing environment

Your computer platform installation guide includes instructions for creating environments. Please refer to that guide to set-up your duplicate processing environment.

Selecting states for quarterly reporting

Note: You must complete this form each quarter.

Use the State Selection form (QL-SCR) to select the states for which you want to generate quarterly output and to enter reporting month and year.

To select states for output, follow these steps.

1. **Access the State Selection form (QL-SCR)**

   Access this form from the menus by choosing:

   Component: Payroll Setup Processing
   Process: US Quarterly Setup
   Task: Selecting State for Quarterly Processing

2. **Enter the effective date**

   Enter the current date.

3. **Select the reporting month**

   Use the arrows to select the reporting month. The option you select is the number of the last month in the reporting quarter.

Number	Month
3	March
6	June
9	September
12	December

4. **Enter the reporting year**

   Enter the complete, four-digit year for which you are submitting this quarterly information.

5. **Specify the action**

   Use the drop down list to select an action. The Action field options are in the All/Exclude/Include option list (PR63).

   The options are:

- **All:** Select All in the Action field to generate quarterly output formatted appropriately for all states included in the Extract File.
- **Exclude:** If you select Exclude in the Action field, you must select the states to exclude from quarterly report processing. The quarterly processor then generates output formatted for all of the states except those you selected.
- **Include:** If you select Include in the Action field, you must select the states to include in the quarterly reporting process. The quarterly processor then generates output formatted for all states you selected.

Note: *If you select All, checks in the state boxes will be ignored.*

6. Select states to exclude or include from processing (optional)

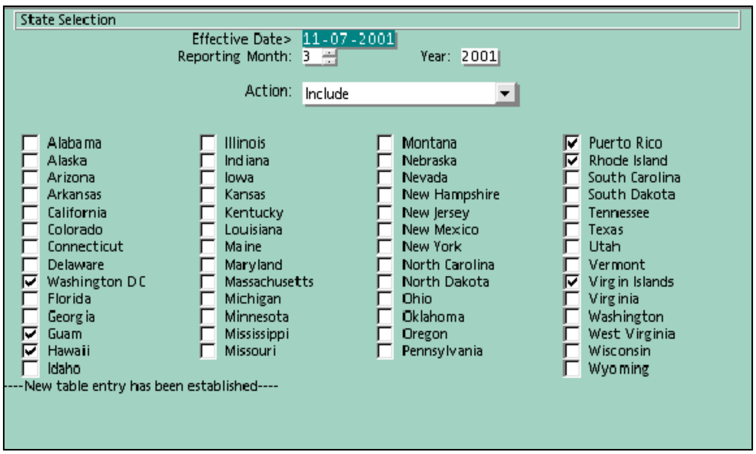
If you selected the Exclude option, you must individually select only states for which you do not want to generate quarterly output.

If you selected the Include option, you must individually select only states for which you want to generate quarterly output.

7. Save the record

Click Save or press Enter to submit the completed form.

If you completed the previous steps, the resulting form should look similar to the example that follows:



Running the quarterly processor

To create the quarterly information extract file:

1. Create the P20 Batch Master file

To create the P20 Batch Master File, execute the JPAYXTR jobstream.

For example:

jpayxtr > ..\log\payxtr.log

Review the log file and then the payxtr.03 file to determine if there were any errors. Correct any errors before proceeding.

2. Create the extract file

Execute the standard jobstream JMNTRUN or JPAYRUN to create the quarterly information extract file.

You must place in any of positions 19-80 of the P4 parameter card (contained in the P05RDR file for the P4CALC step) a single non-numeric character that corresponds to the Report Select character on the DD-SCR for the following report generators:

- Main Extract Generator (7F7F)
- Balancing Report by Organization (7I7I)
- Balancing Report by State (7J7J)
- Exceptions Listing (7K7K)

As delivered, the DD transactions for these report generators contain the character '*' in the Report Select field.

For example, on an NT platform:

```
JMNTRUN > JMNTRUN.LOG
```

Review the log and then the Transaction Load Report and the Payroll Audit Trail files to determine if there were any errors.

Note: *It is imperative that you research and resolve the reason any name appears on the Exceptions Listing (7K7K) as those employees will not appear in the quarterly processing run.*

Other outputs to review include the Exceptions Listing (7K7K), the Balancing Report by Organizations (7I7I), and the Balancing Report by State (7J7J).

File ID	File Description
PRINT1	Payroll Audit Trail, Options and Exceptions Report
PRINT3	Exceptions Listing
PRINT4	Balancing Report by Organization, Balancing Report by State

☞ *See* **Report Quick Reference** *(on page 115).*

3. Format the quarterly data and produce media

To format the quarterly data and produce reporting media for the various filing entities, run JQTRRUN.

For example:

```
jqtrrun > ..\log\jqtrrun.log
```

Review the Options and Exceptions Report (P5QTR). The processing totals should foot back to the balancing reports created during the pay or maintenance run in Step 2. If they do not, the report will note that fact.

Also review the Employee Detail Audit (P5QAUD) report produced from this job.

Printing and reviewing the output files

Use the Cyborg Print Utility to print and view reports

Note: *With the release of this quarterly processing software, a print utility has been included that will facilitate printing and viewing quarterly reports. The Cyborg Print Utility program can be activated by using a desktop shortcut icon on your PC. Please contact your technical support staff if you need assistance in creating the shortcut.*

☞ *Refer to the online help system to utilize the Cyborg Print Utility (CYBPRUTL) to print and view the Quarterly Processor outputs.*

Review the output files to confirm that the format and content are correct according to the filing entity's specifications.

Archiving the quarterly data

After processing is complete and reports sent to the filing entities, archive the P20 file and FILE01.

This ensures that quarterly reports can be re-created if necessary.

Review of Questions Answered

1. What documentation should be reviewed as I prepare for quarterly processing?

2. Why should a special quarterly processing environment be prepared?

3. How do I indicate the states for which reports should be prepared?

4. What job(s) do I run to extract the quarterly reporting information?

5. What output can I review to check the reporting accuracy?

PART 4

Appendices

In This Section

APPENDIX A

Practice and Review Answers

In This Appendix

Overview of Quarterly Processing

Review of Questions Answered

1. What is Quarterly Reporting?
   The submission of quarterly contribution and SUI wage information to the filing entities in all states in which a company has employees.

2. What are the magnetic media reporting formats used?
   MMREF, ICESA, TIB-4 and custom

Note: *Remember that although states may accept multiple formats, the Quarterly processor is programmed to one format per state in the order of MMREF, ICESA, TIB-4, or custom.*

3. Which quarterly processor-related activities must be performed each reporting period?
   Review of current, updated quarterly reporting information

   Setup of quarterly processing environment

   Extraction and formatting of data

   Review of quarterly reports and output files

   Archival of quarterly data

Creating File Header Records

Review of Questions Answered

1. What types of information do Quarterly Processor file headers contain?
   The name, address, and EIN of the business submitting the information.

   The name, address, and phone number of the person to contact at the business if there is a problem with the magnetic media.

   The name and address of the company to which the magnetic media should be returned.

   Computer-related information such as computer manufacturer, media density, recording code, number of tracks, and blocking factor.

2. What is a filing entity?
   The filing entity is the state or states in which you are filing quarterly reports.

3. How does the Quarterly Processor use the Effective Date field?
   The Effective Date allows you to track changes as they occur, maintain tables for historical purposes, and future date tables for changes that will go into effect at a later time.

   During processing, the Quarterly Processor uses the most recent, not future dated occurrence on the form.

Setting Up and Using Quarterly Table Control Numbers

Review of Questions Answered

1. Why would I share tables?
   So that you do not have to enter the same data for each organization.
2. To what level can I share?
   Several or all organizations may access the same set of tables.
3. Why develop a naming strategy for control numbers?
   The control numbers give the system direction as to the specific tables to access for a particular organization.

   For example, if you have an organization that must have its own table for Employer Information and another organization will use different Employer Information, then you would establish two employer information control numbers.
4. Why enter future table dates? Why isn't it always a good idea to do so?
   The table date reflects the effective date of the table. The quarterly reporting process ignores any tables that are set up with a date that is beyond the quarter-end date for the quarter being processed except for the State Selection form (QL-SCR).

   You may create future date tables, in which case the Quarterly Processor ignores the table data until that time. Use great care when using future-dated tables.
5. What difference does it make in Quarterly Reporting if you use establishment reporting instead of reporting by organization (Control 1–2)?
   By using establishment reporting an employer can file wage reports by location or unit to the Bureau of Labor Statistics (BLS).

Entering State-Specific Information

Review of Question Answered

Why should you review the Additional Quarterly Information form (QI-SCR) before each quarterly processing run?

You must review it every quarter prior to running the Quarterly Processor to clear or update such fields as Prev Qtr Underpay, Interest, Penalty, and so forth that were entered for the preceding quarter.

Entering Employee-Specific Information

Review of Question Answered

If a filing entity requires that you should report the employer's health code, which form would you use to record it?

The Quarterly UI Information form (EQ-SCR) is used to record the employer's health code.

Creating Quarterly Reporting Output

Review of Questions Answered

1. What documentation should be reviewed as I prepare for quarterly processing?
   The current quarterly regulatory bulletin

   Updates from filing entities to which you submit reports

2. Why should a special quarterly processing environment be prepared?
   If you attempt to do quarterly processing in your production environment, any changes made to FILE01 while the quarterly processor is running may affect the quarterly results.

   By establishing a separate environment for quarterly processing, you will be working with a P20 that is not subject to change. This also facilitates re-running a quarter.

3. How do I indicate which states should be processed?
   Use the State Selection form (QL-SCR) to select states for quarterly processing.

4. What job(s) do I run to extract the quarterly reporting information?
   JPAYXTR to create the P20 Batch Master file

   Depending upon your setup, either JPAYRUN or JMNTRUN

   JQTRRUN to format the quarterly data and produce media

5. What output can I review to check the reporting accuracy?
   Transaction Load Report (Translod)

File ID	File Description
PRINT1	Payroll Audit Trail, Options and Exceptions Report, Magnetic Media Audit Detail, Summary Totals
PRINT3	Exceptions Listing
PRINT4	Balancing Report by Organization, Balancing Report by State
9091 or 2T2T	Tax Filing Report

APPENDIX B

Report Quick Reference

In This Appendix

Payroll Audit Trail

Refer to the Payroll Reports and Balancing manual for more information about the Payroll Audit Trail (0101).

Report generators resident on the Sequential Master File are listed at the beginning of the report. Each of the reports is listed as being either LOADED or NOT LOADED.

LOADED means that the report is available to be produced on this run; NOT LOADED means that it cannot be produced.

Under each organization's section of the Payroll Audit Trail report, each report that has a Report Requests form (DD-SCR) entry is listed as either SELECTED or NOT SELECTED. A report will only be produced for an organization if it has been selected. In order for a report to be selected it must be LOADED.

Quarterly reporting report generators will be selected if the Report Select non-numeric character in the DD-SCR matches any of positions 19-80 of the P4CALC P4 transaction found at the top of the Payroll Audit Trail (0101).

Special considerations

The Payroll Audit Trail (0101) report should always be printed. Do not suppress the printing of this report.

See also:

- Payroll Audit Trail - Example ***(see "Payroll Audit Trail" on page 117)***

For more information on this report.

Payroll Audit Trail

```
                                                                      PAYROLL AUDIT TRAIL    REPT                     FILE VERSION    PAGE     1
                                                                                             0101                     TIME 15:52 DATE 06/30/2004
CC   EMPLOYEE IDENT-   FLD FIELD              FIELD OR CARD CONTENTS         CARD  MESSAGE                                         BATCH    CARD
      NUMBER  IFIER    NBR NAME                                              COLS.                                                 NBR.     NBR.
PROGRAM VERS.  38.05         *COPYRIGHT (C) 1989 - 2004 HEWITT ASSOCIATES LLC
H2
P4                 *
R0  0A              2            NOT LOADED                    PERMANENT CONSTANTS                                        10/05/04 11:41:39
R0  0G              2            NOT LOADED                    VARIABLE CONSTANTS                                         10/05/04 11:41:39
R0  0O              2            NOT LOADED                    WRKFLDS                                                    10/05/04 11:41:39
R0  0P              2            NOT LOADED                    PAY CONSTANTS                                              10/05/04 11:41:39
R0  17              2            NOT LOADED                    EDIT ERROR MESSAGES                                        10/05/04 11:41:39
R0  18              2            NOT LOADED                    ROUTINE NUMBERS 000-099                                    10/05/04 11:41:39
R0  19              2            NOT LOADED                    ROUTINE NUMBERS 100-255                                    10/05/04 11:41:39
R0  20              2            NOT LOADED                    DEFINE USER EDIT TABLES                                    05/23/04 08:55:31
R0  21              2            NOT LOADED                    FIELD NUMBERS 1-100                                        10/05/04 11:41:39
R0  22              2            NOT LOADED                    FIELD NUMBERS 101-200                                      10/05/04 11:41:39
R0  23              2            NOT LOADED                    FIELD NUMBERS 201-300                                      10/05/04 11:41:39
R0  24              2            NOT LOADED                    FIELD NUMBERS 301-400                                      10/05/04 11:41:39
R0  25              2            NOT LOADED                    FIELD NUMBERS 401-500                                      10/05/04 11:41:39
R0  26              2            NOT LOADED                    FIELD NUMBERS 501-600                                      10/05/04 11:41:39
R0  27              2            NOT LOADED                    FIELD NUMBERS 601-700                                      10/05/04 11:41:39
R0  28              2            NOT LOADED                    FIELD NUMBERS 701-800                                      10/05/04 11:41:39
R0  29              2            NOT LOADED                    FIELD NUMBERS 801-900                                      10/05/04 11:41:39
R00101            O 0            LOADED                        PAYROLL AUDIT TRAIL                                        10/05/04 11:41:39
R00103         CT O 0            LOADED                        CONTROL HEADERS                                            11/30/04 14:40:39
R00202       7                   LOADED                        MASTER FILE PRINT                                          10/05/04 11:41:39
R00505       7                   LOADED                        ACCRUAL REPORT                                             10/05/04 11:41:39
R01C1C  234XXX    H              LOADED                        PAY RECONCILIATION                                         10/05/04 11:41:39
R01H1H 1234   C   H              LOADED                        HISTORY REPORT                                             10/05/04 11:41:39
R01J1J      6  T                 LOADED                        QTRLY EE LIST                                              07/17/04 08:02:12
R01L1L          L L              LOADED                        LABOR REPORT                                               10/05/04 11:41:39
R01N1N       7                   LOADED                        JIMM TEST                                                  04/10/04 16:15:11
R02222                           LOADED                        COMBINED REGISTER                                          10/05/04 11:41:39
R02B2B       7C                  LOADED                        FLAG ACTIVE J'S                                            07/17/04 08:02:12
R02H2H 1234   C                  LOADED                        HED'S-COMBINED REGISTER                                    10/05/04 11:41:39
R02T2T 1234   C                  LOADED                        TAXES-COMBINED REGISTER                                    10/05/04 11:41:39
R05G5S              Y            NOT LOADED                    W2 ST/LCL PAIRING V00.01                                   11/30/04 14:40:39
R05G7G                           LOADED                        QTRLY EXCEPTIONS SUBRTN                                    04/15/04 18:48:10
R05G7P                           LOADED                        QTRLY EXCEPTIONS SUBRTN                                    11/14/04 15:50:39
R05G7Q                           LOADED                        QRTRLY 1ST EE RTNS  V1.0                                   11/14/04 15:50:39
R05G9W                           LOADED                        HOURS WORKED M.C.                                          04/10/04 16:15:11
R05H5Z              4            NOT LOADED                    ON-LINE CSSS ROOT                                          10/05/04 11:41:39
R06767 1234                      LOADED                        DEPOSIT SLIP-COMB. REG.                                    10/05/04 11:41:39
R06868 1234                      LOADED                        CHECK-COMBINED REGISTER                                    10/05/04 11:41:39
R07F7F      6 CT O               LOADED                        QRTRLY PROCESSOR EXTRACT                                   11/14/04 15:50:39
R07I7I                           LOADED                        QTR PRCSR BAL C1-2  V1.0                                   11/14/04 15:50:39
R07J7J                           LOADED                        QTR PRCSR BAL STATE V1.0                                   11/14/04 15:50:39
R07K7K                           LOADED                        QRTRLY PRCSSR EXCEPTV1.0                                   11/14/04 15:50:39
```

```
R09090 1234   C                 LOADED                        PAID FREQ TAX FILING RPT                               04/10/04 16:15:11
R09091 1234   C                 LOADED                        ALL FREQ. TAX FILING RPT                               04/10/04 16:15:11
R09D9D       7                  LOADED                        1099 MISC                                              10/24/04 11:16:10
POSITIONS LEFT IN DATA AREAS - REPORT AREA  77,659 PAYER AREA  70,816 TAX AREA  99,999 EMPLOYEE AREA  71,333 AREAW   77,355
```

Balancing Report by Organization

The Balancing Report by Organization (7I7I) prints a total by states being reported upon of the gross state wages, taxable, total, and excess SUI wages, and the number of employees.

Business Tasks

This report is used to complete the following business task:

- verify data against one of the Tax Filing reports, either 2T2T or 9091.

Report field details

- **Gross State Wages**—118.
- **Taxable SUI Wages**—121.
- **Total SUI Wages**—123.
- **Excess SUI Wages**—123 - (minus) 121.
- **Number Emps**—Number of employees for whom wages were reported in that state.

See also:

■ Balancing Report by Organization - Example ***(on page 121)***
For more information on this report.

Balancing Report by Organization - Example

```
CORPORATION  01   US 1099 TEST COMPANY                 QUARTERLY PROCESSOR        REPT                       FILE VERSION 39 PAGE     1
REGION       1099 TEST DATA FOR 1099 PROCESSING  BALANCING REPORT BY ORGANIZATION  7I7I                       TIME 15:52 DATE 06/30/2004
                                                                      GROSS        TAXABLE           TOTAL          EXCESS      NUMBER
                                                                STATE WAGES      SUI WAGES       SUI WAGES       SUI WAGES        EMPS
*STATE TOTAL     ALABAMA                    PROC             150,868.16      40,000.00      148,601.20      108,601.20           5
                                            TOTAL            150,868.16      40,000.00      148,601.20      108,601.20           5
*STATE TOTAL     ALASKA                     PROC             150,868.16     123,303.84      148,450.24       25,146.40           5
                                            TOTAL            150,868.16     123,303.84      148,450.24       25,146.40           5
*STATE TOTAL     ARIZONA                    PROC             150,868.16      35,000.00      148,601.20      113,601.20           5
                                            TOTAL            150,868.16      35,000.00      148,601.20      113,601.20           5
*STATE TOTAL     ARKANSAS                   PROC             150,868.16      45,000.00      148,601.20      103,601.20           5
                                            TOTAL            150,868.16      45,000.00      148,601.20      103,601.20           5
*STATE TOTAL     CALIFORNIA                 PROC             150,868.16      35,000.00      148,601.20      113,601.20           5
                                            TOTAL            150,868.16      35,000.00      148,601.20      113,601.20           5
*STATE TOTAL     COLORADO                   PROC             150,868.16      50,000.00      148,601.20       98,601.20           5
                                            TOTAL            150,868.16      50,000.00      148,601.20       98,601.20           5
*STATE TOTAL     CONNECTICUT                PROC             150,868.16      75,000.00      148,601.20       73,601.20           5
                                            TOTAL            150,868.16      75,000.00      148,601.20       73,601.20           5
*STATE TOTAL     DELAWARE                   PROC             150,868.16      42,500.00      148,601.20      106,101.20           5
                                            TOTAL            150,868.16      42,500.00      148,601.20      106,101.20           5
*STATE TOTAL     FLORIDA                    PROC             150,868.16      35,000.00      148,601.20      113,601.20           5
                                            TOTAL            150,868.16      35,000.00      148,601.20      113,601.20           5
*STATE TOTAL     GEORGIA                    PROC             150,868.16      42,500.00      148,601.20      106,101.20           5
                                            TOTAL            150,868.16      42,500.00      148,601.20      106,101.20           5
```

Note: This is a partial report listing. After listing all states for an organization, total lines will print. For example:

```
ORG.  TOTAL     011099                     PROC          7,484,679.52    2,998,910.24    7,372,362.16    4,373,451.92          247
                                           TOTAL         7,484,679.52    2,998,910.24    7,372,362.16    4,373,451.92          247
```

There will also be report grand totals given at the end of the Balancing Report by Organization. For example:

```
GRAND TOTAL     7I7I                       PROC         33,540,334.64   12,170,599.76   33,168,626.64   20,998,026.88        1,187
                                           REJ          23,599,007.72    8,777,407.24   22,663,920.66   13,886,513.42          963
                                           TOTAL        57,139,342.36   20,948,007.00   55,832,547.30   34,884,540.30        2,150   </STYLE>
```

Balancing Report by State

The Balancing Report by State (7J7J) prints for each state gross state wages, taxable, total, and excess SUI wages, and number of employees paid in each organization of the state.

Business Tasks

This report is used to complete the following business task:

- Verify data against the Balancing Report by Organization (7I7I)

Report field details

- **Organization**—Control 1–2.
- **Gross State Wages**—118.
- **Taxable SUI Wages**—121.
- **Total SUI Wages**—123.
- **Excess SUI Wages**—123 - (minus) 121.
- **Number Emps**—Number of employees in that state.

See also:

■ Balancing Report by State - Example ***(on page 123)***
For more information on this report.

Balancing Report by State - Example

```
STATE-2AL                                             QUARTERLY PROCESSOR        REPT                FILE VERSION 38 PAGE     1
                 ALABAMA                              BALANCING REPORT BY STATE      7J7J                TIME 15:52 DATE 06/30/2004
                                    ORGAN-                        GROSS       TAXABLE            TOTAL            EXCESS      NUMBER
                 SUI#               IZATION                 STATE WAGES       SUI WAGES        SUI WAGES        SUI WAGES       EMPS
*                0910638AL          011099
                                          PROC           150,868.16       40,000.00       148,601.20       108,601.20           5
                                          TOTAL          150,868.16       40,000.00       148,601.20       108,601.20           5
*SUI#  TOTAL     0910638AL                PROC           150,868.16       40,000.00       148,601.20       108,601.20           5
                                          TOTAL          150,868.16       40,000.00       148,601.20       108,601.20           5
*                1910638AL          01ATLA
                                          REJ             99,813.92       50,240.00        99,601.92        49,361.92          18
                                          TOTAL           99,813.92       50,240.00        99,601.92        49,361.92          18
*                1910638AL          01MICH
                                          PROC           392,548.56      130,240.00       387,823.44       257,583.44          28
                                          TOTAL          392,548.56      130,240.00       387,823.44       257,583.44          28
*SUI#  TOTAL     1910638AL                PROC           392,548.56      130,240.00       387,823.44       257,583.44          28
                                          REJ             99,813.92       50,240.00        99,601.92        49,361.92          18
                                          TOTAL          492,362.48      180,480.00       487,425.36       306,945.36          46
*                4910638AL          01W2US
                                          REJ            141,866.48       40,000.00       139,620.32        99,620.32           5
                                          TOTAL          141,866.48       40,000.00       139,620.32        99,620.32           5
*SUI#  TOTAL     4910638AL                REJ            141,866.48       40,000.00       139,620.32        99,620.32           5
                                          TOTAL          141,866.48       40,000.00       139,620.32        99,620.32           5
*STATE TOTAL     ALABAMA                  PROC           543,416.72      170,240.00       536,424.64       366,184.64          33
                                          REJ            241,680.40       90,240.00       239,222.24       148,982.24          23
                                          TOTAL          785,097.12      260,480.00       775,646.88       515,166.88          56
Note:This is a partial report listing. There will also be report grand totals given at the end of the Balancing Report by State. For example:
*GRAND TOTAL     7J7J                     PROC        33,540,334.64   12,170,599.76    33,168,626.64    20,998,026.88       1,187
                                          REJ         23,599,007.72    8,777,407.24    22,663,920.66    13,886,513.42         963
                                          TOTAL       57,139,342.36   20,948,007.00    55,832,547.30    34,884,540.30       2,150
```

Exceptions Listing

The Exceptions Listing (7K7K) prints a list of employees by

Business Task

This report is used to complete the following business task:

- Identify exceptions in FILE02/P20 employee level data for the Quarterly Processor.

Report field details

- **Lvl**—W=Warning message, E=Error in employee record; employee not included in report, F=Fatal error in company setup; company is bypassed in processing.
- **Employee**—Employee number.
- **Name**—Employee name.
- **Ident**—Tax identifier.
- **Exception**—Description of error.

See also:

■ Exceptions Listing - Example ***(on page 125)***

For more information on this report.

Exceptions Listing - Example

```
CORPORATION  01   VALUE SYSTEMS, 01MICH  V35.00       QUARTERLY PROCESSING        REPT                   FILE VERSION 05 PAGE     1
DIVISION     MICH PAYROLL TEST COMPANY - 01MICH       EXCEPTIONS LISTING          7K7K                   TIME 15:52 DATE 06/30/2004
LVL EMPLOYEE    NAME                           IDENT      EXCEPTION
 W  0611        BRANDT, VICTOR                 4CASDI     DISAB TAX     9.54 S/B    1,060.00 * .000000  =      .00
 W  0612        SMITH, VICTOR                  4CASDI     DISAB TAX    18.18 S/B    2,020.00 * .000000  =      .00
 W  0613        SMITH, TODD MICHAEL E          4CASDI     DISAB TAX    26.79 S/B    2,976.32 * .000000  =      .00
*** END OF EXCEPTIONS REPORT FOR 01MICH
CORPORATION  01   US RRTA TEST COMPANY                QUARTERLY PROCESSING        REPT                   FILE VERSION 39 PAGE     1
REGION       RRTA TEST DATA FOR RRTA PROCESSING       EXCEPTIONS LISTING          7K7K                   TIME 15:52 DATE 06/14/2004
LVL EMPLOYEE    NAME                           IDENT      EXCEPTION
 F  ALL         !! FATAL COMPANY ERROR !!      FILE01     NO AQ-SCR TBL REC, ALL EMPLOYEES REJECTED, EDITS CONTINUE
*** END OF EXCEPTIONS REPORT FOR 01RRTA
CORPORATION  01   VALUE SYSTEMS TEST COMPANY          QUARTERLY PROCESSING        REPT                   FILE VERSION 40 PAGE     1
DIVISION     TEST PAYROLL TEST COMPANY - 01TEST       EXCEPTIONS LISTING          7K7K                   TIME 15:52 DATE 06/14/2004
LVL EMPLOYEE    NAME                           IDENT      EXCEPTION
 F  ALL         !! FATAL COMPANY ERROR !!      FILE01     NO AQ-SCR TBL REC, ALL EMPLOYEES REJECTED, EDITS CONTINUE
 E  0900        KORBEL, JOHN                   2CT        SUI TAXABLE  780,000.00 EXCEEDS SUI TOTAL WAGE        .00
 W  1511        LAWRENCE, SUSAN                4HISDI     DISAB TAX      .00 S/B      790.90 * .005000  =     3.95
 W  1515        PARKER, RICHARD                4HISDI     DISAB TAX    26.57 S/B    6,068.90 * .005000  =    30.34
 W  1521        ROSTOW, KERRY                  4HISDI     DISAB TAX     7.76 S/B    1,544.40 * .005000  =     7.72
 W  1525        SAMUELS, SAMUEL                4HISDI     DISAB TAX    25.04 S/B    5,000.00 * .005000  =    25.00
*** END OF EXCEPTIONS REPORT FOR 01TEST
CORPORATION  03   VALUE SYSTEMS, 03TEST  V35.00       QUARTERLY PROCESSING        REPT                   FILE VERSION 39 PAGE     1
DIVISION     TEST PAYROLL TEST COMPANY - 03TEST       EXCEPTIONS LISTING          7K7K                   TIME 15:52 DATE 06/14/2004
LVL EMPLOYEE    NAME                           IDENT      EXCEPTION
 E  7511        BARLOW, MARY LOUISE            2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7512        CARTER, JOHN                   2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7513        CASPER, RONALD                 2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7514        FRANKLIN, MARK                 2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7515        GRANT, ROBERT                  2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7521        HARRIS, VICKI                  2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7522        JACKSON, SARAH                 2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7523        JEFFERSON, STEVEN              2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7524        LEWIS, MARCIA                  2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7525        MARTIN, GERALD                 2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7581        NELSON, PAUL                   2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7582        PORTLAND, JEANNE               2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7583        ROOSEVELT, JEFFREY         2PR        NO QC-SCR OR T1 SUI ACCT NUM
 E  7583        SUTHERLAND, PATRICK         2VI        NO QC-SCR OR T1 SUI ACCT NUM
*** END OF EXCEPTIONS REPORT FOR 03TEST
CORPORATION  99   ACME RETIREES                       QUARTERLY PROCESSING        REPT                   FILE VERSION 41 PAGE     1
DIVISION     5555 RETIREE ORGANIZATION                EXCEPTIONS LISTING          7K7K                   TIME 15:52 DATE 06/14/2002
LVL EMPLOYEE    NAME                           IDENT      EXCEPTION
*** END OF EXCEPTIONS REPORT FOR 995555
</STYLE>
```

Options and Exceptions Report

This report, produced by the Quarterly Processor, is a listing of all FILE01 transactions entered via forms and selected for the run.

Business Tasks

This report is used to complete the following business task:

- Verification of data entry, FILE01 transactions, and detection of errors

Report field details

- **Process State**—Yes or no.
- **Magnetic Media**—Diskette or tape.
- **Tape Format**—ICESA, MMREF, TIB-4, custom.
- **Forms**—Yes or no.
- **Status**—Processed or not processed due to error.

See also:

- Options and Exceptions Report - Example ***(see "Options and Exceptions Report" on page 127)***

For more information on this report.

Options and Exceptions Report

```
                                                                                                       TIME  15:55:13   DATE 06/30/2004

PROCESS STATE           YES
MAGNETIC MEDIA          NONE
FORMS                   YES
STATUS                  PROCESSED

QL-SCR (STATE SELECTION)
TRAN EFF DATE
---- ----------
UQR0 2004/08/27 A       20010331
UQR0 2004/08/27 B       A               N N     N           N                 Y

AQ-SCR (ORG. CONTROL NUMBERS)
TRAN CTL1-2 EFF DATE
---- ------ --------
TZAQ 011099 2004/06/12  44443333222211110000

--- QO-SCR (OUTPUT MEDIA)
TRAN CTL# ST EFF DATE
---- -- ----------
UQR8 2222 AA 2004/07/14 Y

--- CYBORG MAINTAINED PARAMETERS
TRAN ST EFF DATE
---- -- ----------
UQRA AL 2004/01/01 A    IYYYNYYY          YN                1 Y
UQRA AL 2004/01/01 B    0306030054541448501501010256000000000000000000000011
UQRA AL 2004/01/01 C    015434005436000001290000780000000000000000780000000 0

--- QE-SCR (EMPLOYER)
TRAN CTL# EFF DATE
---- ---- ----------
UQR2 4444 2004/03/31 A  CALLA SYSTEMS, INC
UQR2 4444 2004/03/31 B                           120 S. RIVERSIDE PLAZA
UQR2 4444 2004/03/31 C  17TH FLOOR - DEVELOPMT
UQR2 4444 2004/03/31 D  CHICAGO                 IL606063911
UQR2 4444 2004/03/31 E   NR
UQR2 4444 2004/03/31 F  N

--- QC-SCR (STATE CONTROL)
TRAN CTL# ST EFF DATE
---- ---- -- ----------
UQR6 3333 AL 2004/03/31        0910638AL                                        *** GENERATED ***

--- QE-SCR (EMPLOYER)
TRAN CTL# EFF DATE
---- ---- ----------
UQR2 4444 2004/03/31 A  CALLA SYSTEMS, INC
```

```
UQR2 4444 2004/03/31 B                             120 S. RIVERSIDE PLAZA
UQR2 4444 2004/03/31 C  17TH FLOOR - DEVELOPMT
UQR2 4444 2004/03/31 D  CHICAGO                  IL606063911
UQR2 4444 2004/03/31 E   NR
UQR2 4444 2004/03/31 F  N
AL - ALABAMA           03/2001    QUARTERLY PROCESSOR - OPTIONS AND EXCEPTIONS REPORT     P5QTR     ST 4.5.3              PAGE     2
                                                                                                    TIME  15:55:13   DATE 06/14/2004

--- QC-SCR (STATE CONTROL)
TRAN CTL# ST EFF DATE
---- ---- -- ----------
UQR6 3333 AL 2004/03/31        1910638AL                                        *** GENERATED ***
</STYLE>
```

Summary Totals

The Summary Totals report is also processed by the Quarterly Processor. It lists by state the SUI account number, control number, unit, the gross state wages, taxable, total and excess SUI wages, number of employees, and totals selected and processed by each of these categories.

Business Tasks

This report is used to complete the following business task:

- Verification of totals from previous reports

Report field details

- **SUI Account Number**—State Unemployment Insurance account number.
- **CTL #**—Control number created for Quarterly Processing.
- **Unit**—Number used when doing establishment reporting.
- **Gross State Wages**—118.
- **Taxable SUI Wages**—121.
- **Total SUI Wages**—123.
- **Excess SUI Wages**—123 - (minus) 121.
- **Num Emps**—Number of employees for whom wages were reported in that state.
- **1ST Mo**—Total number of employees for who wages were reported by month of the quarter.
- **2ND Mo**—Total number of employees for who wages were reported by month of the quarter.
- **3RD Mo**—Total number of employees for who wages were reported by month of the quarter.

See also:

- Summary Totals - Example ***(see "Summary Totals - Report" on page 131)***

For more information on this report.

Summary Totals - Report

```
  1    REPORTING PERIOD   06/2003    QUARTERLY PROCESSOR - SUMMARY TOTALS REPORT            P5QTR     YR-QTR: 2003-02       PAGE     1
                                                                                                    TIME  12:48:36   DATE 06/30/2004
0                                              GROSS          TAXABLE            TOTAL           EXCESS       NUM      1ST      2ND      3RD
                                         STATE WAGES        SUI WAGES        SUI WAGES        SUI WAGES      EMPS       MO       MO       MO
 ALABAMA
 SUI ACCOUNT NUMBER   CTL# UNIT
 -------------------- ---- ----
 AL1234567890987654AL QR01              526,543.56         2,760.00       520,198.81       517,438.81        28        0        0        0
                                     -------------    -------------    -------------    -------------    ------    -----    -----    -----
  SELECTED AND PROCESSED                526,543.56         2,760.00       520,198.81       517,438.81        28        0        0        0
0ALASKA
 SUI ACCOUNT NUMBER   CTL# UNIT
 -------------------- ---- ----
 00AL012345           QR01              283,764.12        13,321.08       279,034.92       265,713.84        13        0        0        0
                                     -------------    -------------    -------------    -------------    ------    -----    -----    -----
  SELECTED AND PROCESSED                283,764.12        13,321.08       279,034.92       265,713.84        13        0        0        0
0ARIZONA
 SUI ACCOUNT NUMBER   CTL# UNIT
 -------------------- ---- ----
 AZ01212345000        QR01              364,839.16              .00       359,189.23       359,189.23        23        0        0        0
                                     -------------    -------------    -------------    -------------    ------    -----    -----    -----
  SELECTED AND PROCESSED                364,839.16              .00       359,189.23       359,189.23        23        0        0        0
0ARKANSAS
 SUI ACCOUNT NUMBER   CTL# UNIT
 -------------------- ---- ----
 AR1234567890987654AR QR01              480,369.72         3,357.90       475,006.51       471,648.61        49        0        0        0
                                     -------------    -------------    -------------    -------------    ------    -----    -----    -----
  SELECTED AND PROCESSED                480,369.72         3,357.90       475,006.51       471,648.61        49        0        0        0
0CALIFORNIA
 SUI ACCOUNT NUMBER   CTL# UNIT
 -------------------- ---- ----
 CA12345678           QR01            1,430,379.19              .00     1,422,996.41     1,422,996.41        39        0        0        0
                                     -------------    -------------    -------------    -------------    ------    -----    -----    -----
  SELECTED AND PROCESSED              1,430,379.19              .00     1,422,996.41     1,422,996.41        39        0        0        0
0COLORADO
 SUI ACCOUNT NUMBER   CTL# UNIT
 -------------------- ---- ----
 CO1234567            QR01              289,452.72         2,668.60       285,086.47       282,417.87        16        0        0        0
                                     -------------    -------------    -------------    -------------    ------    -----    -----    -----
  SELECTED AND PROCESSED                289,452.72         2,668.60       285,086.47       282,417.87        16        0        0        0
0CONNECTICUT
 SUI ACCOUNT NUMBER   CTL# UNIT
 -------------------- ---- ----
 CT1234567890987654CT QR01            2,570,500.02         1,770.00     2,563,003.51     2,561,233.51        95        0        0        0
                                     -------------    -------------    -------------    -------------    ------    -----    -----    -----
  SELECTED AND PROCESSED              2,570,500.02         1,770.00     2,563,003.51     2,561,233.51        95        0        0        0

Note: This is a partial report display. At the end of the report a Grand Total is printed. For example:
```

GRAND TOTAL	33,540,334.64	12,170,599.76	33,168,626.64	20,998,026.88	1,187	639	461	419

Magnetic Media Audit Detail (P5QTR)

This is report is also produced by the Quarterly Processor. This section is a listing by state, filing standard and media of employees in social security number order who are included in the Quarterly Report.

Business Tasks

This report is used to complete the following business task:

- detail the data sent to the state

Note: The example that follows is for the ICESA reporting format; other formats appear differently and contain different data.

See also:

- Magnetic Media Audit Detail (P5QTR) - Example ***(on page 135)***

For more information on this report.

Magnetic Media Audit Detail (P5QTR) - Example

```
AL - ALABAMA  06/2002    QUARTERLY PROCESSOR -  Magnetic Media DETAIL AUDIT REPORT     P5QTR    ST 4.5.3             PAGE     1
0910638AL                 HEWITT ASSOC LLC          07/11/04                    ICESA /DISKETTE TIME  15:26:28   DATE 06/30/2004

  SOC SEC    -----       EMPLOYEE              NAME      -----  ORG.  WEEKS    TAXABLE       TOTAL      HIRE    SEPARATION
   NUMBER                                                            WORKED   SUI WAGES    SUI WAGES     DATE       DATE

338-56-7631  ALSMITH              AMANDA                       011099  02      8000.00     22658.16     01/1999
   GROSS WAGE    23095.28  EXCESS WAGES:    14658.16
 UI ACCT NBR:0910638AL                              HOURS WORKED:  0  EMPL MONTH 1:1  EMPL MONTH 2:0  EMPL MONTH 3:0

366-54-8795  ALMENDELL            ARTHUR                       011099  05      8000.00     28799.12     01/1999
   GROSS WAGE    29250.40  EXCESS WAGES:    20799.12
 UI ACCT NBR:0910638AL                              HOURS WORKED:  0  EMPL MONTH 1:0  EMPL MONTH 2:0  EMPL MONTH 3:1

388-56-7645  ALHOWARD             JONATHAN        A            011099  06      8000.00     42616.16     01/1999    05/2004
   GROSS WAGE    43099.28  EXCESS WAGES:    34616.16
 UI ACCT NBR:0910638AL        UNIT LOCATION:AAAAAAAA HOURS WORKED:  0  EMPL MONTH 1:1  EMPL MONTH 2:0  EMPL MONTH 3:1
 SEASONAL INDIC:AA  EMPLOYER HLTH: A  EMPLOYEE HLTH: A  PROBATION CD:  A  OFFICER CODE:  1  WAGE PLAN CODE:A
```

Largest County in State Report (QCNRPT)

The Largest County in State Report (QCNRPT) prints the total number of employees within a county.

Business Tasks

This report is used to complete the following business task:

Certain states require information on the county in which your employees live and the largest county in the state. You enter this information on the Additional Quarterly Information form (QI-SCR).

Report field details

- **Employee Name**
- **Employee Number**
- **Organization**
- **Total Employees for County <county name> is**
- **Largest County is <county name>**
- **Total employees in the other counties is**
- **Total Employees for state of <state name> is nnnn**

Largest County in State (QCNRPT)

Summary Report

```
                                                 Largest County in State Report

                                   Employee
Employee Name                       Number       Organization
Total Employees for county 48083   TX - Coleman Cnty    is            2
Total Employees for county 48087   TX - Collingsworth   is            1
Total Employees for county 48095   TX - Concho Cnty     is            1
Total Employees for county 48167   TX - Galveston Cnty  is            1
Total Employees for county 48195   TX - Hansford Cnty   is            1
Total Employees for county 48209   TX - Hays Cnty       is            1
Largest County is 48083   TX - Coleman Cnty
Total employees in the other counties is 000000000005
Total Employees for state TX  Texas             is           7
                                                 Largest County in State Report



Employee Name                       Number       Organization
Total Employees for EIN TX-234567-9          is            7
                                                 Largest County in State Report

                                   Employee
Employee Name                       Number       Organization
Total Employees for county 48001   TX - Anderson Cnty   is            1
Total Employees for county 48019   TX - Bandera Cnty    is            1
Total Employees for county 48045   TX - Briscoe Cnty    is            1
Total Employees for county 48091   TX - Comal Cnty      is            1
Total Employees for county 48177   TX - Gonzales Cnty   is            1
Largest County is 48001   TX - Anderson Cnty
Total employees in the other counties is 000000000004
Total Employees for state TX  Texas             is           5
```

Detail Report

```
                                                 Largest County in State Report                                   PAGE     1
                                                                                                         TIME 07:48 DATE 06-11-2004
                                   Employee
Employee Name                       Number       Organization
Jones III, Masterson              1215           011099
Total Employees for county 48053   TX - Burnet Cnty     is            1
Kiley Sr., Rhonda M               1211           011099
Total Employees for county 48083   TX - Coleman Cnty    is            1
Deitelhoff, Suzanne               1214           011099
Total Employees for county 48087   TX - Collingsworth   is            1
Cups, Dixie M                     1211           01W2US
Total Employees for county 48095   TX - Concho Cnty     is            1
Hammerschmidt, Junior R           1214           01W2US
```

```
Total Employees for county 48167   TX - Galveston Cnty  is            1
Touhy, Corliss                    1213           011099
Total Employees for county 48195   TX - Hansford Cnty   is            1
Meisterhouser, Janeen             1212           011099
Total Employees for county 48209   TX - Hays Cnty       is            1
Largest County is 48053   TX - Burnet Cnty
Total employees in the other counties is 000000000006
Total Employees for state TX  Texas            is            7
                                                 Largest County in State Report                                           PAGE     2
                                                                                                                   TIME 07:48 DATE 06-11-2004
                                   Employee
Employee Name                       Number       Organization
Total Employees for EIN TX-234567-9          is            7
                                                 Largest County in State Report                                           PAGE     3
                                                                                                                   TIME 07:48 DATE 06-11-2004
                                   Employee
Employee Name                       Number       Organization
KENNEDY, ROBERT F                 4802           04TEST
Total Employees for county 48001   TX - Anderson Cnty   is            1
KENNEDY, JOHN F                   4801           04TEST
Total Employees for county 48019   TX - Bandera Cnty    is            1
KENNEDY, JACQUELINE B             4803           04TEST
Total Employees for county 48045   TX - Briscoe Cnty    is            1
KENNEDY, CAROLINE E               4804           04TEST
Total Employees for county 48091   TX - Comal Cnty      is            1
KENNEDY, JOSEPH J                 4805           04TEST
Total Employees for county 48177   TX - Gonzales Cnty   is            1
Largest County is 48001   TX - Anderson Cnty
Total employees in the other counties is 000000000004
Total Employees for state TX  Texas            is            5
                                                 Largest County in State Report                                           PAGE     4
                                                                                                                   TIME 07:48 DATE 06-11-2004
                                   Employee
Employee Name                       Number       Organization
Total Employees for EIN TX-876543-1          is            5
CORPORATION  06   06LOCL - Callo Systems, Inc.  Largest County in State Report     REPT  PERIOD          FILE VERSION 00  PAGE     5
DIVISION     LOCL 06LOCL - Payroll Test Company                                    QCNR  PERIOD           TIME 07:48 DATE 06-11-2004
                                   Employee
Employee Name                       Number       Organization
Total Employees for report is          12
```

Federal Summary Report (P5PRINT)

This report is also produced by the Quarterly Processor. This section is a listing of the information generated for the Federal 941Information Report (P3QFED).

Business Tasks

This report is designed to aid in the completion of Form 941, Employer's Quarterly Tax Return, used to report the following items on a quarterly basis to the Internal Revenue Service:

- income tax that you withheld from wages (including tips)
- supplemental unemployment compensation benefits and third party payments of sick pay
- Social Security and Medicare taxes

Report field details

Form 941 Line Number	Description	Batch Field
2	Federal Wage	119
3	Federal Tax	120
6a	OASDI (wages)	118
6c	OASDI (tips)	118
7	FICA-HI (wages and tips)	118
8	Total FICA	sum of lines 6b, 6d, and 7b
11	Total Taxes	line 3 plus line 8
12	EIC payments	122
13	Net Taxes	line 11 minus line 12
For balanacing purposes only	Federal UI Wages	121
	Federal UI Tax	121 X 243 (UI Experience rate)

See also:

■ Federal Summary Report - Example ***(on page 141)***

For more information on this report.

Federal Summary Report - Example

```
CORPORATION  01   01ATLA - CYBORG SYSTEMS,       FEDERAL SUMMARY REPORT            REPT PERIOD   /  /     FILE VERSION 51 PAGE     1
DIVISION     ATLA 01ATLA - PAYROLL TEST COMPANY                                    7$7$ PERIOD   /  /     TIME 11:25 DATE 06/16/2004
*******
*******
   Line #01        HEAD COUNT                                    233.00
   Line #02        FEDERAL WAGE                            4,021,619.73
   Line #03        FEDERAL TAX                             1,000,444.53
   Line #06A       OASDI(wage)              1,620,485.18     246,311.62
   Line #06C       OASDI(tips)                  1,610.00
   Line #07        FICA-HI(wages & tips)    4,128,198.65     119,712.55
   Line #08        TOTAL FICA                                366,024.17
   Line #11        TOTAL TAXES                             1,366,468.70
   Line #13        NET TAXES                               1,366,468.70
                   FEDERAL UI WAGES                           12,375.00
                   FEDERAL UI TAX                                 99.02
```

APPENDIX C

Quarterly Processor Error Messages

In This Appendix

New error messages by form

Following are new error messages for the Quarterly Processor, organized by the form on which they appear:

Illinois State Specific Information (QILSCR)

PR153R—Control Nbr cross reference not on file; see AQ-SCR

The AQ table record is missing for the Control 1–2 present on the Command Line or the Control on the AQ-SCR for the Control 1–2 present on the Number field for the table is blank on the AQ Table.

Either enter the full AQ Table record on the AQ-SCR form, if it is missing, or enter the Control Number for this Table.

Louisiana State Specific Information (QLASCR)

PR153R—Control Nbr cross reference not on file; see AQ-SCR

The AQ table record is missing for the Control 1–2 present on the Command Line or the Control on the AQ-SCR for the Control 1–2 present on the Number field for the table is blank on the AQ Table.

Either enter the full AQ Table record on the AQ-SCR form, if it is missing, or enter the Control Number for this Table.

North Dakota State Specific Information (QNDSCR)

PR153R—Control Nbr cross reference not on file; see AQ-SCR

The AQ table record is missing for the Control 1–2 present on the Command Line or the Control on the AQ-SCR for the Control 1–2 present on the Number field for the table is blank on the AQ Table.

Either enter the full AQ Table record on the AQ-SCR form, if it is missing, or enter the Control Number for this Table.

New Jersey State Specific Information (QNJSCR)

PR156R—Control Nbr cross reference not on file; see AQ-SCR

The AQ table record is missing for the Control 1–2 present on the Command Line or the Control on the AQ-SCR for the Control 1–2 present on the Number field for the table is blank on the AQ Table.

Either enter the full AQ Table record on the AQ-SCR form, if it is missing, or enter the Control Number for this Table.

PR158R—Only 12, 13, or 14 is allowed for the max base wks worked.

You have entered a number other than 12, 13 or 14. These are the only correct number of weeks that may be entered for the maximum base weeks worked.

New Mexico State Specific Information (QNMSCR)

PR156R—Control Nbr cross reference not on file; see AQ-SCR

The AQ table record is missing for the Control 1–2 present on the Command Line or the Control on the AQ-SCR for the Control 1–2 present on the Number field for the table is blank on the AQ Table.

Either enter the full AQ Table record on the AQ-SCR form, if it is missing, or enter the Control Number for this Table.

New York State Specific Information (QNYSCR)

PR156R—Control Nbr cross reference not on file; see AQ-SCR

The AQ table record is missing for the Control 1–2 present on the Command Line or the Control on the AQ-SCR for the Control 1–2 present on the Number field for the table is blank on the AQ Table.

Either enter the full AQ Table record on the AQ-SCR form, if it is missing, or enter the Control Number for this Table.

State Selection (QL-SCR)

PR152R—Reporting Month must have a value of 3, 6, 9, or 12.

You have entered a value other than 3, 6, 9, or 12. These are the only correct values for this field.

Submitter/Transmitter Information (QS-SCR)

PR153R—State and Zip must be blank.

Because the Foreign Address indicator is checked, the State and Zip fields must be blank.

PR154R—The State and Zip fields must be entered.

For a domestic address, the State and Zip fields must be entered.

PR155R—The Foreign address information must be blank.

Because the Foreign Address indicator is not checked, information cannot be accepted in the foreign address fields.

PR160R—Foreign address information must be entered.

You have selected the Foreign Address indicator, therefore, the foreign address fields must be completed or you should uncheck the indicator and enter a domestic address.

Employer Information (QE-SCR)

PR150R—Agent EIN Required

The Agent EIN was not entered and is required for the Agent Indicator selected.

Either enter the agent EIN or select a different Agent Indicator.

PR151R—Agent EIN must be blank.

An Agent EIN was entered and is not valid for the Agent Indicator selected.

Either remove the Agent EIN number or select an Agent Indicator that is appropriate.

PR153R—State and Zip must be blank.

Because the Foreign Address indicator is checked, the State and Zip fields must be blank.

PR154R—The State and Zip fields must be entered.

For a domestic address, the State and Zip fields must be entered.

PR155R—The Foreign address information must be blank.

Because the Foreign Address indicator is not checked, information cannot be accepted in the foreign address fields.

PR156R—Control Nbr cross reference not on file; see AQ-SCR

The AQ table record is missing for the Control 1–2 present on the Command Line or the Control on the AQ-SCR for the Control 1–2 present on the Number field for the table is blank on the AQ Table.

Either enter the full AQ Table record on the AQ-SCR form, if it is missing, or enter the Control Number for this Table.

PR160R—Foreign address information must be entered.

You have selected the Foreign Address indicator, therefore, the foreign address fields must be completed or you should uncheck the indicator and enter a domestic address.

Tape Return Information (QT-SCR)

PR153R—State and Zip must be blank.

Because the Foreign Address indicator is checked, the State and Zip fields must be blank.

PR154R—The State and Zip fields must be entered.

For a domestic address, the State and Zip fields must be entered.

PR155R—The Foreign address information must be blank.

Because the Foreign Address indicator is not checked, information cannot be accepted in the foreign address fields.

PR160R—Foreign address information must be entered.

You have selected the Foreign Address indicator, therefore, the foreign address fields must be completed or you should uncheck the indicator and enter a domestic address.

State Controlling Information (QC-SCR)

PR156R—Control Nbr cross reference not on file; see AQ-SCR

The AQ table record is missing for the Control 1–2 present on the Command Line or the Control on the AQ-SCR for the Control 1–2 present on the Number field for the table is blank on the AQ Table.

Either enter the full AQ Table record on the AQ-SCR form, if it is missing, or enter the Control Number for this Table.

Output Media (QO-SCR) – Error Messages

PR156R—Control Nbr cross reference not on file; see AQ-SCR

The AQ table record is missing for the Control 1–2 present on the Command Line or the Control on the AQ-SCR for the Control 1–2 present on the Number field for the table is blank on the AQ Table.

Either enter the full AQ Table record on the AQ-SCR form, if it is missing, or enter the Control Number for this Table.

Additional Quarterly Information (QI-SCR)

PR156R—Control Nbr cross reference not on file; see AQ-SCR

The AQ table record is missing for the Control 1–2 present on the Command Line or the Control on the AQ-SCR for the Control 1–2 present on the Number field for the table is blank on the AQ Table.

Either enter the full AQ Table record on the AQ-SCR form, if it is missing, or enter the Control Number for this Table.

P156R-Numeric values cannot be negative

Negative amounts are not valid entries for numeric fields on this form.

Wyoming State Specific (QWYSCR)

PR156R—Control Nbr cross reference not on file; see AQ-SCR

The AQ table record is missing for the Control 1–2 present on the Command Line or the Control on the AQ-SCR for the Control 1–2 present on the Number field for the table is blank on the AQ Table.

Either enter the full AQ Table record on the AQ-SCR form, if it is missing, or enter the Control Number for this Table.

Report error messages

(F)FATAL ERRORS

1. NO WLFD7F WORK REC(S), ALL EMPLOYEES REJECTED, EDITS CONTINUE

   Two WL records of the following format are required. (These are automatically loaded with the extracted report generators.)

```
1...5...10...15...20...25...30...35
WLFD7F1                 *
WLFD7F2                 *
```

2. NO QL-SCR TABLE REC, ALL EMPLOYEES REJECTED, EDITS CONTINUE

3. NO AQ-SCR TBL REC, ALL EMPLOYEES REJECTED, EDITS CONTINUE

(E)EMPLOYEE ERRORS

TAX BODY NOT IN COMPANY TAX AREA
LVF NAME SEGMENT NOT PRESENT
LVH CITY/ST SEGMENT NOT PRESENT
NEGATIVE GROSS WAGES
NEGATIVE TAXABLE WAGES
NEGATIVE TAX WITHHELD
NEGATIVE SUI TAXABLE WAGES
NEGATIVE SUI TAX
NEGATIVE SUI TOTAL WAGES
NEGATIVE WEEKS WORKED
SUI TAXABLE EXCEEDS SUI TOTAL WAGES
SUI TAXABLE EXCEEDS SUI MAX
SUI TAX (OUT OF BALANCE)
NEGATIVE DISABIY WAGES
NEGATIVE DISABIY TAX
NEGATIVE NY WAGES YTD
NEGATIVE NY TAX YTD
NEGATIVE NY TOTAL PAY QTD
NEGATIVE NY TOTAL PAY YTD
NEGATIVE NY CITY TAX QTD
NEGATIVE NY CITY TAX YTD
NEGATIVE YONKERS TAX QTD
NEGATIVE YONKERS TAX YTD

(W)WARNING ERROR

DISAB TAX (OUT OF BALANCE)

STATUS

STATUS NOT PROCESSED DUE TO MISSING ONLINE DATA

☞ *Refer to the Tips for Using the Quarterly Processor section in the Quarterly Regulatory Bulletin Guide for information on the STATUS error messages in the Quarterly Processor Options and Exceptions Report.*

APPENDIX D

Additional Quarterly Considerations

In This Appendix

Important information about method code 5G8Q

The 8Q method code is designed to accumulate and store hours worked based on the fact that an accumulator HED is set to an active frequency. The state tax record identified in the HED User Number field must also be an active tax record.

Once you set a tax record to an inactive status, method code 8Q stops accumulating hours worked for that HED.

For example:

An employee works the first eight weeks of the quarter with memo accumulator 450 with state tax record 2MN for Minnesota state tax. The employee then moves to Washington.

You change the Minnesota tax record to inactive for that employee and add an active Washington tax record.

You add a new accumulator HED to the employee's record to allow hours to be accumulated for Washington.

You enter '2WA' in the HED User Number field on the Employee Earning and Deduction (HH-SCR) form.

Hours worked stop accumulating for Minnesota and start accumulating for Washington.

As the employee moves from state to state, you set up additional memo HEDs to accumulate hours worked for each state that requires the reporting of those hours.

Note: *Remember that the memo HEDs you establish must have a number greater than any of the HEDs to be accumulated.*

These memo HEDs can be generic. In other words, you do not have to link them to any specific state tax code because the method code reads the entry in the HED User Number field and processes the tax information based on this entry.

Establishing the HRS Worked (8Q) method code

Setting up for hours worked accumulation requires these steps:

1. organization level
   - set up the accumulator HED
   - set up the HEDs to be accumulated

2. employee level
   - add the accumulator HED to the employees' records

Organization-level setup

To initiate the accumulation process at the organization level you perform these two tasks:

- Establish memo HEDs through the Company Earnings and Deductions (A8-SCR) form
- List the HED numbers with hours to be combined and then stored in the accumulation HED through the HED Accumulation Method Code Setup (MCASCR) form

Establishing memo HEDs

To establish memo HEDs, perform these steps:

1. Access the Company Earnings or Company Deductions (A8-SCR) form.
2. Create a memo HED to accumulate the hours worked. Be sure to choose an earning (not deduction) HED number that is higher than any of the working HED numbers that are being accumulated in the new HED.
3. Select the HRS Worked Method (8Q) option in the Calc Method field.
4. Complete the rest of the fields as appropriate and submit the form.

Note: *See the Implementation Essentials documentation for information about the Company Earnings and Deductions (A8-SCR) form.*

Setting up HEDs to be accumulated

To list the HED numbers with hours to be combined and then stored in the accumulation HED, perform these steps:

1. Access the HED Accumulation Method Code Setup (MCASCR) form.
2. In the Accumulated HED field, list the HED number you established that will store the total of the working HED numbers. The processing order that you specify on the Company Earnings and Deductions (A8-SCR) form for the accumulation earning must be higher than the processing order of any of the HED numbers being accumulated in the lower portion of this form.
3. Enter a number in the Sequence field beginning with 01.
   The entry you make in the Sequence field allows you to store the combined total of more than 10 working earning numbers in a single accumulation number. You accomplish this by linking multiple HED Accumulation Method Setup forms.

4. On each additional HED Accumulation Method Code Setup (MCASCR) form, enter a consecutive number in the Sequence field (02 for the second form, 03 for the third form, and so on). Specify the same accumulation HED number on each additional form.
5. In the Calculation Action field, select either Blank or 0 (zero) for no calculation because this process accumulates hours only.
6. In the Limit Definition field, select Blank.
7. In the Accumulated HEDs/Ops 1 through 10 entry fields, list all of the earning HEDs that are to be accumulated into actual hours worked for quarterly state tax reporting. The 'All' option is invalid for method code 5G8Q because it accumulates only dollars, not hours.
8. In the Accumulated HEDs/Ops 1 through 10 list box fields, select the (+3) Add Hours option.
9. Complete the rest of the fields as appropriate and submit the form.

Note: *See the Implementation Essentials documentation for information about the HED Accumulation Method Code Setup (MCASCR) form.*

Warning: See the Important Information section earlier in this section.

Employee-level setup

To establish the accumulation process at the employee level, you assign the accumulation HED to the employees.

1. Access the Employee Earnings And Deductions (HH-SCR) form.
2. Assign the accumulation HED that you created through the Company Earnings or Company Deductions (A8-SCR) form.
3. Enter the state tax identifier for the employee's active tax record in the first three positions of the HED User Number field.

   - For example, if you are reporting to Illinois, the first three positions in the HED User Number field must contain '2IL'.

☞ *Refer to the Using Payroll Administration documentation for information about the Employee Earnings and Deductions (HH-SCR) form.*

Warning: See the Important Information section earlier in this section.

One-time reporting option

Note: *If this is the first quarter you are to report accumulated hours and you have not been accumulating those hours, you may want to use Report Generator 8Z8Z.*

As a quick, one-time reporting method, you can use Report Generator 8Z8Z to collect quarterly hours worked.

Note: *You must do all the organization and employee setup activities from the preceding pages.*

For subsequent quarters, you will use the HRS Worked (8Q) method code to accumulate the hours worked.

This report generator accumulates the hours worked as specified by the HED numbers in a specific WL record. The program posts these hours to the HED that you enter as part of the key on that WL record.

Note: *The HED that you use here must be an earning number to insure proper clearing at quarter- and year-end.*

Setting up Report Generator 8Z8Z for one-time reporting

You can load Report Generator 8Z8Z into the production Batch Master File (P20) during either a payroll or maintenance run. The WL and D transactions and forms detailed in this section control this program.

WL transaction for 8Z8Z

	Position	Description
WLFDHOURS	1-9	Required key for the 8Z8Z report generator
aaa	11-13	HED in which hours are to be accumulated. This HED must be set up at the organization level before running 8Z8Z, but it is not required at the employee level.
b	14	Action code for the adjustment. Enter '+' (plus sign) to indicate that hours are being added to the HED.
c	15	To-date code for this adjustment. Enter '2' to indicate that the hours are to be posted in the quarter-to-date and year-to-date fields on the target HED.
d	16	Adjustment batch code for this adjustment. Enter 'A'. This field is used to separate adjustments on the various registers.
eee	28-30	First earning HED to accumulate.
fff	32-34	Second earning HED to accumulate.
ggg	36-38	Third earning HED to accumulate.
hhh	40-42	Fourth earning HED to accumulate.
iii	44-46	Fifth earning HED to accumulate.
jjj	48-50	Six earning HED to accumulate.
kkk	52-54	Seventh earning HED to accumulate.
lll	56-58	Eighth earning HED to accumulate.

mmm	60-62	Ninth earning HED to accumulate.
nnn	64-66	Tenth earning HED to accumulate.

Note: *The WLFDHOURS WL record can accommodate up to 10 HEDs. If hours worked are accumulated in more than 10 HEDs, additional passes of 8Z8Z are required; you must change the WLFDHOURS record to reflect the additional HEDs to be accumulated. Each pass writes KB records to P05T80 file. You can combine these files as input to a payroll or maintenance run to post the hours worked for the quarter.*

WL Record Maintenance (WL-SCR) form entry for 8Z8Z

On the following sample WL Record Maintenance form (WL-SCR), matching entries are shown for the corresponding WL transaction:

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDHOURS aaabcd           eee fff ggg hhh iii jjj kkk lll mmm nnn
```

Note: *Choosing the Column Ruler button on the WL Record Maintenance (WL-SCR) form displays position numbers on the form as shown in this sample. This option makes it easier to convert batch transactions to form entries.*

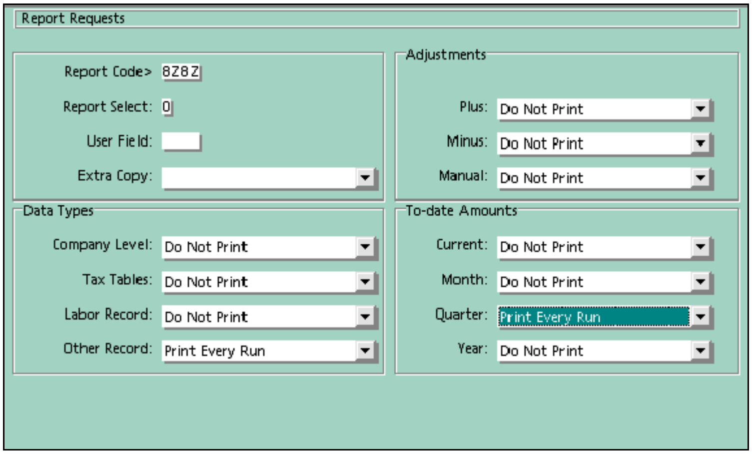
D Transaction for 8Z8Z

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7    8
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0
D aaaabcccccdeeeef
```

	Position	Description
D	1	Constant ‘D’
aaaa	3-6	Constant ‘8Z8Z’
b	7	Constant ‘0’
ccccc	8-12	Constant ‘55555’
d	13	Constant ‘0’
eee	14-17	Constant ‘5555’
f	18	Constant ‘0’

Report Requests (DD-SCR) form entry for 8Z8Z

On the following sample Report Requests (DD-SCR) form matching entries are shown for the corresponding D transaction:



Report Requests
Report Code> 8Z8Z
Report Select: 0
User Field:
Extra Copy:
Adjustments
Plus: Do Not Print
Minus: Do Not Print
Manual: Do Not Print
Data Types
Company Level: Do Not Print
Tax Tables: Do Not Print
Labor Record: Do Not Print
Other Record: Print Every Run
To-date Amounts
Current: Do Not Print
Month: Do Not Print
Quarter: Print Every Run
Year: Do Not Print

Additional report to run each pay run

In order to update the flag in the employee file that indicates an employee was active on the 12th of the month, be sure to run Flag Active Js on 12th of Month Generator (2B2B).

There is no P5PRNT output file produced. This is a processing report that updates the employee tax records.

There are no WL requirements.

Set up the following D transaction for each reporting Organization Number:

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7    8
1...5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø
D 2B2B0      1
```

Special Considerations

- You may change the Select-Code to a '1' or an alphabetic character to be selected on a payroll run or a '0' (zero) to be selected on a maintenance run.
- Generator 9B9B must be run at the end of the quarter before the first payroll run of the new quarter.
- The WORK-FLAG-CODE field is checked to determine which month(s) of the quarter the employee was active.

Note: *The WORK-FLAG-CODE is set by generator 2B2B that you must select each payroll run for accurate reporting.*

Note: *During the first payroll run of the new quarter, the P4CALC program causes the WORK-FLAG-CODE to be cleared when quarter-to-date amounts are cleared with the Payroll Run Process Control form (AE-SCR).*

Additional report to run at the end of each quarter

At the end of each quarter prior to the first pay run of the next quarter, you must run the Employees Active on the 12th of the Month Generator (9B9B).

The P5PRNT output file name is Print 1.

There are no WL requirements.

Set up the following D transaction for each reporting Organization Number:

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7    8
1...5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø
D 9B9B0      ØØ
```

Glossary of Terms

.EXE
A binary file containing a program in machine language that is ready to be executed.

.INI
A file that contains the parameters (values) used by the .exe file (program).

360-degree appraisal
Appraisals that include evaluations from an employee's managers and supervisors, peers, subordinates, and even customers, clients, and suppliers.

820 (Premium Payment for Group Insurance Products) Transaction Set
A specific transaction, standardized by the United States government, used between Covered Entities to relay remittance information and/or premium payments for heath care insurance products.

834 (Benefit Enrollment and Maintenance) Transaction Set
A specific transaction, standardized by the United States government, used between Covered Entities to relay information relating to the initial enrollment in and subsequent maintenance of individuals enrolled in a health care insurance product.

Absence data
Employee-level absence information that is entered on the absences forms.

Absence point
User-defined number that may be assigned for a particular absence and that can be totalled over time to determine if an employee is within the accepted number of absences for a time period.

Absence type
A classification of an employee absence, such as 'jury duty' or 'sick'. Employee absences are recorded by date and absence type.

Account timeout
The period of time that elapses before a user's account becomes invalid because of inactivity.

Accumulator id
A three-position, alphanumeric identifier for a benefits accumulator.

ACH
US-specific acronym for Automated Clearing House. The ACH Network provides inter-bank clearing of electronic payments for participating depository financial institutions. The American Clearing House Association, Federal Reserve, Electronic Payments Network, and Visa act as ACH Operators—central clearing facilities through which financial institutions transmit or receive ACH entries.

Acrobat
A suite of programs developed by Adobe Systems, Inc. For creating and distributing electronic documents. Programs in the suite allow you to create a portable document format (PDF) file for a document. You can then distribute the PDF file electronically to people who view the document with their freely distributed acrobat reader. People viewing a PDF file (or document) with the Acrobat Reader see the document with the exact layout intended by the author.

Action button
An action button performs an action such as saving the information you entered or telling the system you finished reviewing a page. An action button consists of an icon (or button) accompanied by underlined text (link text). For example, at various places throughout eCyborg Interactive Workforce you may see an action button displaying a check mark accompanied by the underlined text 'save changes'. You can click either the text or the button to save your changes to the page.

Activity
Event that can happen to an employee during employment, for example, new hire, leave of absence, termination, and so forth.

Activity code
Describes the clock transaction (ring) activity, such as clock start or meal end.

Activity types
With the time and attendance solution, you can set up the system so that an employee or group of employees may clock in and out for up to eight different activities: clock-in (1), break 1 start (2), break 1 end (3), meal start (4), meal end (5), break 2 start (6), break 2 end (7), and clock end (8).

Actuarial valuation
An examination of a pension plan to determine if contributions are being accumulated at a rate sufficient to pay the promised pensions.

Adjustment
Adjustments increase or reduce to-date accumulations of earnings, deductions, and taxes. Adjustments update month-to-date, quarter-to-date, and year-to-date activity. You can also correct or eliminate deduction arrears, transfer amounts or hours from one earning or deduction to another, redistribute labor hours and dollars, and refund deductions. Adjustment transactions are processed the next time the organization is processed by the batch payroll programs during either a payroll or maintenance run.

Administration home page
The administration page that displays when a user logs on using his or her administrator user ID and password. The administration page displays links to individual administrator pages (eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration).

Administrative User ID
User ID created by an administrator with the role of eCyborg Interactive Workforce administrator. This ID differs from the employee user ID generated for the administrator.

Agent types
Agent Indicator on the Employer Information Record (QE-SCR). The field's only allowable entries are selected from option list PR55, which consists of two agent types: Agent Indicator code and Common Pay master.

Further definition of agent types:

1. An employer that wants to use an agent prepares Form 2678, Employer Appointment, and submits the form to an agent.

The agent submits to IRS the form received from the employer along with a written request for authority to act as an agent for an employer.

The IRS gives written approval.

2. A common paymaster is a corporation that pays an employee who works for two or more related corporations at the same time.

Aggregate tax method
Method of calculating taxes in which year-to-date income is used to project annual wages (using prorating), on which taxes are calculated. With this method, the amount of tax withheld can vary from pay period to pay period. This method is useful in preventing a salesperson from being over withheld as the result of fluctuations in commission over various pay periods. It is activated in Payroll Administration by selecting aggregate/cumula tax (9) from the Withholding Method (PR09) option list on the Employee Tax Record Maintenance form. It is also referred to as cumulative tax calculation method.

Anniversary date
Period-end date for the next regularly scheduled pay run for a specific pay frequency.

Annualization
Process of calculating the annual amount of pay based on the number of pay periods and pay period amounts. Calculated by multiplying the number of pay periods in the year by the current taxable wages in the pay period.

Annualization factor
The factor that is used to multiply current pay period wages to determine annual wages. For example, a monthly pay frequency has an annualization factor of 12. Payroll Administration typically calculates income

taxes on the basis of annual wages. The annualization factor is entered by selecting an option from the Annualization (PP33) option list on the Company Pay Frequencies form for each pay frequency.

Annuitant
Someone entitled to receive or currently receiving payments from an annuity.

Annuity
A contract providing an income for a specific period of time.

Applicant
A person who is applying for a job or position in your organization. Internal applicants come from within your organization while external applicants come from outside of your organization.

Applicant organization
Organization used to store and update applicant records.

Appraisal rating
A method of ranking the performance of an employee during a given period using options ranging from 1-outstanding to 5-unsatisfactory.

Archive
To transfer files to a slower, cheaper media (usually magnetic tape) to either free up the hard disk space they occupy or to create a backup copy of the files that can be used to restore programs and/or data if there is a system failure.

Arrears
Amount that could not be deducted from an employee’s net pay because the available net amount was less than the deduction. This amount may be recorded for recovery in a future pay period.

As-of reporting
Ability to report on data for a specified date or date range.

ASCII
American **S**tandard **C**ode for **I**nformation **I**nterchange. The basis of character sets used in almost all present-day computers; US-ASCII uses only seven bits to convey some control codes, space, numbers, most basic punctuation, and unaccented letters a-z and A-Z.

Ask Me wizard
A natural language, full-text search facility within the online help. This allows users to type in a question, the wizard interprets the question, and displays related topics.

Audit record
A snapshot of information entered on a form. Audit records are stored on the employee database and are displayed on audit reports in an is/was reporting format. Adjustments and time entries are stored as audit records and are extracted for a payroll run in which they update the employee's record.

Audit report
A report that is available after the running of a program; it lists created records as well as error messages for records that could not be created.

Audit trail
A report of changes made to your employee database, such as the Payroll Audit Trail (0101) report.

Authorized absence
Absences that are generally considered as paid time away from regularly scheduled work.

Automatic plan
A plan that has been defined with a default option and default pre- or posttax indicator (also known as core/default plan).

Average deferral percentage
Percentage used in nondiscrimination and compliance testing mandated by US law. The calculation is defined as the contribution divided by the compensation.

Average rating
A rating used for performance appraisal systems with categories weighted by relative importance, where the average score reflects the weighted scores.

Back
Takes the user back to the previous page.

Badge
Time and Attendance Administration can be set up to use two different types of badge readers. The type of badge your organization uses, is determined by your third party badge reader software. The two types of badges are magnetic badges and bar code badges.

Badge error
Occurs when a badge is used to create a clock transaction (ring) and an employee has not been assigned to the badge.

Badge number
Up to ten-character ID stored on employee badges and clock transactions (rings) that tie clock transactions (rings) to an employee on the ***Employee Database*** (on page 170).

Banner
Banner forms separate groupings on forms produced from the Federal, State/Local, and Employee Queues.

Batch
A group of transactions submitted to the batch payroll processing system. Also, a collection of time entries that corresponds to an employee group, such as department.

Batch control record
Precedes all transactions separated by group; used to identify the company to which the transactions in that group apply. By entering anticipated totals for dollars and hours on the batch control record, you may verify your totals against those accumulated by the system.

Batch layout facility
A program that produces a segment layout for loading forms via batch. This was formerly known as BATCHL.

Batch Master file (P20)
Sequential version of the Payroll Master information from the Employee Database. The Batch Master File (P20) is accessed and maintained during a batch maintenance run or pay run.

Batch number
An alphanumeric field on the batch control record containing a user-defined value used to identify a unique group of time entries or transactions.

Batch processing
A processing method that runs in the background and requires limited intervention.

Batch transaction
Precedes all transactions separated by group; used to identify the company to which the transactions in that group apply. By entering anticipated totals for dollars and hours on the BATCH transaction, you may verify your totals against those accumulated by the system.

Benchmark job
A standard or point of reference for determining total job points.

Beneficiary
A person named by the participant in an insurance or pension plan to receive any benefit provided by the plan if the participant dies.

Benefits Business Partner
See ***Trading Partner*** (on page 193).

Benefits control number
A four-position, alphanumeric identifier that specifies which tables are accessed for an organization.

Benefits statement
Report that indicates the coverage and cost of each benefits plan in which an employee participates.

Big option list
A large option list that includes a search facility. This was formerly known as a big codeset.

Blocking factor
Represents the number of physical records in a logical record.

Bridge loan
A loan made to assist a relocated employee in purchasing a new residence before the sale of their old residence is complete.

Browser
Software application used to locate and display web pages. Modern browsers give users access to graphics, text, and multimedia information, including sound and video.

Budget plan year
A twelve-month period over which a salary budget is effective.

Budget scenario
The result of creating one or more salary plans in order to see the effect of different increase policies on the budget.

Budget setting
The process of analyzing and selecting an organization's salary budget for the coming plan year.

Cafeteria plan
A specific type of flexible benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with flexible benefits plan.

Calculation option list
An option list that contains calculation formula. This was formerly known as a calculation codeset.

Candidate
A person who is applying for a job or position in your organization and is under consideration.

Career planning
Providing career incentives such as advancement and additional education and training for individual employees in order to meet projected organizational needs.

Carrier record
A carrier record supplies information from one application area to another application.

Case-sensitive
A program that distinguishes between uppercase (capital) and lowercase (small) letters. A case-sensitive program that expects you to enter all commands in uppercase will not respond correctly if you enter one or more characters in lowercase.

Catalog
A file (with the extension of .cat) that contains all the information necessary for Impromptu to access and retrieve information from a relational database. The catalog provides a business view of the data, as well as information about what database to access, where the database is stored, and how the tables in the catalog are joined in the data mart.

Category code
General term used to refer to the option selected from category (PP01 and PP02) option lists on the company earnings and company deductions forms. It is used to indicate the type of earning or deduction.

CBSVB
COBOL program used to produce reports and to access or maintain The Solution Series offline.

CBT
Computer-based training. Training through use of computer.

CE/H
Abbreviation for considered earnings/hours.

Change control facility
A facility for updating and comparing your system control repository. This was formerly known as MAINTI/MAINTO.

Check box
A standard windows control that displays a yes/no setting, either checked (yes) or unchecked (no).

Check digit
Unique identifier that is generated by the TBLCHK program and used by the system to check the table relationship records.

Checklist
A list of tasks to be performed in sequence. The checklist displays within the navigator area. Checklists link tasks and other checklists together to perform workflow functions. Users can display a checklist by selecting a checklist icon within the tasks in the navigator.

eCyborg Interactive Workforce specific—a list of tasks/pages generally displayed in a chart with hot spots (links) for the checklist items. The user clicks the link to access the page.

Checklist item
An item appearing within the navigator when a checklist is being displayed. Checklist items include tasks, dialogs and even other checklists.

Checklist item status
Defines the status of a checklist item. These can be:

- Available to perform
- Required
- Not available
- Already completed

Checklist margin
The area of the navigator that displays the checklist item status when a checklist is being displayed.

Checklist wizard
Tool used to create checklists.

Checkmark
If in the done column of an eCyborg Interactive Workforce checklist, indicates that an item on a checklist is complete. Can also indicate OK, finished, submit, and so forth.

Class
A class is an occurrence of a course that is specific to a location and a date that is being administered using Training Administration. For example, 'eCyborg: Using the Web Client′ on Thursday, December 21, in Chicago is a class of the course 'eCyborg: Using the Web Client'.

Class evaluation results
These are the results as entered on the evaluation forms filled out by the class participants upon completion of the class. These results are recorded on the class evaluation results form.

Cleared payment
A check that has been cashed or deposited by the payee and has been returned, marked as such, to the payer’s bank, credit union, or financial institution.

Client data file
File containing information replicated from the System Control Repository. Used by client workstations to improve response time, since editing can be performed locally. May be located on each client workstation or may be located on a server and be shared by multiple client workstations on the network. Formerly known as the Client Control File.

Clock in and out
Also referred to as swipe/swiping the clock. When an employee uses their badge to record an activity time, they must pass their badge through the badge reader. This action can be referred to as clocking in and out.

Clock transaction (ring)
Record containing the information needed to create time entries for payroll processing. Clock transaction (ring) information includes date, time, and badge number. A clock transaction (ring) is created when a badge is swiped through a clock.

Clock transaction warning
Occurs when a clock transaction (ring) time falls outside of an employee's schedule warning times.

Closing costs
The costs associated with the purchase of a new house.

CLP
Abbreviation for certificates, licenses, and permits.

Co-ordinator
A coordinator is an instructional institution, organization or person who administers training courses.

Codeset
A list of valid code values and associated descriptions from which you may select an appropriate entry. This is now known as an option list.

Coefficient
Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Combined register (2222) report
A report that provides a detailed printout of all earnings, hours, taxes, and deductions for all the payments and adjustments made on a payroll run. It is Report Generator 2222.

Command button
A standard windows control that initiates a command of sets an option (previously known as push button).

Common pay master
An organization that pays employees who work for different legal entities. If all the conditions related to a common paymaster are met, the FICA and, in most cases, the SUI does not have to start over.

Common tax organization
A method of setting up taxation in an organization in which all necessary tax specification records are contained in a single organization. The common tax organization often handles tax specification records more efficiently, since it avoids duplication of the

federal tax records and of any state or local records used by multiple companies.

Communication event
A letter or email that can be triggered automatically or manually within the system. Communication events are set up by the system administrator and usually include data from a form or record.

Compa ratio
The ratio of a given salary compared with the midpoint of the salary range. The formula is the salary divided by the midpoint.

Company logical Master record
Complete record for a company. It may be composed of multiple physical records.

Company validation table
Table that validates that an Organization Control Number is valid and payments can be made.

Competency
A requisite capacity to perform a single or set of skills or activities.

Complement limit
A 'complement limit' is the maximum number of complement units that can be assigned to a position at any one time.

Complement position
A 'complement position' is a position that is included in complement control.

Complement unit
A 'complement unit' is the type of unit used to measure the value of a position, for example, headcount, fte, or hours.

Compliance
Conformity in fulfilling legal requirements.

Component
The first level of functional organization on the navigator or menu, such as employee resourcing or employee development.

Component icon
An icon that denotes the current component. There are a number of components within the system. Each component appears as an icon on the navigator.

Component plan
Any plan included under the flex master plan or grouped together under a group master.

Condition
Predefined criteria that can be added to a report's filter.

Considered earnings
An employee's paid earnings that are to be accumulated, based on plan rules, for use in determining credited service or calculations of final benefits amounts.

Considered earnings/hours (CE/H) accumulators
Used only in benefits plans to accumulate the earnings and hours an employee has acquired toward eligibility for a deferred plan. Accumulators may be retained on a monthly, quarterly, or annual basis.

Considered hours paid
Actual number of hours for which an employee was paid and that are to be accumulated based on plan rules.

Considered hours worked
Actual number of hours an employee worked. These hours are to be accumulated based on plan rules for use in determining credited service for a plan participant (or for a non-participant if eligibility has been met).

Consolidated reporting
Option that enables packaged reports to be processed for all organizations (consolidated).

Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Context-sensitive help
Information about an object and its current condition. It answers the question 'what is this?'

Contractual exchange rate
An annually reviewed exchange rate usually based on an employees anniversary date and reviewed once a year; often used for salaries.

Contribution type
The type of contribution being made to a benefits plan. The system allows for the deduction and accumulation of up to five different contributions per plan: basic employee pretax, basic employee posttax, supplemental employee pretax, supplemental post-tax, and organization.

Control 1-2
Organization Control Number. A six-character, customer-defined code that represents a company or group of employees within an organization.

Control levels
A hierarchy of values used to determine the breakdown of an organization for reporting purposes. The values are user-defined.

Control number
An alphanumeric designation assigned to a table to define the table records that will be used for each organization.

Conversion
A method for transferring data from either a manual or automated system into the system.

Conversion option
The interval at which you are converting currency (for example: yearly, monthly, weekly).

Core plan
One of the plans that make up the minimum benefits in which all eligible employees are required to enroll—for example, medical and life. Employees who fail to return enrollment forms with their benefit choices may be automatically enrolled in the core plans (also known as default plans).

Cost categories
Cost categories are classifications or divisions used to separate costs for training into broad groupings, for example, equipment or operating costs.

Cost types
Cost types are used to further define training costs. For example, the category of equipment could be further broken down into the cost type of overhead projector and monitor rental.

Costing
Projecting the future cost of a benefits plan contribution for budget purposes.

Costing record
Labor record.

Course
A course is a separate unit of instruction in a subject being administered using the training administration solution. For example, 'eCyborg: Using the Web Client′ is a course. This may be applied to a training course provided internally or externally.

Course directory
A course directory is a list of all available courses.

Covered Entity
A member of one of three groups subject to the administrative simplification provisions of HIPAA. The three types of Covered Entities are health plans (not fully insured), clearinghouses, and providers that conduct transactions electronically.

Covered Entity Group
A Covered Entity Group represents in the system a partnership between two Covered Entities (benefits business partners) who transmit benefit information electronically between each other in the form of the 834 (Benefit Enrollment and Maintenance) and 820 (Group Premium Payment for Insurance Products) Transaction Sets.

CPI
Characters per inch.

Credited service
The number of years of employment for which an employee is given credit for use in determining final benefits amounts.

Crew
A group of employees who rotate from one schedule assignment (shift) to another, following a rotation pattern.

Crew code
A unique, one-character, alphanumeric identifier of a crew.

Cross-reference keys
Provide direct query access to data within the system database.

Crossfoot
An accounting term that means to compare or add figures to make them balance. If you receive an error message such as 'Entries do not Crossfoot', this means that some amounts entered into fields are not balanced.

CSL
Abbreviation for ***Cyborg Scripting Language*** (on page 167).

Cube (Power Play)
File (with the extension .mdc) that contains data organized into dimensions to provide for faster data retrieval and drill down reporting capabilities.

Cumulative data
Also called 'to-date data'. includes payroll earning, deduction, net pay, taxable wage, and tax to-date figures for employees.

Cursor
A special symbol, usually a solid rectangle or a blinking underline character, that signifies where the next character will be displayed on the screen. To type in different areas of the screen, you need to move the cursor. You can use the arrow keys or a mouse to move the cursor.

Custom report format
Custom reporting used by states because their reporting format is neither MMREF, ICESA, nor TIB-4.

Customer-defined
Values that depend on an organization-specific definition--for example, option list.

CYB88X
An English Language root program used to set the production version switch to on or off, in addition to other automatic settings.

CYBMST
Library file that contains the main batch payroll software. This file consists of COBOL programs, report generators, and system tables.

Cyborg Scripting Language
Fourth-generation programming language, previously called English Language.

Data extract
Method for extracting information from The Solution Series for the purpose of subsequently loading it into eCyborg Interactive Workforce databases.

Data Extract File Splitter (RSPLIT)
COBOL program that creates separate files for every representative table, using the Data mart Extract File as input.

Data load
The process of moving data from one system or media to another. It encompasses data mapping, data extraction and conversion, and the actual loading of the data. Also the method of loading data extracted from The Solution Series into eCyborg Interactive Workforce databases using programming scripts.

Data mapping
The process of identifying, comparing, and matching data (field to field) to be converted from one system or media to another.

Data mart
Relational tables with a defined structure that have been designed to automatically accept full data mart extract data seamlessly.

Data mart Extract File (FILE36)
Temporary system file holding the copied data from The Solution Series.

Data store
Repository where data is stored. Client applications request information from a Solution Series data store.

Database
A collection of information organized so that a computer program can quickly search for and select specific pieces of data. Think of a database as an electronic filing system.

De-enrollment
The process of shutting off plan benefits for an employee for reasons other than a separation activity.

Deduct credits by plan
A method of distributing flexible benefit credits. The total monetary value for credits is prorated based on the employee's pay frequency. Credits are given to employees as earnings added to their pay; the cost of individual employee plans are collected through payroll deductions and listed on the employee's payment stub.

Deduct credits by plan method
A method of distributing flexible benefit credits. Credits are given to employees as earnings added to their pay; the individual employee plan costs are then collected through payroll deductions.

Deduction
An amount subtracted from available net pay. Deductions can be involuntary (child support or maintenance) or voluntary (pension plans).

Deduction cycle
A predetermined schedule for taking voluntary deductions, based on the defined frequency.

Default
Value that will appear if no entry is typed or selected.

Deferred compensation
Any benefit that is not immediately payable to an employee, but is instead deferred to a later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plan.

Deferred plan
Any benefits plan in which benefits are not immediately payable to an employee, but are deferred to some later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plans.

DEL-PE
Utility program used to delete existing Phonetic Keys.

Delimiter
A character that tells the system where an item of data ends and another starts.

Density
Number of bytes per inch that a tape drive writes to a tape.

Dependent
An individual who relies or depends on another for his or her support.

Dependent GTL
Acronym for Dependent group term life insurance plan.

Dependent number
A unique number in the eCyborg Interactive Workforce database that identifies an employee's spouse and his or her other dependents.

Deposit advice
Pay document that looks similar to a check and shows the amount deposited to the employee’s account.

Derived data
Reporting Administration enhances data during the extract process by capturing and storing table-derived data, such as salary grade, that do not reside on the employee’s record.

Detail page
A page in eCyborg Interactive Workforce that displays detailed information. Summary pages contain links to the detail for each record.

Dialog box
A secondary window that appears on the screen to present information or request input. Dialog boxes are generally temporary—they disappear after you enter the requested information.

Direct deposit
Also referred to as an Electronic Funds Transfer, or EFT, direct deposit allows employees to authorize the organization they work for to automatically deposit all or part of net pay into one or more bank accounts.

Disability
Inability to pursue certain occupational activities due to physical or mental impairment.

Disability insurance tax
A tax required by some us states to be funded by employee-paid contributions to pay all or part of the cost of disability insurance coverage. In Payroll Administration, US State disability insurance tax records are established as Type 4 taxes.

Disciplinary action
Action taken against an employee for violation of an organization policy or procedure.

Discretionary increase
A salary increase amount or percentage determined by a manager according to the guidelines established by the organization.

Display
Make data or images display on a computer monitor.

Display box
An area on a form in which data is displayed (formally known as an inquiry field).

Display text boxes
An area on a form in which data is shown but cannot be modified.

Disposable income
For garnishment purposes in the U.S., an employee's earnings minus deductions required by state or federal law.

Distributed Access Log Table
Form that records the date, time, and last record distributed to a unique location.

Distributed location
A customer location where data changes are replicated and may be distributed. A DL is identified to the system by a unique 5-position alphanumeric node ID.

Distributed Location NODE Control Table
Form that defines the operating environment of your remote node. It allows you to assign an access password for the node and indicate whether the option list and table records will be distributed to the remote node.

Distributed Rules Table
Form that records the FILE 02 segments that are to be excluded from the remote location.

Distribution
The process of passing data from a source DL to one or more target DLs.

Distribution rules
A set of parameters that determine how data will be distributed from one DL to another. These are defined at each DL by the owner using the distribution rules forms. Distribution rules are stored in tables that are not replicated (thus, they cannot be distributed).

DL
Abbreviation for ***distributed location*** (on page 169).

Docked toolbar
Toolbar that is located on the edge of a program window.

Document type
Categorization of a document, such as birth certificate, performance review, drivers license, and so on.

Double-click
Click a mouse button twice in rapid succession.

Drop-down list
A drop-down list is a view of the acceptable entry options available for a text box.

Drop-down list box
A standard windows control that displays a current setting but can be opened to display a list of choices. The user selects a choice by double clicking on the choice. The user can type into the field, and the system moves the list of choices to the last letter typed.

DSP08
Program that displays the current contents of the Replication Holding File (FILE08).

DSRF02
Form that records the FILE02 segments that are to be excluded from the remote location.

DSRSET
Program that activates the Distributed Administration indicator on the PP-SCOPTS record of FILE01.

DSSRRL
Program that will display those remote sites that have not had data distributed to them within the past three days.

DSUSET
Program that deactivates the Distributed Solution indicator on the PP-SCOPTS record of FILE 01.

Dynamic SQL
Statements created by a program that must be interpreted and converted to executable sql statements at run time.

Earned income credit
A refundable amount that reduces the tax owed by certain low-income individuals in the U.S. who meet adjusted gross income levels.

Earning
Money paid in return for work performed or services rendered. In Payroll Administration, earnings are separated by earning numbers into various categories such as regular pay, overtime pay, shift pay, bonuses, and so forth.

Earnings category
Used to categorize similar earnings. For example, all the overtime earnings can be grouped into category 01, all the shift differentials/premiums into category 06, and so forth.

EBCDIC
Extended Binary Coded Decimal Interchange Code; binary code for alphabetic and numeric characters developed by IBM for its computers.

eCyborg Interactive Workforce Home
Button on every page that returns the user to the eCyborg Interactive Workforce Home Page.

eCyborg Interactive Workforce Home page
Home page that displays each time employees log on to eCyborg Interactive Workforce after completing the new user tasks on the New User Home page.

EDI
Electronic Data Interchange. The electronic exchange of business transactions based on standardized guidelines.

EEOC
Equal Employment Opportunity Commission.

Effective date
Date on which an event takes place, for example, an enrollment or benefits plan change.

EFT
Electronic Funds Transfer or direct deposit. Allows employees to authorize the organization they work for to automatically deposit all or part of net pay into one or more bank accounts.

EIC
Abbreviation for ***earned income credit*** (on page 170).

EIN
Employer Identification Number. A federally or state assigned number used to distinguish tax entities in the US.

EL
Abbreviation for English Language, now called CSL (Cyborg Scripting Language).

Electronic documentation
Documentation that can be viewed, searched, and printed on your computer.

Electronic Performance Support system
Online tools that help users perform their job quickly and efficiently. EPSS can include online help, computer-based training (CBT), electronic manuals, wizards, and so on.

Email
Literally 'electronic mail'. This is a message that is sent to one or more people within or outside of your organization by an automated email software package.

Employee cancellation
An employee cancellation occurs when an employee is cancelled from attending a training class or training program.

Employee Database
The file that contains organization and employee records. This is File02. It was formerly known as the Master File.

Employee Database record
The complete record for an employee. It may be composed of multiple physical records.

Employee logical Master record
Complete record for an employee. It may be composed of multiple physical records.

Employee Number
Alphanumeric value of up to 10 characters that you define to be used to identify an individual as an employee. It acts as a key to retrieve an employee's record.

Employee status
Represents an employee's present standing in terms of activities processed for the employee, for example, active, inactive, part-time, full-time, and so forth.

Encoding
The process of applying a badge number to an actual badge. This badge number is then entered on the Badge Number Assignments form to assign it to an employee.

English Language
Former name of our fourth-generation programming language, now called Cyborg Scripting Language.

Enhanced Pay Processing and Reporting
Pay run and reporting process that can be executed online.

Enrollment form
A customer-defined form used by employees to record their benefits elections and any associated dependent and/or beneficiary information.

Entitlement accrual
An accumulation of hours for an employee benefit, such as sick leave or vacation time, commonly known as an accrual.

Entity
Each Organization Unit, Job, Position, and Incumbent is an entity. Together they are entities.

Alternate definition: The agency to which an organization submits its quarterly unemployment insurance reports.

Entry field
An area on a screen or browser page where the user can input information.

Entry form
An entry form is a form used to enter data.

Environment
The host platform and workstations where your system resides, and any communication protocols. Also, a workspace dedicated to a specific processing type. For example: development, test, and production.

EPSS
Abbreviation for ***Electronic Performance Support system*** (on page 170).

Establishment Reporting
Establishment Reporting occurs when an employer with several business locations chooses to file wage reports, broken down by location or unit, to the Social Security Administration. Each unit is identified by a four-character code, called an Establishment Number. The employer obtains approval from the SSA to use Establishment Reporting. Establishment Reporting does not apply to 1099s.

Euro triangulation
The conversion between one Euro currency and another.

Event
The combination of a trigger (changes made to system data) and an action (the creation of an email or letter). Events always consist of these two component halves.

Exchange rate
The ratio of the value of one currency to another.

Exchange rate type
The interval at which you update the exchange rate; for example, yearly, monthly, weekly.

Excused absence
Absences from regularly scheduled work that can be considered as either paid or unpaid time off.

Execution scripts
Generic reference to Job Control Language (JCL) for your operating system's command language.

Extract file
A data file generated to be used by another system or application.

Extract program

Report generator 7F7F and its subroutines.

This program accesses the P20 file to extract the employee information. It extracts all necessary information and is required to run only once per quarter. It may need to be rerun if there are subsequent adjustments applied to the P20.

Federal Insurance Contributions Act

The United States Federal Insurance Contributions Act imposes two taxes on both employers and employees. Tax is withheld from an employee's wages to finance the Old-Age, Survivor's, and Disability Insurance (OASDI) social security program and the Hospital Insurance (HI) Medicare program. Employers are then required to match the amounts withheld from employees. In Payroll Administration, employee information for FICA-OASDI social security tax is entered on tax record 101 and FICA-HI Medicare tax on tax record 103.

FEIN

Federal Employer Identification Number.

FICA

Abbreviation for Federal Insurance Contributions Act.

Field

A data item on the database. This is usually displayed on a form as a text box.

eCyborg Interactive Workforce specific—A space allocated for a particular item of information. A tax form, for example, contains a number of fields: one for your name, one for your Social Security number, one for your income, and so on. Every field has a name (also called a field label).

Filing entity

Agency to which an organization submits its quarterly report.

Filter

Device used by report to select certain rows of information from the database, thus limiting the amount of data from the database to be viewed in the report.

Finished

Users click Finished when they have completed all information on a checklist or other *Interactive Workforce* page.

Flat rate tax

A US local tax that is calculated as a standard percentage rate and that is calculated in the same way for all employees (that is, factors such as marital status do not enter into the calculation). For many such local taxes, the Tax Authority File does not provide tax specification information. Instead, you need to enter a Tax Specification Record for the tax on a Tax Specification Information form, indicating the tax rate in the Flat Rate text box.

Flex credits

Units granted to an employee in order to purchase benefits under a Flexible Benefits Program.

Flex Master Plan

Defines your Flexible Benefits Program and ties component plans together as a group. Employees are enrolled in the Master Plan and then select the benefit plans in which they wish to participate—for example, medical, dental, and life. Flex master plans are set up in Benefits Administration and used by eCyborg Interactive Benefits to display benefit plans to users for initial and open enrollment.

Flex plan

A benefit plan where, in addition to a core of basic benefits (if applicable), the organization/company allocates to each employee a credit for purchasing additional benefits tailored to their individual needs. Flexible benefit plans may include a flexible spending account.

Flexible Benefits Plan

A specific type of benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with cafeteria plan.

Flexible Benefits Program

A benefits program in which an organization may allocate to each employee a pool of credits or a monetary amount that is to be used to purchase benefits tailored to individual needs.

Flexible Spending Arrangement
A benefits welfare plan set up as an account in an employee's name that is used to reimburse the employee for certain personal expenses. In the United States, these accounts are provided by employers as a way for employees to pre-fund dependent care, legal services, or medical expenses with pretax currency.

Floating toolbar
Toolbar that is located within the program window.

Folder
Logical organization device for the content of a Cognos catalog.

Foreign currency
The currency into which or from which you must convert.

Form
Section of the Work Area in which data is entered and displayed, including text boxes and other controls. This was formerly known as a screen.

Form 300
Log of Work-Related Injuries and Illnesses, used to classify work-related injuries and illnesses and to note the severity and extent of each case. The delivered OSHA Form 300 Log of Work-Related Injuries and Illnesses report (20-RPT) is a facsimile of the Form 300.

Form 300A
Summary of Work-Related Injuries and Illnesses, used to show the totals for the year in each (illness or injury) category. The delivered OSHA Form 300A Summary of Work-Related Injuries and Illnesses report (21-RPT) is a facsimile of the Form 300A.

Form 301
Injury and Illness Incident Report. This must be completed when a recordable work-related injury or illness has occurred. This must be completed by the employer within 7 calendar days following receipt of information that the recordable work-related injury or illness occurred. This form must be kept on file for five years following the year to which it pertains. The delivered OSHA Form 301 Injury and Illness Incident Report (22-RPT) is a facsimile of Form 301.

Form area
An area of the window that contains a form.

Form Builder
A tool for use with The Solution Series for designing forms.

Formal education
Education that is obtained from a college or university.

Forward
Displays the next page.

FSA
Abbreviation for Flexible Spending Arrangement.

FTE
Full Time Equivalent. An FTE is the ratio of total working time to the time that represents full time employment for a single employee. For example, an FTE of .5 means working time is half of the time that represents full time employment.

FTP
File Transfer Protocol. A means of allowing a user on one computer to transfer files to and from another computer over a network

Full Time Equivalent
The ratio of total working time to the time that represents full time employment for a single employee. For example, an FTE of 0.5 means working half of the time that represents full time employment.

Function keys
Keys F2 through F12 on the keyboard that can be assigned to a bookmark or favorite.

Funeral days
Absences from regularly scheduled work due to a funeral, which at the discretion of the organization, can be considered as authorized or unauthorized, paid or unpaid time off.

Gap analysis
Comparison of a current state of being with a desired state of being. For example, you could perform a skill or competency gap analysis on individual employees or on the workforce as a whole, comparing the existing state of skills and competencies with the required state or level of skills and competencies.

Garnishment
A legal procedure authorizing a deduction from an employee's earnings to satisfy a legal requirement.

General ledger
File that provides a balanced payroll journal for the period. This file contains journal entries for labor expenses, withheld deductions, income, disability, UI, and other withheld taxes, net pay, and company-paid taxes. The interface may also be produced on paper.

General ledger interface
A file that provides a balanced payroll journal for the period. This file contains journal entries for labor expenses, withheld deductions, income, disability, UI, and other withheld taxes, net pay, and company-paid taxes. The interface may also be produced on paper.

Go to details
Displays a new page with detailed information. Used on summary pages.

Graphical User Interface
The Solution Series provides integrated human resource and payroll functionality via the Microsoft Windows Graphical User Interface. These are the elements that display on your screen.

Grievance
A formal complaint made by an employee against the organization usually because of an unsatisfactory working condition or other work-related dispute.

Gross wages
The total of all earnings paid to an employee.

It is stored in the Total Pay (field 119 of the US Tax Authority File) field of the employee's US FICA tax record 101 (FICA-OASDI). This figure appears on the Combined Register (2222) report as Total Pay. It does not appear on US W-2 forms.

Group box
A standard Windows control that groups a set of controls.

Group plan
Defines any number of benefit plans tied together as a group. Group plans are used to define common eligibility and to cluster plans for reporting purposes.

GUI
Abbreviation for Graphical User Interface.

Handicap
Having a physical or mental disability that substantially limits activities especially in relation to employment or education.

Health and safety profile
Data on the employee record that includes information such as the employee's blood type, language, physician, emergency contacts, and any disabilities.

HED
Acronym for Hours, Earnings, and Deductions. Each earning or deduction must be established in The Solution Series with a unique identifying three-digit code. HEDs are used to record pay, hours worked, and deduction amounts and arrears for each employee.

Help
Hot spot on an eCyborg Interactive Workforce page that displays step-by-step directions for completing the page.

HIPAA
Acronym for Health Insurance Portability and Accountability Act of 1996. HIPAA is a law that protects citizens from being denied health insurance coverage due to a pre-existing condition, and protects the privacy and security of citizens' healthcare information by enforcing standards for the manner in which health information is transmitted electronically.

History record
Part of an employee's payment history; a snapshot of a check paid to an employee or an adjustment made to an HED or tax.

Holiday days
The time off that all employees are entitled to based on the decision of the organization or government regulation.

Home location
The country in which an employee permanently resides.

Home page
The main page of a Web site that generally serves as an index or table of contents to other documents stored as pages on the site.

HTML
Abbreviation for **HyperText Markup Language,** the authoring language used to create documents on the World Wide Web. HTML defines the structure and layout of a Web document by using a variety of tags and attributes.

I-beam
Symbol that identifies the insertion point.

ICESA
Interstate Conference of Employment Security Agencies. Also used to refer to the specifications and instructions for reporting to participating states through magnetic media.

Import facility
A tool delivered with The Solution Series that moves data from an external source to any organization or employee form.

Import record
A line in a spreadsheet or delimited file that contains employee or company data.

Impromptu
Tool for interactive database reporting. Reports are built from the database using a pre-defined catalog.

Inactive plan
A benefits plan that no longer allows employee enrollment.

Inactive tax record
An employee tax record that is no longer in effect for a given employee. Neither wages nor taxes are accumulated for the particular tax record. However, any wages and/or taxes already accumulated remain until clearing is performed. Such clearing is usually performed in preparing the Employee Database for a new year. The inactive records can be deleted at this time. The process of making a tax inactive is called deactivating.

Incumbent
An incumbent is an employee linked with a specific position. The linking of an employee with a Position is an incumbency. An employee may be linked to more than one position; in other words, an employee with multiple incumbencies. A position to which more than one employee is linked has multiple incumbents.

Information-level security
These records grant access to employee and table data via specific password records.

Initial Administrator
Only user whose user ID and password are created during installation. The initial administrator always has authority to all administrative functions: eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration, and can assign administrative roles to others by creating administrative user IDs and passwords.

Initial passwords
Password generated by eCyborg Interactive Workforce for each user ID extracted from The Solution Series. Users must create a user-defined password when they log on to eCyborg Interactive Workforce for the first time.

InitialAdmin
See Initial Administrator.

Inquiry form
An inquiry form is a form used to view data already entered.

Instructional text
Any paragraph(s) on the page that explain the function of the page or fields to the user.

Internal candidate
An employee of your organization who is applying for another job or position in your organization.

Internet
A global network connecting millions of computers.

Intranet
A network belonging to an organization, usually a corporation accessible only by the organization's

members, employees, or others with authorization and used to share information.

Investment funds
Different options or accounts available to employees for allocating their contributions, usually applicable to thrift/savings plans.

IPEDS
Acronym for Integrated Postsecondary Education Data System.

(Taken from NCES website at http://nces.ed.gov/ipeds/AboutIPEDS.html)

“NCES has established the Integrated Postsecondary Education Data System (IPEDS) as its core postsecondary education data collection program (prior to IPEDS some of the same information was collected by the Higher Education General Information Survey-HEGIS). It is a single, comprehensive system that encompasses all identified institutions whose primary purpose is to provide postsecondary education.

IPEDS consists of institution-level data that can be used to describe trends in postsecondary education at the institution, state and/or national levels. For example, researchers can use IPEDS to analyze information on 1) enrollments of students, undergraduate, first-time freshmen, graduate and first-professional students by race/ethnicity and gender; 2) institutional revenue and expenditure patterns by source of income and type of expense; 3) salaries of full-time instructional faculty by academic rank and tenure status; 4) completions (awards) by type of program, level of award, race/ethnicity, and gender: 5) characteristics of postsecondary institutions, including tuition, room and board charges, calendar systems, etc.; 6) status of postsecondary vocational education programs; and 7) other issues of interest.”

IRP/BSS
Information Reporting Program/Bulletin Board

IRS/MCC
Internal Revenue Service/Martinsburg Computing Center

JDBC
Java Database Connectivity Application Programming Interface. An application programming interface for accessing tabular data sources from the JAVA programming language.

JMNTRUN
Script used to assign check numbers and create history records.

Job
A 'Job' is a generic description of a role within the organization—for example, Manager.

Job assignment
A job associated with a particular employee.

Job code
A designation for a job assignment.

Job streams
A generic reference, Job Control Language, for your operating system's command language. Control statements that execute programs.

Alternately: Jobstreams

Job type
A generic category that further defines a particular job.

JPAYRUN
Script that is used to calculate pay and create payroll reports.

JQTRRUN
Script that executes the new quarterly reporting process.

Jury duty
This is compulsory service on court appointed juries. Employers are required by law to excuse jury duty related absences. They are not, however, required by law to pay the employee during this time away from the job.

JXP5QTR
Stand-alone script used on all platforms to extract and compile the new quarterly COBOL program.

KEY-PE
Utility program used to rebuild the QUERY Alternate Keys.

KEYDEL
Utility program used to delete existing QUERY Alternate Keys.

Label
Text that describes the information the user enters into the field.

Labor record
A record containing the hours, amounts, associated charge-to control levels, and function assigned on the employee's Payroll Home Location/Pay Allocations form (GG-SCR).

Large number
The Multicurrency Payroll component contains a large-number format time entry form that accepts a nine-digit number as opposed to the seven-digit maximum in the standard Payroll Administration.

LDEFAULTS
Term used for a text/list box default template.

Leave of absence
Occurs when an employee leaves the organization for a period of time, usually temporary, for personal reasons such as medical leave.

Link/jump
Reference to another document. Links (or hotspots) appear as underlined text. When you move your cursor over a link, the cursor changes to a hand. Click the link to access or jump to the referenced document.

LIS file
Standard file name used by all completed report files that are launched online. Files are automatically assigned this extension by the Online Initiation of the Pay Processing and Reporting feature.

Local currency
The currency in which the employee is paid.

Local currency country
The work location for tax purposes.

Log file
Informational file generated when a report is launched online. The log file is used by the Process Monitor to communicate the status, progress, and completion of a report.

Log off
Logs the user off the system. When referring to the Log Off button, use initial caps.

Logical Employee Model
A collection of default employee information that is used to create a model. Logical Employee Model templates are used when hiring new employees to save time and ensure that critical information is established consistently and correctly. These were formally known as LMODELs.

LPI
Lines per inch.

Mailing address
An address, other than your legal residence address, to which you have your mail sent.

Maintenance payroll run
A maintenance payroll run automatically updates organization and employee records, but it does not process time entries, calculate pay or generate payments, pay slips, or deposit advices. It is also used to create payment history records.

Major activity
Event that causes a change in an employee's employment status, such as a new hire, termination, or rehire.

Mandatory field
A field that requires the user to enter information before the user can exit the form or page.

Manual payment
A payment not created within The Solution Series.

Map file
Stores the predefined relationships between an import file and a form.

Mass time entry creation
Creating time entries for a group of employees through one program execution, such as for a paid holiday.

Master File (0202) report
A report that produces a formatted display of the data in an employee's current batch Employee Database record. This includes the wages and taxes accumulated for the employee, covering current, month-to-date,

quarter-to-date, and year-to-date information for individual tax codes. It is report generator 0202.

Matrix ID
Unique identifier for each pay-for-performance matrix.

Menu
A list of choices; the choices are generally links that take the user to another screen or page.

Menu bar item
A menu that appears on the menu bar.

Message area
An area of the window that contains messages or selection lists relevant to the current form. The Message Area can be turned on or off.

Method code
One of many specific routines (usually delivered and identified by a two-character code) used to calculate earnings and deductions.

Midpoint
The middle of the span of currency from the minimum to the maximum of the employee salary grade.

Minimart
Relational tables you create so you can insert data from your Subset data extractions.

MMREF
Magnetic Media Reporting and Electronic Filing. Also used to refer to the specifications and instructions for reporting to participating states through magnetic media. See Social Security Administration publication MMREF-1 for specifications and instructions for reporting quarterly wage information to participating states through magnetic media.

Model (PowerPlay)
File (with the extension .pye) that contains definitions of PowerCube dimensions and measures, queries that define the data sources, and other details needed to create a defined cube. Defined models reflect performance requirements as well as requirements of the final user of the cube.

Monetary perquisites
A privilege or profit that an employee is entitled to that is incidental to regular wages or salary.

Moving expenses
The expenses incurred by an employee due to moving from one location to another for employment purposes.

Multicurrency costing records
Records that maintain a history of the deduction and deposit transactions for each exchange rate.

Multiple master
A file compression technique that duplicates the current employee Permanent Master Record as many times as there are payments to that employee during one pay period. These multiple masters are detail records reflecting the amounts for the payment being made (current), and the adjusted MTD, QTD, and YTD totals. The system uses multiple master records to create history records showing the current payment figures only.

NACHA
American not-for-profit trade association that develops operating rules and business practices for the Automated Clearing House (ACH) Network and for other areas of electronic payments.

Navigation bar
In eCyborg Interactive Workforce the Navigation bar shows the name of the page you are using, for example, 'Mailing Address'. The top line of the Navigation bar shows the path you took from the Home page to reach the present page. Links on the Navigation bar let you return to the home page or log off the system.

Navigator
Left pane of the work area which forms the main method of moving through the forms. From the Navigator users select the component, process, and task in which they are interested.

NCES
Acronym for National Center for Educational Statistics.

(Taken from NCES website at http://nces.ed.gov/ipeds/AboutIPEDS.html)

Primary federal entity for collecting and analyzing data that are related to education in the United States and other nations.

Net credit method
A method allocating flex credits. An employee's cost of benefits is calculated as either a net cash earning or a net deduction from the employee's pay. The net amount is the difference, either plus or minus, between the credits allocated to the employee and the cost of his or her flex benefits choices.

New hire
Process of hiring a new employee for your organization.

New period pay run
Pay run for which the earning and deduction cycles are incremented. New-period pay runs are typically part of a regular pay schedule, and do not include off-cycle runs.

New user
A user of eCyborg Interactive Workforce who has not yet completed reviewing and updating their personal information on the New User Home page.

New User Home page
Home page that displays for new users of eCyborg Interactive Workforce until they complete reviewing and updating their personal information.

Node
A Distributed Location.

Node ID
A unique 5-position identifier for a node. The naming convention is defined by the user.

Notional value
A value input for informational purposes only.

Number registered
This is the number of employees registered for a training class. It is updated and displayed on the Class Schedule form.

Object
Each System Control Repository record type is assigned an object code. A single record type can have several object codes assigned to allow limited display.

Object key
A field that allows you to specify the System Control Repository record group you want to display. The value of this field is dependent on the type of information you want to display.

Obsolete plan
A benefits plan that will no longer be used.

Off cycle
An off-cycle payroll run is an additional payroll for the period just completed. An off-cycle payroll run is commonly used to process nonstandard payments, such as bonuses. It is sometimes referred to as an additional or bonus payroll run.

Off-cycle pay run
Additional payroll for the period just completed. An off-cycle payroll run is commonly used to process nonstandard payments, such as bonuses. It is sometimes referred to as an additional or bonus payroll run.

One-stop document
Documentation that contains reference information, step-by-step procedures, and training exercises.

Online
Turned on and connected, for example, printers are on-line when they are ready to receive data from the computer. Users are considered on-line when they are connected to a computer service through a modem. That is, they are actually on the line.

Open enrollment
A period of time during which employees can enroll in or change their benefit choices for the upcoming year, generally in October or November.

Operator ID
A four-character code that identifies the user to the system.

Option
An item in the option list for a field. This was formerly known as a codeset item.

eCyborg Interactive Benefits and Benefits Administration specific—In Benefits, the plan coverage that an employee selects, such as single or family coverage.

Option button
A standard Windows control that allows you to select from a fixed set of mutually exclusive options (previously known as radio button).

Option list
A list of valid options and associated descriptions from which you may select an appropriate entry. This was formerly known as a Codeset.

eCyborg Interactive Workforce specific—Options available in The Solution Series that the eCyborg Interactive Workforce administrator loads in to eCyborg Interactive Workforce. The options are then available in the drop-down list boxes in eCyborg Interactive Workforce.

Organization
A group of employees who are employed in a common structure, governed by the same set of rules or policies, and eligible for the same earnings and deductions. For example, your organization may be structured into parts that represent employee groups such as active, union, retirees, applicants, and so forth.

The organization is the highest level in The Solution Series structure and is identified by a six character code. All records are organized by organization.

Formerly known as a company or Control 1-2.

Organization Level 3
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Organization Level 4
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 5
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 6
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization levels
Hierarchy of values used to determine the breakdown of an organization for reporting purposes. The values are customer-defined.

Organization Number
A six-character user-defined code that represents an organization; the highest level of the organizational structure in Payroll Administration.

Formerly known as a Control 1-2.

Organization Unit
An organization unit ('Org Unit') is a grouping of Positions within an organization (for example, Accounts Department).

Organization Validation table
A table that validates that an organization is valid and payments can be made.

Organization-specific tax setup
A method of implementing Tax Specification Records in which each organization involved in tax processing contains all the specification records required to process taxes for its employees, as opposed to a common tax organization.

OSHA
U.S. Department of Labor Occupational Health and Safety Administration.

Override file
A file used to maintain COBOL or Report Generator changes to the system.

P2EDIT
Transaction editor program. This is the first program executed as part of the batch payroll process. This program performs edits on the input transactions.

P4CALC
Program that performs payroll calculations and updates to the sequential Batch Master File during a payroll run.

P5PRNT
Program that formats and creates all output, including payments, reports, tapes, and records that must be recycled to future payroll runs.

Packaged reporting
A processing mode in which a job is scheduled to be run at a certain time.

Packaged reports
Delivered reports developed using a Fourth Generation scripting language, Cyborg Scripting Language (CSL).

Paid absence
Employee absence that will be paid by the organization. A time entry will be created for this absence.

Parallel run
The process of executing the same programs simultaneously on two separate systems to obtain the same or similar results.

Parameter form
A form that is displayed when certain programs are called from the Navigator or menus. The form facilitates entering parameters for the program.

Password
A secret series of characters, generally user defined, that enables you to access a computer, a software application, or a file. On multi-user systems, each user must enter his or her password before the computer will respond to commands.

In eCyborg Interactive Workforce, the password ensures that unauthorized users cannot access user-specific information.

Password aging
The period of time that elapses before a user-defined password expires and the user must change his or her password.

Pay allocation
A means of allocating, on a percentage basis, employee labor hours and amounts to multiple sets of control levels 3 through 6 and function to accurately reflect employees whose labor must be charged to more than one area within an organization.

Pay document
A pay slip or deposit advice with its associated pay stub.

Pay extract
Process that extracts data from the online Employee Database.

Pay frequency
The interval at which a group of employees is paid. Examples are weekly and semi-monthly. Also referred to as a payroll period.

Pay merge
Process that updates the Employee Database with the current data from the recently processed pay run.

Pay schedule
A predetermined schedule for a calendar year, identifying period-end and payment dates for each pay frequency.

Pay stub
A pre-printed form, corresponding to a check or deposit advice that lists all earning, gross pay, taxes, deduction, and net pay information for an employee.

Pay-for-performance matrix
Chart representation of the variables that result from the combination of salary increase information, how much to give and when.

Payment history record
A record documenting the detail information for a payment or adjustment. Multiple payment history records may be generated for an employee, reflecting multiple adjustments or payments. These records include all earning, deduction, and tax information included in the payment or adjustment.

Payroll home location
The location where the employee is normally assigned to work and where labor distribution information is charged. An employee's home location comprises specific Payroll Levels and is always assigned Allocation Number 01 on the Payroll Home Location/Pay Allocations form. The Function field may

also be used as part of a home location, depending on your specific requirements.

Payroll Level 3

A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Payroll Level 4

A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 5

A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 6

A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll period

A defined period of time for which an employer pays wages to employees.

Payroll Process Control

A series of forms used during the Payroll Process to determine the type of run (payroll run or maintenance run). Allows you to specify the pay frequencies to be paid and which reports are to be produced.

Payroll run

An automated process that updates organization and employee records, processes time entries, calculates employee pay, generates pay documents and payroll reports, including the Combined Register. It also produces a variety of special interface outputs.

PCL

Printer Control Language.

PDF

Portable Document Format. A file format that captures formatting information from a variety of desktop publishing applications, making it possible to have formatted documents appear on the screen and be printed. To view a file in PDF format, you need Adobe Acrobat Reader, a free application distributed by Adobe Systems.

Peer-group appraisal

Appraisal that uses performance evaluations completed by an individual employee's co-workers or project team members.

Pending de-enrollment segment

Plans for which an employee is enrolled, but has lost eligibility, as listed on the Pending Plan Enrollment/De-Enrollment form.

Pending eligibility segment

Plans for which an employee is eligible but not enrolled, as listed on the Pending Plan Enrollment/De-Enrollment form.

Performance appraisal

A periodic assessment and ranking of an employee's skills and accomplishments.

Performance appraisal rating

A method of ranking the performance of an employee during a given period using options ranging from

1-Outstanding to 5-Unsatisfactory.

Performance rating

A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance-related pay

Monetary payments made to employees based on how well an employee has fulfilled job expectations.

Permanent Master Record

Individual employee record in the Employee Database. This record contains all the information about an employee, such as name, address, pay frequency, and salary.

Permanent records of employee earnings, taxes, and deductions in the Employee Database. This is the only record group that contains month-do-date, quarter-to-date, and year-to-date accumulations.

Perquisites
Property or privileges extended to an employee.

Personal days
Authorized absences that are generally considered as paid time away from regularly scheduled work, but can be either paid or unpaid.

Phonetic keys
The keys you use to access employee data using the phonetic spelling of an employee's last name.

Pixel
The smallest rectangular area of an image on a screen.

Plan deactivation
A process that makes a plan inactive and prevents future employee enrollment.

Plan ID
A three-position, alphanumeric identifier for a plan in the system.

Plan shutdown
The process of de-enrolling an employee from all benefits plans because of a separation activity.

Plan year
The 12-month period over which a salary budget is effective.

eCyborg Interactive Workforce specific—The calendar, policy, or fiscal year in which the records of a Benefits plan are maintained.

Policy tables
Highest level tables that are used to record the generic (or master) rules for an organization or group of employees. These included your organization's rules relating to working time procedures, such as clocking in and out, docking for lateness, and overtime. Each policy consists of a Policy Master table and one or more Policy Activities table.

Pop-up menu
A menu that appears when you use the second mouse button within the system. This menu contains context sensitive commands and options that relate to the object you have clicked on.

Portable document format
See PDF.

Position
A specific role with an organization—for example, Accounts Manager.

Alternative definitions:

1. to place an object in a specified location.

2. a location, particularly in a record

Position Administration Control Number
Two-character alphanumeric value that tells Position Administration which tables to use for a specific company.

Position complement
A 'Position complement' is the value of a Position. The organization complement is the total value of all Positions included in the complement.

Position in range
The difference between a given salary and the minimum of the salary range, divided by the difference between the range's maximum and minimum, and expressed as a percentage.

Posttax
A contribution made after taxes have been withheld from earnings.

PowerPlay
Business intelligence tool for multidimensional analysis of corporate data, also known as Online Analytical Processing (OLAP).

Premium
The amount of money an organization agrees to pay an insurance company for a policy or annuity, or the amount contributed by an employee to the employer to cover the employee's portion of the total premium.

Prenotification
Informing a bank or credit union that an employee will be using direct deposit with them in the future. To be safe, fill out the Direct Deposit Information form (H9-SCR) two pay periods in advance of the first deposit

date. This ensures that a prenotification record is provided to the bank or credit union in a timely manner.

Pretax

A contribution made before taxes have been withheld from earnings.

Primary account

The account set up in eCyborg Interactive Workforce to receive an employee's pay or reimbursement checks. After deductions and deposits to additional (secondary) accounts, the remainder of pay is deposited into the primary account.

Process

A subset of a component that logically groups tasks on the Navigator or menu. For example, the process 'Maintain Employee Details' contains tasks such as 'Basic Employee Information' and 'Personal Information'.

Alternate definition: An action that brings about a result.

Process bar

The graphical representation of a process on the navigator. Each process bar is within a Component.

Process Monitor

Utility that allows you to monitor the progress of reports and payroll processes launched online.

Program

A program is a series of classes being administered using Training Administration. For example, 'The Training Schedule for January-June 2004' may be a program consisting of eight different classes.

Alternative definitions:

1. A form or other set of instructions within the system, accessed directly from the Command dialog box. For example, form EF-SCR is a program.

2. A set of coded instructions that enables a computer to perform a desired sequence of operations.

Prompt

Expression set up to enable users to filter data by typing or picking a value, or a series of values, when the report opens.

Protected amount

The amount of disposable income protected from garnishment in the US. This amount may vary from state to state.

Prototype HED

An HED defined on a benefits form for use in recording employee/organization contributions when an employee is enrolled in a benefits plan. This allows the setup and maintenance of payroll deductions using Benefits Administration.

Provider

A provider is an instructional institution, organization, or person who is available to teach training courses.

Push button

A button on the interface that appears depressed when clicked on (now known as command button).

Qualifier

A drop-down list (field) referring to a data element on the HIPAA 834 (Benefit Enrollment and Maintenance) and 820 (Group Premium Payment for Insurance Products) transmissions used to describe the type of information supplied in a related data element (field). For example, a Telephone Qualifier drop-down list identifies whether the telephone number supplied in a Telephone Number text box is a home, work, or fax telephone number.

Quarter-end P20

P20 is a file structure used in batch payroll processing. The quarter-end P20 file contains payroll data that is used in the quarterly processing.

Quarterly Processor

Combination of forms, report generators, and COBOL programs that extracts quarterly wage reporting information and produces all of the selected quarterly reports and formatted filing output (paper, tape, or diskette) for all selected employees in all selected states.

Quartile

Points that represent the division of a salary grade range into four equal parts.

Query alternate keys
The keys you use to access the employee master record in an order other than by primary key.

Query primary keys
The keys you use to direct your QUERY program to a record type.

Quick Hire
The process of hiring an employee by entering one two-panel form with the required data elements rather than entering a series of forms.

Radio button
A button on a form that selects an option, the radio buttons that make a field are mutually exclusive (now known as an option button).

Recall
Return a laid-off employee to active status, usually with no affect to benefits.

Reciprocal taxation
Reciprocal tax withholding refers to agreements made between US states and (or) localities regarding income tax calculation and reporting for compensation paid to an employee who lives in one state or locality and works in another.

Reconciliation number
The unique identification number printed on each pay document. Reconciliation numbers are used in the payment reconciliation procedure to verify cleared and outstanding payments.

Record
A complete set of fields, such as the fields that make up a tax form or a name and address record.

Alternate definitions:

1. To set down for preservation in writing or other permanent form.

2. The reporting format for magnetic media as in Tape Record Type such as ICESA, TIB-4, or MMREF

3. Information or data on a particular subject collected and preserved

Recruitment
Process of finding and hiring new employees who meet the needs of your organization.

Recycle File
P05IN; A file that contains employee data and pay document information required for payment reconciliation. It also contains time entries to be processed and paid at a later date. This file is used to pass data to the next payroll or maintenance run.

Registration
Registration is the act of enrolling an employee in a class.

Registration number
A three-digit registration number is assigned to employees for tracking purposes when they register for a training class. This enables the order in which the employees registered to be viewed.

Regulatory bulletin
Contains updates to varying components of The Solution Series necessary to maintain regulatory compliance. Tax specifications supplied are delivered in regulatory bulletins (RBs).

Rehire
The process of hiring a former employee of your organization. Typically, a break in service is incurred and benefits must start over (usually requiring a new adjusted seniority date if used in benefits tracking).

Reimbursement account
The account into which employee's travel and other expense type reimbursement checks are directly deposited.

Reinstatement
The process of returning a former employee to active status within a certain time period (such as 90 days), thus qualifying the employee to have certain benefits restored to the original hire date.

Reject time
The point at which an error condition will occur. An error condition must be manually corrected/approved and approved before a time entry can be generated by the system.

Relocation
The process of moving an employee from one organization to another geographic location, whether the move be domestic or international. This process also applies to applicants who are being relocated as part of the hire process.

Remaining net pay
The 'bucket' of money that is left after all employee deductions and taxes have been taken from the employee's gross pay. This 'bucket' of money can then be used for multiple deposits if the enterprise sets up multiple deposit HEDs.

Replication
The automatic process of writing changes made in the Employee Database and option lists and tables in the System Control Repository to the Replication Holding File (FILE08).

Replication Application
English Language program (DSAPLY) that reads records from the Replication Packet File (FILE20) produced by the Replication Reception program (DSRECV) and updates the System Control Repository and Employee Database accordingly.

Replication Distribution
Two COBOL programs that work together to distribute and receive updates. The Replication Distribution Program (DSTRIB reads either the Replication Holding File (FILE08) or a Replication Packet File (FILE20), selects data applicable to a specific DL and writes all necessary data to a new output-only Replication Packet File (FILE21). The resulting FILE21 will be processed on the remote DL via the DSRECV Replication Reception program.

Replication Holding File
FILE08. This file contains additions, changes, and deletions to the System Control and the Employee Database. Data is distributed from and written to this file, based on the data distribution rules configured for the target DL by the source DL.

Replication Packet File
(FILE21/20). This file contains data changes and is created specifically to update a target DL. This information may include Company/Employee data, tables and option lists, and time entry and adjustment records.

Report
Batch program that creates report extract records.

Alternate definitions:

1. A detailed accounting of an activity; for example, the quarterly report of unemployment insurance details to a filing entity.

2. As in 'Report Select character', this represents the selection frequency for this output.

Report Generator
A program that produces the batch payroll and the batch payroll reports.

Report Group
A series of packaged reports that are created using the Report Group Activities form and are run together.

Report Group Scheduler
This is the program that allows you to schedule reports. This was formerly known as the Report Scheduler.

Report parameters
Specific guidelines for determining the information to be processed by a given report or program.

Report Viewer
Utility that allows you to view, search, print, save, and delete reports that are launched online.

Reporting Administration
HRMS reporting and analysis tool that links the database functionality found in The Solution Series with sophisticated, yet easy to use business intelligence tools from Cognos®.

Requisition
A formal request to fill a vacancy or vacancies.

Requisition candidate
A candidate for a vacancy represented on a requisition.

Requisition limit
A total unit value of a requisition.

Requisition unit
The value of a requisition expressed as an FTE, hours, salary or headcount.

Retirement
Occurs when an employee retires from the organization.

Return
The activity of an employee returning as an employee to active status, usually following a leave of absence.

Alternative definitions:

1. key on keyboard used to perform a carriage return; can also be known as Enter.

2. to send back to the originator; for example, the Tape Return Information form (QT-SCR) gives the address to which a filing entity would return a magnetic tape containing errors.

Review process
A method used by an organization to evaluate an employee's salary or performance in a standard, timely manner.

Roll-up reporting
Option that enables packaged reports to be processed within organizations (roll-up).

Rotation pattern
A way of describing the working pattern for a group of employees (crew) who regularly work different shifts. A crew is a group of employees who together regularly work the same schedules according to a rotation pattern.

Safety standards
Legally mandated workplace safety standards.

Salary budget record
Defines, for each employee, the budgeted increase amount, percentage, and effective date for a specific salary plan year, and the prorated effect of this increase on the budget in terms of amounts and percentages for each employee.

Salary grade
A range of salary amounts associated with a particular job.

Salary grade range
A range of salary amounts associated with the salary grade for a particular job.

Salary plan
A set of rules or guidelines used to budget for salary increases for the coming year.

Salary plan year
A 12-month period over which a salary plan is effective.

Salary range
The span of salary amounts from the minimum to the maximum of the employee salary grade.

Salary review
A periodic evaluation of an employee's compensation.

Salary review authorization form
Hard copy format of the employee criteria necessary to review and approve proposed salary increases.

SAT file
The Solution Series form appearance table. Simple text file that reflects the form's layout.

Save Changes
Saves the page (form) the user completed. (When you click 'Save Changes', eCyborg Interactive Workforce saves the information on the page whether or not the user made changes.)

Schedule Activities table
Identifies activity types for each point in a work day where the process of clocking in and out should be dealt with. Each Schedule activity also contains time parameters that will be used to calculate whether an employee will be docked or credited time.

Schedule assignments
Also referred to as a schedule. This term refers to the details of the Schedule Master tables to which an employee is assigned. These details include the date the assignment took place, the Schedule Number and Sub-Schedule Number, and (if applicable), the crew to which the employee is assigned.

Schedule error
Occurs when a clock transaction (ring) time falls outside of an employee's schedule reject times.

Schedule Master table
Used to set up your organization's Time and attendance rules (such as HEDs and the minimum number of hours

an employee must work before a meal deduction is made). A Schedule Master table is associated with a Calendar Routine, earnings Code, and Shift Premium table by entering the appropriate identifier.

Schedule number

A unique three-character alphanumeric identifier used to partially identify a schedule table.

A Schedule Master table is used to associate schedules with a Policy Master table. A Schedule Master table can also be used to override values held on its corresponding Policy Master table.

Employees are assigned to a Schedule Master table. Schedule Master tables may be created for individual employees, or for use by groups of employees or by crews.

Screen

Now known as a form.

Scroll bar

When information on a page takes up more than one screen of your monitor, the system adds scroll bars to the right side of the screen. On the scroll bar:

- Click the up arrow to move line by line to the top of the page
- Click the down arrow to move line by line to move to the bottom of the page
- Click the double arrows to move several lines up or down the page

Click and drag the bar in the scroll area to manually move up or down the page.

Search argument

The value from an employee's master record used to search benefits tables to apply plan rules to specific groups of employees.

Search type

The definition of a field from an employee's master record to use as the search argument.

Secondary account(s)

Additional account or accounts at financial institutions that employees set up in eCyborg Interactive Workforce receive a portion of their pay. A primary account must be defined before an employee can set up additional accounts.

Security Officer

The assigned employee who is responsible for the setting up and monitoring of the security your system.

SEIN

State Employer Identification Number; required by some states for wage and tax reporting.

Selectable File08 Display

Program that displays FILE08 information based on a selectable record key, starting key, time, and date.

Self-adjusting taxes

Taxes for which the system automatically recalculates the tax on a cumulative year-to-date basis on each payroll run.

In the U. S. these include FICA taxes: Social Security (tax record 101) and Medicare (tax record 103). The purpose of this calculation is to avoid any differences (of pennies) in FICA tax paid versus FICA tax due at year-end due to rounding on a pay period basis. In addition, certain state disability taxes and employee-paid state unemployment insurance taxes also self-adjust.

Sequential Master File

P20IN; The batch processing version of the Employee Database. This file contains organization and employee data, tax tables, and the object code for programs.

Also known as the Batch Master File.

Service interruption

A period of time during which an employee did not maintain an active working status in the organization.

Service method

A calculation option list that determines the method for calculating credited service.

Session

When users log onto a software application, they begin a session. When they log off, they end the session.

Alternate definition: The period of time during which a class is held.

Shift

An employee schedule assignment for a given day. For a rotation pattern, this is a Sub-Schedule Number.

Alternative definition: key on keyboard, typically used to describe key combinations for a shortcut key.

Shift Differential/ Premiums
Premium (or allowance) added to an employee's regular earnings, overtime earnings, or both. It is represented by a shift code or HED Number.

Shift premium
A premium (or differential) added to an employee's regular earnings, overtime earnings, or both. It is represented by a shift code or HED Number.

Shortcut key
Key that corresponds to a command name on a menu, such as CTRL+Z.

Shortcut menu
A menu that appears when you right-click within The Solution Series 4. This menu contains context-sensitive commands and options that relate to the object (form, Navigator, and so on) on which you have clicked.

SIC
Standard Industrial Classification.

Sick days
The time off that an employee is allowed to take due to illness as a result of an employment contract or organizational policy.

SOAP
Simple Object Access Protocol. This is an XML-based protocol that exchanges structured and typed information on the Web.

SOC
Standard Occupational Classification.

Solution View
An online utility that provides the tools for creating new forms, fields, and report programs without the direct use of Cyborg Scripting Language.

Source DL
The node that owns the data being distributed. Depending on the rules established, the same DL can alternate from source to target.

Special assessment
Extraordinary or temporary taxes, such as additional employer-paid or employee-paid contributions to state unemployment programs or to mandatory health insurance programs.

Spinbox
A control on the interface composed of a text box and increment and decrement buttons that allow you to adjust a value from a limited range of possible values.

Spreadsheet application
Software for recording ledger entries, creating worksheets, graphing data, and other accounting functions.

SQL
Structured Query Language retrieves information from a relational database so it can populate Impromptu reports.

Standalone Time and Attendance
Customers who are using Time and Attendance Administration but not Payroll Administration.

Standard Pay Processing and Reporting
Pay run and reporting process that is executed in batch.

Static data
Includes organization and employee information, such as name and salary.

Static SQL
Data Definition Language (DDL) and Data Manipulation Language (DML) statements embedded in application programs.

Status bar
The bar that appears at the bottom of The Solution Series window. The Status Bar displays useful information, such as your current session number, the currently displayed organization and employee, and so forth.

Statutory employee
Any of the four categories of workers who are independent contractors under common law and are treated by statute as employees. These include:
(1) a driver who distributes beverages (other than milk) or meat, vegetables, fruits, or bakery products; or who picks up or delivers laundry or dry cleaning, if the

driver is your agent or is paid by commission.
(2) certain types of full-time insurance sales reps
(3) an individual who works at home on materials supplied by you that must be returned to you
(4) certain full-time travelling or city salespeople.

Social Security and Medicare (FICA) taxes may or may not be withheld. Income taxes are not withheld from a statutory employee. A statutory employee will receive a W-2 with the 'Statutory Employee' box checked.

Sub-schedule number

A two-digit numeric text box used to further identify a schedule table.

Succession planning

Finding and developing employees for placement into identified key positions that are expected to become vacant sometime in the future.

SUI

State Unemployment Insurance.

Summary page

To help you see information at a glance, eCyborg Interactive Workforce uses summary pages. The summary page displays a short view of detailed information. For example, all your emergency contacts appear on a summary page. You delete the contact or proceed to the detail for the contact from the summary page.

Summary plan

A customer-owned description of a benefits plan.

Supplemental wages

Wages that are separate from regular earnings may be classified as supplemental wages and taxed using the default method. The default method means using a set percentage specified by the tax authority. Examples of such earnings are bonuses and commissions.

Surplus

A 'surplus' is an exceeded complement position.

Switches

Text or list box options that allow decisions to be recorded; in some cases, to be turned on or off.

System administrator

An individual responsible for maintaining a multi-user computer system, including a local-area network (LAN). Typical duties include:

- Adding and configuring new workstations
- Setting up user accounts
- Installing system-wide software
- Performing procedures to prevent the spread of viruses
- Allocating mass storage space

System Control Repository

This is the file that contains system definitions for The Solution Series, (FILE01). This was formerly known as the Control File.

System Generator

A type of Report Generator that performs system functions, such as defining data elements and system messages.

Table

Contains an organization's rules and policies and controls what actions take place at the employee level.

Alternative definition: means of displaying information in columns and rows.

Table Definition Record

Table containing data about the Position Administration table records, including the location of keys to associated tables.

Target DL

The node that receives the data being distributed. Depending on the rules established, the same DL can alternate from target to source.

Task

The lowest level of organization on the Navigator or menu; generally equivalent to a form, checklist, or dialog.

Alternate definition: a function to be performed; objective

Task icon

An icon denoting a task. Task icons describe the type of task, including Forms, Checklists, Dialogs and others.

Tax authority

A government agency to which an employer and employee has statutory tax obligations. The tax authorities for which you handle taxes exist at the federal, state/province, and local levels.

Tax Authority File

A supplied file that contains all the tax-specific information needed to calculate taxes for tax authorities. This includes wage-bracket tables for different marital statuses and information relating to allowances and standard deductions. The sources for the contents of this file are tax specifications published by the various tax authorities.

Tax class

Defines taxability for pre-tax deductions. These contributions can vary by tax authority. In the U.S.:

* Tax Class 1 defines taxability for 401(k) plans (maintained for all but local authorities)

* Tax Class 2 defines Section 125 plans (maintained for federal only)

* Tax Class 3 defines tax-sheltered annuities (maintained for federal only)

* Tax Class 4 - 9 fields are customer-defined

Tax code

The three-character to seven-character supplied reference code that identifies a tax and that serves as the link between the Tax Specification Record and the employee tax record.

Tax specification

Each tax authority publishes tax specification information that specifies how each tax must be administered. This information specifies how employers should calculate taxes and how taxes should be withheld from employees (if withholding applies). The tax specifications can be in the form of tax formulas and (or) tax tables.

Tax Specification record

A record on your Employee Database that contains the tax specifications for a tax. The record contains all the information, as obtained from the governmental authority, needed to calculate tax amounts for the tax. The record may contain more than one tax; for example, US state Tax Specification records contain information for both state income tax and state unemployment insurance. Once a Tax Specification record is activated, tax specification information from the supplied tax files can be loaded onto the record on your Employee Database.

Tax table

A set of information required to calculate a tax, for a specific set of employee parameters. Tax tables are stored and maintained in Tax Specification records. A table typically includes wage and bracket information and data relating to allowances, such as personal exemptions and to standard deductions. There can be several tables relating to marital and resident status in a given Tax Specification record.

Tax type

Income tax, unemployment insurance (including special assessments), and disability insurance are examples of tax types. At the federal level, there are also entitlement taxes: Social Security (FICA-OASDI) and Medicare (FICA-HI). The types of taxes to collect and the methods of collecting them vary by tax authority.

Tax-related Regulatory Bulletin

A regulatory bulletin contains the updates to tax specifications, consisting of a bulletin document and a tax file that contains the updated tax specifications.

Taxability

The term refers to whether an hours, earnings, and deductions amount is to be included in taxable wages to be accumulated for a specific tax. If the hours, earnings, and deductions amount is excludable, then the amount is not included in taxable wages. If the hours, earnings, and deductions amount is taxable, then the amount is included in taxable wages. The term fully excludable or fully taxable implies that more than one type of tax is being referenced, for example, state income tax and state unemployment insurance in the US.

Taxable wage base

The taxable wage base represents the maximum amount of an employee's wages on which tax is levied and after which there is no liability. A wage base in the US typically is in effect for FICA, unemployment taxes, and disability.

TDR
Table Definition Record.

Template
A basis from which to create a custom item. For example, you can use an existing report as a template for your custom report.

Temporary password
A set of alphanumeric characters used with a user ID to limit access to a software application. The system requires that users replace their temporary password with a user-defined password within a certain number of days.

Termination
The activity of an employee no longer being employed by the organization.

Test environment
A separate organization or system partition used only for testing.

Text box
A control on the interface in which text can be entered and edited (formerly known as a field).

Text qualifier
The character surrounding an item between delimiters. All values between the qualifier are data items and are not scanned for a delimiter. This allows a delimiter character, such as a comma, to be a valid data item. Example:

"item 1","item 2","item 3, 4 and 5"

This string contains three data items:

Item 1

Item 2

Item 3, 4 and 5

Although the third item contains a comma, it is ignored as a delimiter because it is between the text qualifier of speech/quotation marks (").

Third Party Administator
An organization outside of a company that administers employee benefit plans on the company's behalf.

TIB-4
Technical Information Bulletin (Social Security Administration Publication 42-007). Also used to refer to the specifications and instructions for reporting to participating states through magnetic media.

Time entry
The form in which you enter the hours worked for an employee. This was formerly known as a Time Card.

Time entry extract file
A file of time entries external to Time and Attendance Administration that is used to feed to payroll.

Time entry validation
The Time Entry Validation/Creation program identifies and assigns an activity, for example Clock In (1), to each clock transaction (ring) when performing the validation function. Each clock transaction must be assigned to an activity, in order for time entry hours to be calculated for an employee, for a particular shift. This program validates clock transactions (rings) and generates time entries.

Timeout
The period of time that elapses before a user's eCyborg Interactive Workforce account becomes invalid because of inactivity.

TLCN
Tape Library Control Number - a government-provided control number.

ToolTip
Text that displays under a tool to describe its function when the mouse is held over the tool.

Top-down appraisal
Appraisal made by a supervisor or manager of an employee's capabilities. Such an appraisal is generally based on the supervisor's or manager's day-to-day observation of an employee's work performance and will usually include an appraisal interview with the employee.

TPA
Acronym for ***Third Party Administrator*** (see "Third Party Administator" on page 192).

Track
One of the concentric magnetic rings that form separate data storage areas on an electronic medium.

Trading Partner
A Covered Entity with whom another Covered Entity transmits health information electronically through the use of an Electronic Data Interface. Trading partners must create an agreement as to the specific information that will be passed during their transactions. The Electronic Data Interface is standardized by the provisions set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Also referred to as Business Partner.

Trainer
Trainers are set up on the Provider Index Form. They are instructional institutions, organizations or persons who are available to teach a training class.

Trainer code
The trainer code is a four-character value that represents a trainer. This value resides in Option List TR38.

Training area
The training area is recorded on the Class Schedule Form. It is typically defined as the section of the organization to which the training applies, such as manufacturing.

Training class results
These are the class details and absence information recorded on the Process Class Results form. Details recorded include the objectives met when taking a training class.

Training class status
The status value is updated and displayed on the Class Schedule Form. It tracks whether the training class is cancelled, full or available.

Training course code
The training course code is a six-character value that represents a training course. This value resides in Option List TR33 and is associated with a course title.

Training plan
A plan of training courses that an employee will attend in the future to achieve the necessary skills to perform a job.

Training reason
The reason for training is used to identify why a training request has been made. For example, the purpose of the training to act as a refresher, to acquire new skills, and so forth.

Training request
A training request is a request for an employee to attend a specific course or class. A formal request for training is not essential. This step could be omitted and the employee could be registered directly in the course of his or her choice.

Transaction Set
Refers to HIPAA 834 (Benefit Enrollment and Maintenance) and 820 (Group Premium Payment for Insurance Products) transmissions meaning the smallest meaningful set of information exchanged between ***trading partners*** (see "Trading Partner" on page 193). The transaction set consists of a transaction header segment, one or more data segments in a specified order, and a transaction trailer segment.

Transfer
Process of moving an employee from one organization to another organization, such as moving an applicant from the applicant organization to the active employee organization.

Alternative definitions:

1. To move data or files from one computer to another

2. Electronic Funds Transfer or direct deposit

3. Allows employees to authorize the organization they work for to automatically deposit all or part of net pay into one or more bank accounts.

Trend analysis
Reporting or statistics that indicate the rate of change in costs and other elements of a benefits plan.

Trigger
A set of conditions that must occur for an email or letter communication event to start. This can involve

the creation, deletion, or modification of forms or checklists within the system.

Tuition reimbursement
Remuneration made to employees for tuition expenses.

Type of training request
The type of training request indicated whether the employee was required to attend the training or whether he or she asked to attend the training.

UI
Unemployment Insurance.

UI Number
Unemployment Insurance Number (or SUI number, State Unemployment Insurance number); required by all states.

Unauthorized absence
Absences that are generally not considered paid time away from regularly scheduled work.

Underlined text
In browser applications, text that provides a link to another screen or page.

Unemployment insurance tax
A tax required by some US states to be funded by employee-paid contributions to pay all or part of the cost of unemployment insurance coverage. On Payroll Administration, state unemployment insurance tax records are established as Type 2 taxes.

Unpaid absence
Employee absence that will not be paid by the organization. A time entry will not be created for this absence.

Upward appraisal
Appraisal that calls for evaluations by those who work under the direction of the employee being evaluated.

URL
Acronym for uniform resource locator. A standard way of specifying the location of an object, typically a web page, on the Internet. URLs are the form of address used on the World-Wide Web. They are used in HTML documents to specify the target of a hyperlink that is often another HTML document (possibly stored on another computer).

User class
Cognos Impromptu assigns security according to configured user profiles. These security profiles are configured by your Impromptu administrator.

User code
A set of characters (up to eighteen alphanumeric characters) that, along with the password, identify the user to the system as a valid user when they log on.

The user code is case-sensitive (upper case, lower case) and must be entered using the correct case.

User defined password
A set of alphanumeric characters created by users that allows them to view and update information in a software application.

User ID
A set of characters that identify you to the software application. The application contains a list of authorized users by user ID. When you attempt to log on, the system checks the list of authorized users to determine whether you have authority to use the application.

User profile
Used for security purposes to determine what you can and cannot do while you are using the system, and which parts of the system you can access. A user profile is created and maintained for you by a Security Officer. Each user of the system will have a user profile.

Vacancy
An open position that needs to be filled, or an unfilled complement position

Vacation days
The time off that an employee is entitled to as a result of an employment contract or due to length of service.

Validation
The process where the Time Entry Validation program identifies and assigns an activity to a clock transaction (ring) when performing the validation function.

Variant forms
Method of displaying country-specific variation of delivered forms.

Waive
The act of choosing not to enroll in an optional benefits plan.

Warning
An employee’s schedule warning times.

Warning time
Used to set a period of time after which an employee will appear on the exception report for a particular activity. A Warning condition will allow the creation of a time entry. A Reject condition will not. This is part of the Time and Attendance Administration.

Welfare benefit plan group
First level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare benefit plan subgroup
Second level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare plan
Any insurance or other benefit plan that provides immediate benefits to a participant—for example, medical insurance.

What-if mode
Method for processing a report that allows viewing of information without updating of employee records.

Window
A standard Windows object that displays information. A window is a separately controllable area of the form that typically has a rectangular border.

Wizard
A form if user assistance that automates a task through a dialog with the user.

Work area
The Solution Series screen. It includes the menus, toolbars, Navigator, forms area, message area, and status bar.

Work instructions
Specific tasks to be completed during the migration of data and files from test to production.

Work restrictions
Restrictions that prevent an employee from participating in specific workplace functions.

Worker's compensation
Legislation in the US that provides compensation to employees who suffer work-related injuries.

Workforce competency
The capacity of the overall workforce to perform required functions and sets of activities.

XHTML
Extensible HyperText Markup Language, used by the help pages for eCyborg.

XML
Extensible Mark-up Language is a language for documents containing structured information.

XML Schema Definition Language
A language for describing and constraining the content of XML documents.

XSLT
Extensible Stylesheet Language Transformations. A language for transforming XML documents into other XML documents.

Year End Master File
P20OUT file from the final payroll run of the year

Index

D

O

P

Q

R

T

U

V

W

X

Y

Hewitt

Year End 2004 Processing Guide

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eCYBORG®
A Hewitt Solution

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Contents

Chapter 2 11

Part 2: Preparation 25

Chapter 3 27

Chapter 4 39

Chapter 8 169

Chapter 12 275

Appendix B 323

Appendix C 341

Appendix D 359

Appendix E 377

Appendix F 389

PART 1

Introduction

In This Section

CHAPTER 1

About This Manual

Welcome

This manual has been designed to guide you through the use of the Year-End Processor to provide the end-of-year information (W-2s/1099s) to the Federal, state, and local governments and your employees.

This manual has been designed as a reference document. It is also used in classroom training. You will find sufficient detail for self-study, before and after classroom training.

Who should use this manual?

This manual is designed to be used by a number of different users. The following users will find it most useful:

- Payroll managers and supervisors
- Payroll personnel responsible for year-end processing

Depending on your year-end processing role, you will use different sections:

If you are	Refer to
responsible for installing the Year-End Processor	Setting Up the Online Environment, Setting Up the Batch Environment
responsible for entering forms or transactions for Year-end Processing	Preparing for Year-End Processing, Setting Primary Parameters, Setting W-2 Magnetic Media Parameters, Setting 1099 Magnetic Media Parameters, Setting Optional Parameters
involved in producing year-end magnetic	Setting W-2 Magnetic Media Parameters, Setting 1099 Magnetic Media
in the payroll department and are researching the contents of W-2 boxes	Contents of W-2 Boxes

If you are	Refer to
involved in the operational aspects of printing W-2 forms and delivering data to government bodies	Delivering Year-End Outputs

Prerequisite skills

Users of this manual should possess a variety of technical skills and authorities, depending on the roles they will play.

- Basic understanding of The Solution Series
- Basic understanding of Payroll Administration
- Experience performing payroll processing

Additional documentation and training courses

The following documentation and training courses are available to help you understand payroll processes needed for using the Year-End Processor.

Documentation

Document	Description
Payroll Time Entries and Adjustments	A reference and training guide for the creation of time entries and making pay adjustments
Payroll Reports and Balancing	A reference and training guide for running and troubleshooting payroll reports

If you do not have a copy of this document, you can obtain one from the Customer Center on our website www.hewitt.com/ecyborg.

Training Courses

Related Course	Description
Year-End Processing Comprehensive	This comprehensive two-day course guides you through the operations and functions of preparing the Master File for year-end payroll processing and subsequent running of W-2s/1099s. This class covers the material needed by those who are planning their first year-end processing production or those who are new to The Solution Series.

Related Course	Description
Year-End Processing Refresher: Offered in a class-room setting or as web-based training	This one-day refresher course is especially designed for those who need a brief review of year-end processing requirements along with an update on Federal and Year-End Processor changes for the current year. This course guides you through a review of setting up the year-end environment, the processor flow, and technical considerations for year-end processing. Attendance at the comprehensive class in a previous year is a prerequisite for the refresher class.

If you wish to attend any of these courses, contact Customer Support or visit our website www.hewitt.com/ecyborg for details of course dates and availability.

How this manual is organized

This manual has been organized to make it as easy to use as possible. The chapters are grouped accordingly into the following parts:

Part	Chapters	Description
1. Introduction	1–2	Provides an introduction to this manual, a look at what's new in year-end processing, and an overview of the inputs and outputs of the Year-End Processor.
2. Preparation	3–5	Discusses how to estimate and order W-2 and 1099 forms and the preparation needed for both the new year and year-end processing.
3. Setup	6–9	Presents the process for generating electronic files and paper forms with year-end information for employees and the state and Federal governments.
4. Completing the Year-End Process	10–12	Takes you through a test run of the Year-End Processor and provides instructions for distributing year-end outputs.
5. Appendices	A–K	Includes samples and information on year-end generators, worksheets, troubleshooting tips, and special considerations for specific states.

Following are descriptions of the chapters within the parts:

Part 1: Introduction

The chapters in Part 1 describe this manual and provide an overview of the Year-End Processor.

Read this chapter		To learn about
1	About This Manual	How the manual is organized Where to find what you are looking for Who should use the manual Conventions used in the manual Where to get help
2	Overview of Year-End Processing	Why you submit W-2/1099 information What's new for 2004 Year-End Processing inputs and outputs

Part 2: Preparation

The chapters in Part 2 prepare you to begin the year-end process.

Read this chapter		To learn about
3	Ordering Year-End Processing Forms	Types of forms to order Guidelines for estimating the number of forms needed
4	Preparing for Year-End Processing	Preparing files for the first payroll of the new year Defining year-end reporting requirements Preparing to run year-end reporting: reviewing tax records and adjusting earnings and deductions
5	Setting Up the Online Environment	Detailed instructions for setting up the online environment for year-end processing

Part 3: Setup

The chapters in Part 3 contain detailed directions for setting the parameters that determine the output of the processor.

Read this chapter		To learn about
6	Setting Primary Parameters	An explanation and detailed instructions for setting: Run control options Organization level options HED specifications Employee level overrides

Read this chapter		To learn about
7	Setting W-2 Magnetic Media Parameters	An explanation and detailed instructions for setting the parameters to generate output in MMREF format
8	Setting 1099 Magnetic Media Parameters	An explanation and detailed instructions for setting the parameters to generate 1099 output
9	Setting Optional Parameters	An explanation and detailed instructions for entering postal permit information, W-2 special tax information, and record maintenance

Part 4: Completing the year-end process

The chapters in Part 4 take you through a test run of the processor and instructions for distribution of the output.

Read this chapter		To learn about
10	Setting Up the Batch Environment	Takes you through setting up the batch environment to the generation and checking of output from a test run as well as instructions for running replacement W-2s and 1099s
11	Reviewing Year-End Reports	An explanation of the uses of the reports generated by the year-end processor and samples of the reports
12	Delivering Year-End Outputs	Instructions for printing W-2s on a laser printer, displaying W-2 information on the internet, and filing Federal output electronically using the internet

Part 5: Appendices

The appendices in Part 4 contain quick reference information.

Read this appendix		To learn about
A	Contents of Year-End Form Boxes	Assists you in matching W-2, 1099-R, and 1099-MISC boxes to HEDs in your file
B	Entry Samples	Shows you sample completed year-end forms based on a typical year-end processing scenario
C	Sample Forms and Their Contents	Shows you sample completed year-end tax forms for Federal, state, local, and employee distribution to help you understand the printed output from the processor queues
D	Year-End Balancing Report	Contains step-by-step instructions for analyzing the year-end balancing report
E	Generators for Year-End File Preparation	Describes the generators relevant to year-end file preparation and their functions

Read this appendix		To learn about
F	Year-End Worksheets	Reviews the content of the boxes on year-end forms to help you determine what information from an employee's record must be reported
G	Exceptions Report Messages	Contains a list of the messages that can appear on the Exceptions Report and gives you information on how to interpret the messages and a possible course of action
H	Special Considerations for Magnetic Media filing	Lists any states or territories that require special formats for state identification numbers along with the required formats
I	Troubleshooting Symptoms and Probable Causes	Lists symptoms, their probable cause, and how to handle situations that might occur during test runs
J	Magnetic Media Cross Reference to W-2 Boxes	Explains where the Year-End Processor places required W-2 information on magnetic media
K	Review Answers	Provides answers to the review questions that follow instructional chapters

How to use this manual

This manual has been designed as a reference manual.

Table of contents

The manual has been carefully designed for ease of use. All our manuals are written to be task oriented to help you complete your business tasks using our software.

The table of contents lists all the tasks and their respective chapters.

Glossary of Terms

A Glossary of Terms section is provided to explain terms used in the documentation.

Index

An index is provided to help you locate specific information.

This document was designed to reduce your need for an index. You should find the table of contents sufficient.

Introductory chapters

It is important that you read the introductory chapters first. Chapter 1 ensures you get the most out of the information we have provided. Chapter 2 provides a high level overview. Read it to get the big picture before reading the detailed instructional chapters.

Instructional chapters

Most of the chapters in this manual, other than the introductory chapters, are instructional chapters. They contain detailed instructions on how to complete the business tasks. Each instructional chapter has the following distinct sections:

Key Concepts

Always read the conceptual information first. This will help you understand why you have to perform certain tasks. It will also help you make decisions about your options and help you understand the importance of performing certain tasks. Exercises to help you apply the concept to a business task are included at the end of most concepts.

Detailed Directions

When you are ready to perform a task, review the Detailed Directions, which provide guidance, as well as the specific steps, to complete a task.

Conventions used in this manual

The underlying page layout and design of this manual are meant to be as intuitive as possible for you. Our intent is to make it easy to navigate through the manual and concentrate on learning and doing.

Cross-references

Wherever appropriate, we provide cross-references to help you find additional information or further discussion of a specific topic.

☞ *Refer to a cross-reference to find more detail or more discussion on a given topic.*

Notes

Whenever there is important information you should be aware of, we provide a note.

Note: *You will find tips or quick techniques covered in notes.*

How to get additional help

If you can not find the answers to your questions in this manual, contact Customer Support, who will be able to answer specific questions and give you general advice on training.

Please visit our web site http://www.hewitt.com for the latest schedule of available courses and course descriptions.

Suggestions and feedback

We value your feedback on our performance support materials. Please forward any comments on this manual to Customer Support.

CHAPTER 2

Overview of Year-End Processing

In This Chapter

Introduction

This Year-End Processing Guide contains the information you need to prepare for and run the Year-End Processor. The Year-End Processor is a single processor that produces U.S. W-2s, 1099-Rs, 1099-MISCs, and Territorial W-2s (Puerto Rico, Guam, and the U.S. Virgin Islands) for the year 2004. Included in this guide is an explanation of how to enter the information you need to control year-end processing runs.

Also included in this reference are:

- Instructions for installing the Year-End Processor and preparing the technical environment for year-end processing.
- Information on Year-End Processor inputs and outputs.
- Troubleshooting tips and error messages.
- Instructions for distributing year-end output electronically.

Why you submit wage and tax information

At the end of each year, for each employee, retiree, and contractor, your organization must submit information to the Social Security Administration showing wages paid and taxes withheld during the year. You prepare the individual employee reports on Forms W-2, 1099-R, and 1099-MISC. The Federal government uses these reports to:

- Compute employee's Social Security benefits at the time of retirement or disability, and the family's survivor benefits if the employee dies.
- Determine an employee's eligibility for Medicare insurance coverage.
- Help the Internal Revenue Service enforce income tax laws.
- Ensure that Social Security and Medicare taxes are properly credited.
- Help other government agencies verify the income of persons applying for need-based government benefits.

In addition to filing wage and tax information with the Social Security Administration, you must also file this information with state and local government agencies and provide a copy of the wage reporting form to the employee, retiree, or contractor. Organizations with more than 250 employees must submit the wage and tax information on magnetic media. You must use the MMREF format for submitting electronic information to the Social Security Administration and to states. The Year-End Processor for 2004 makes filing information in this format easy.

☞ *Refer to Chapter 12:* **Delivering Year-End Outputs** *(on page 275) for information on using a laser printer for W-2s, putting W-2 information on the Internet, and filing electronically over the Internet.*

What's new in year-end reporting for 2004

The Federal government has made some changes to year-end reporting for 2004. To address these changes and to improve the processor, we made a number of modifications to the Year-End Processor for 2004. Following is a brief overview of the changes.

Changes to government forms and requirements

The Federal government has made the following changes in the year-end reporting process.

- EIC (Earned Income Credit) has been updated to $1563.
- Social Security Wages limit for 2004 is $87,900
- Social Security tax withheld limit for 2004 is $5,449.80
- Code W, Employer's contribution to an employee's Health Savings Account (HSA), has been added to both magnetic media and forms.

Changes to year-end processing programs

The Year-End Processor uses a series of report generators and a COBOL program, P5W2PR, to produce all year-end output. To accommodate the changes published by Federal, state, and local government authorities at the time of release and to enhance year-end processing, we made a number of changes to the Year-End Processor.

General Changes

The Year-End Processor is again a stand alone release to be applied to your system in a separate year-end environment (CYBYEUS). This year, like last year, the Year-End Processor is available as a download from the web site. The primary security officer receives your organization's user identification and password in an email the first week of November if maintenance was paid for the new year.

Year-End Processor Changes for 2004

Hewitt has made a number of changes/enhancements to the year-end processor.

- The word, 'Reissued', automatically prints on the employees' W-2 for all replacement W-2s and 1099-Rs.
- For Unix and Windows platforms, the Year-End Processor can produce records with carriage return/line feed delimiters for state and local electronic filing of W2s.
- The Year-End Processor allows the user to produce both magnetic media and state and local forms in a single run.
- The Year-End Processor can format a legal entity name by printing the last name, first name fields without a comma separator.
- The Year-End Processor can print "To the Estate Of" preceding the recipient's name in the name box on all applicable annual returns.

- On form 1099-R Distribution Codes 5, Q, and T cannot be used with any other Distribution Code. Code J an be used with Codes 8 or P.

- A new report prints the total number of forms produced.

- The distribution lines for employee forms have four new print options
  - Sequence Intermediate Minor Sort (Seq/Int/Min)
  - Sequence Only
  - Sequence Intermediate (Seq/Int)
  - Print Minor Only Sort (Print Min Only Sort)

- The Year-End Processor allows users to control whether certain 1099-MISC payment types are produced. The choices are:
  - Report All Amounts
  - Report Amts>$9.99
  - Report Amts>$599.99

- The Year-End Processor can generate a fixed length file you can transmit to Hewitt for tax form printing

Changes to year-end processing panels/forms

The following W-2 Year-End Processor panels/forms have been modified as follows:

Form Code	Form Title	Change
W2RSC2	Year End Run Control Options - 2	Added four new print option to Distribution Line field.
W2CSC2	Year-End Organization Level Options 2	Added four new print option to Distribution Line field.
WRHSCR	1099 HED Specification Record	Added 1099 Exclusion Amounts option that enables you to create output for all amounts, only amounts over $9.99, or only amounts over $599.99.
WRESCR	1099 Employee Level Options	Added two fields that enable you to choose "To the Estate of" or a "Legal Entity" as the recipient of the form.
WMSSCR	Year-End State/Local Magnetic Media Information	Added two fields: (1) Print ST/Loc Forms enables you to create both printed forms and magnetic media for state/local year end information, (2) Add CR/LF enables users on Windows or UNIX platforms to add a Carriage Return/Line Feed delimiter to records.

The TAX YEAR identifier has been updated to default to 2004 on the Year-End Run Control Options - 1 form (W2RSCR).

Program Temporary Fixes (PTFs) applied from last year

All relevant 2003 Year-End PTFs are included in the 2004 Year-End Processor.

Report generator changes

The delivered report generators must be used only with the versions that are issued. The version number for all year-end report generators for 2004 has been updated to reflect V04.01 (2004 Version 1). The tax year identifier has been updated to default to 2004 on the Year-End Run Control Options-1 form (W2RSCR).

☞ *Refer to Chapter 10:* **Setting Up the Batch Environment** *(on page 203) for a list of the 2004 year-end generators.*

Note: *Any existing overrides (including PTFs) to any report generators should not be applied.*

Year-End Processing

The Year-End Processor:

- Runs as a separate subsystem.
- Is controlled by options that you enter on year-end forms or in batch transactions.
- Produces a variety of output—Federal, State/Local, and Employee output. The information produced from each output varies to meet the requirements of the recipient—Federal government, state and local governments, and employees.

Year-end processing inputs

If you need to make adjustments in your year-end environment, you can make them online or in batch mode. Adjustment transactions are processed through the standard P4CALC program in an off-cycle payroll run followed by a maintenance run. There should be no further payroll calculation runs with your year-end payroll Sequential Master File. These adjustments can be made before the final payroll run or on the year-end Sequential Master File. We provide several reports and generators to aid in this process.

☞ *Refer to Chapter 4:* **Preparing for Year-End Processing** *(on page 39) for more information on adjustments to the year-end Sequential Master File.*

Year-end processing report outputs

The Year-End Processor produces reports that support the year-end reporting process as well as the magnetic media and/or forms you distribute to employees and government agencies. The reports are:

- Options Report (5U5U)—summarizes the options in effect for a run. There is one Options Report for each organization (Control 1-2).

- Exceptions Report (5V5V)—lists errors or problem situations the Year-End Processor encounters.

- FICA Over/Under Withholding Report (5X5X)—lists employees who have a discrepancy in their FICA withholding that is less than a user specified tolerance.

- Year-End Processing Audit Report (5W5W)—reproduces the W-2, 1099-R, and 1099-MISC output from a run of the Year-End Processor for review and/or archive purposes.

- Transmitter Totals Report (5W5W)—contains information necessary to fill out the paper transmittal forms to accompany year-end output.

- Tapes Disposition Report (5W5W)—an operational report that documents the status of magnetic media production in a given execution of the Year-End Processor print program.

- Year End EIN Name & Address Source Organization Report (6F6F)—lists, for each tax authority/EIN, the EIN and the organization number, name, and address for the organizations using the EIN. The name and address of the last organization that appears for an EIN within a tax authority will be used on forms, banners, and magnetic media RE (employer) records for that tax authority and EIN. For employee forms, if the major sort key is organization or is organization within Federal EIN, the processor will use the Organization Name and Address form (AA-SCR) from the employee's organization.

- Balancing Report (51BR)—contains information from the Year-End Processor run that you can use in balancing against your tax filing reports.

Options, Exceptions, FICA Over/Under Withholding, and Year End EIN Name & Address Source Organization Reports are produced on all runs of the Year-End Processor, including test runs.

All other reports are produced on all normal year-end runs for the processor.

☞ *Refer to Chapter 11:* **Reviewing Year-End Reports** *(on page 223) for detailed instructions and report samples.*

Year-end outputs

The Year-End Processor outputs are intended for different recipients:

- The Federal government
- State and local governments
- Employees

The sequencing and contents of the output vary to suit the recipient. You choose the kinds of output to produce from each Year-End Processor run. Among the outputs are the reports listed previously to aid you in verifying that the year-end information for your organization is accurate and in balance.

Note: *Various options are available for producing an employer record copy. These options include using the Year-End Processing Audit Report, running a second set of employee forms, or using the top ply from the employee mailer form.*

A form for each recipient

Rather than producing one multi-part form, the year-end output setup allows you to produce forms separately for distribution to governments, both Federal and state/local, and for distribution to employees. The advantages of this setup include:

- Each set of forms can be sequenced in a way that simplifies handling and is convenient for submitting to the specific recipient.
- Forms are produced separately for each recipient, minimizing the possibility of duplicate forms being submitted to any government authority.
- Form output is customized for a variety of recipients.

All of the various output types for Federal W-2s can be produced from one Year-End Processor run.

Federal Output

You can submit either magnetic media or forms to the Federal government. Only employers with fewer than 250 employees may submit paper forms. Following are the contents and sequencing information for the Federal magnetic media and Federal forms.

Federal magnetic media

Running the processor with the Federal Queue activated you can produce a W-2 and/or 1099 magnetic media in the format required by the Federal government with all the necessary records.

Contents of W-2 magnetic media: MMREF Record Types	
RA	Submitter Record
RE	Employer Record
RW	Employee Wage Record for employees in all organizations for the EIN

Contents of W-2 magnetic media: MMREF Record Types	
RO	Employee Optional Wage Record for employees with tips, MSA (Medical Savings Account), SRA (Simple Retirement Account), qualified adoption expenses or wages/taxes for Puerto Rico, Virgin Islands, and Guam
RS	State Optional Record not read by the SSA
RT	Totals Record
RU	Optional Total Record for all employee RO records for the EIN
RF	Final Record—the last record on the output containing the total number of RW records on the MMREF output

Note: *Federal and state magnetic media will be formatted with MMREF record types.*

Contents of 1099 magnetic media: Record Types

T	Transmitter Information Record
A	Payer Information Record
B	Payee Information Record
C	End-of-Payer Record, with Totals
F	End of Transmission Record

Note: *K records for State Totals are not supported.*

Sequencing

- Records are automatically sequenced according to Federal government requirements.
- Employee records are sorted by employee Social Security Number within EIN.

Federal forms

Contents

- Federal primary form for each employee.
- Any 'overflow' Federal forms needed for Box 12 and Box 14 reporting (100% of the lease value of a provided vehicle) on W-2 only.
- Forms from the Federal Queue contain no state/local information.

Sequencing

- As required by the Federal government, forms are grouped by Federal EIN (Employer Identification Number).
- Establishment reporting is an option. If you choose it, a 'header' form is produced to mark the beginning of each new Establishment Number grouping.
- Within EIN (and any Establishment Number groupings in effect), forms are automatically sorted by employee Social Security Number.

State/Local Output

Using the Year-End Processor you can produce magnetic media for some authorities and paper for others, all on the same run. Refer to the filing information for each state and local government body for rules regarding filing. Following are the contents and sequencing information for the state/local magnetic media and state/local forms.

State/Local magnetic media

Running the processor with the State/Local Queue activated you can produce a State/Local magnetic media with all the necessary records.

Contents

Separate magnetic media are produced for each state and local authority you request. The type of records, the format, and contents can vary according to recipient specifications.

State/Local forms

The Year-End Processor produces forms for submission to state/local authorities; forms are grouped by state or by local authority.

Contents

A separate form is produced for each state/local authority for which an employee has taxes and wages to report. Two separate files are produced: one with all of the state forms and the other with all of the local forms.

Each form in the state file contains both state and Federal information. Each form in the local file contains local, state, and Federal information. The only Federal information that appears on the state/local W2 Forms is Box 1 (wages), Box 2 (tax withheld), and Box 12 information.

Note: *The Year-End Processor, by default, does not generate W-2, 1099-R, or 1099-MISC information for states that do not levy an income tax.*

Sequencing

All forms in the state file are grouped by state. The states are sequenced alphabetically by the two-character state code.

The forms in the local file are grouped first by state, within that grouping by tax authority type (3 for county, 4 for city), and finally by the local tax code.

An option allows you to group forms into Federal EINs in which there are state groupings, the default, or to group them by state in which there are Federal EIN groupings. This option also applies to the local file.

Within an organization (Control 1-2) no forms are produced for state and local authorities for which you request magnetic media.

Employee Output

Use the Employee Queue to produce forms for distribution to employees. The output can be sequenced for convenient distribution to employees. Forms are grouped by employee. All necessary copies for each employee to submit to Federal, state, and local authorities are automatically produced as well as all required employee record copies. You can also create a file a third-party vendor can use to display employee W-2s on the internet.

Contents of forms

All necessary W-2, 1099-R, and 1099-MISC forms and copies for employees, pensioners, or contractors are produced. Separate forms are produced for overflow or additional Federal W-2 forms. Multiple state/local tax authorities in an employee's record can also trigger the production of additional forms. These forms are called State/Local Secondaries.

Sequencing of forms

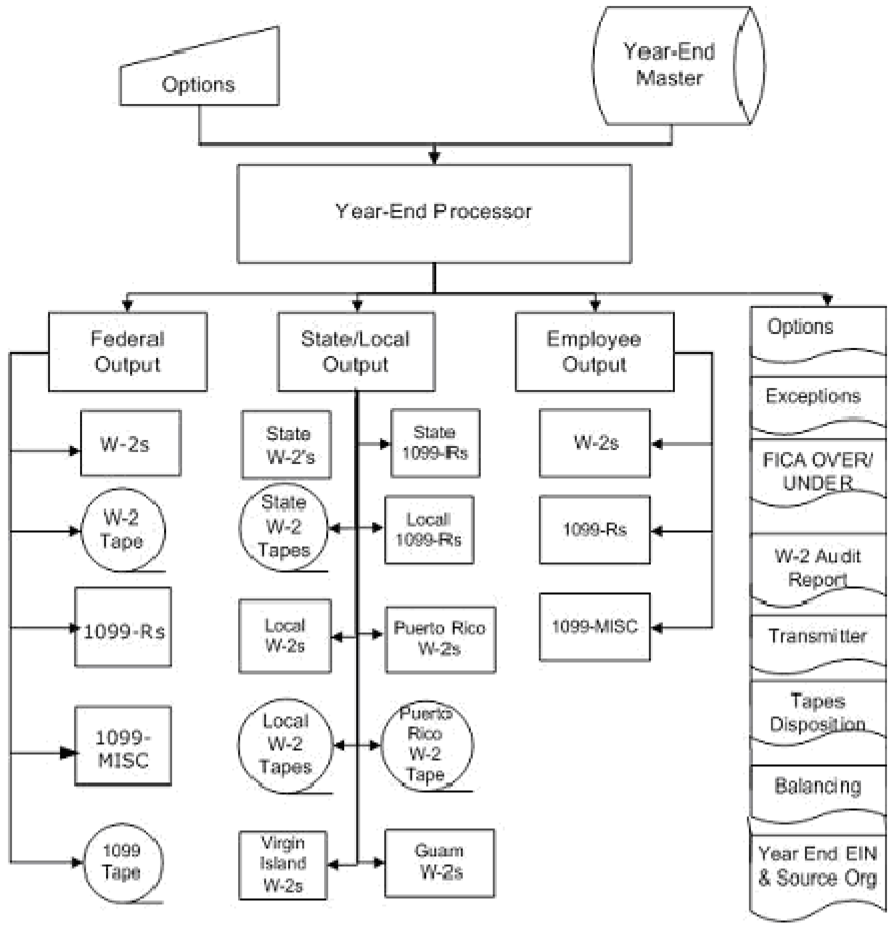
All forms are grouped automatically by employee. The main sort for the Employee Forms Queue is determined by an option. You can sort the queue by organization (Control 1-2), by Federal EIN, or by organization (Control 1-2) within Federal EIN.

Within the main sort, you can choose from a variety of optional sorts. Choose the sort that is most convenient for employee distribution. This might be by employee ZIP code, by combinations of payroll levels, by Union Code, and so on. Further, within these groupings you can have forms sequenced by employee name, employee number, or Social Security Number.

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for a complete list of the available sorts.*

☞ *Refer to Appendix C:* **Sample Forms and Their Contents** *(on page 341) to become familiar with the forms used for year-end processing.*

Year-end process output diagram



PART 2

Preparation

In This Section

CHAPTER 3

Ordering Year-End Processing Forms

In This Chapter

Introduction

This section is designed to help you determine the type of W-2 and 1099 forms to order for year-end processing. It contains information about the various features of the available forms, how to determine which and how many forms to order, and the preferred supplier for these forms.

Forms vendors

Brooks, Allan, & Associates, Inc., suppliers of document-formatted information, print outsourcing, and data based marketing is the vendor of choice for year-end 2004 W-2 and 1099 tax forms.

Brooks, Allen has customized their forms to match the output provided by The Solution Series.

Tasks

This section explains the following:

- Deciding what forms to order
- Estimating the number of forms to order

Questions answered

The following questions are answered in this section:

1. What determines the types of forms you need for year-end processing?
2. What tool is provided to help you estimate the number of forms to order?

Type of forms to order

If you report year-end information on forms to Federal, state, or local government bodies, you must determine which and how many forms you need. Reporting year-end tax information to employees requires completing a form for each employee.

The type of forms your organization needs for year-end processing depends on the media you use for filing or distributing the year-end information. You may:

- File on magnetic media to all government bodies.
- File on magnetic media to the Federal government but submit forms to all or some state and local authorities.
- Send W-2s to employees or display on an Internet site.

See also:

- **Deciding what forms to order** ***(on page 33)***

For four profiles of possible organization needs. Use these to determine what forms you need to order.

Year-end processing print forms

Forms are now available from Brooks Allan, the preferred forms supplier.

☞ *Refer to Appendix C:* **Sample Forms and Their Contents** *(on page 341), for additional information on the forms available for end-of-year tax and wage information reporting.*

Guidelines for estimating the number of W-2 forms needed

Determining how many forms to order is influenced by whether the forms are for submission to the Federal government, submission to state or local governments, or for distribution to employees.

Federal submission

For the primary Federal information form, generally estimate one form per employee. In your estimate, also include one header form for each EIN grouping. An additional form is needed for an employee whose record meets at least one of these infrequent conditions:

- An employee has 100% of the lease value of a provided vehicle.
- An employee has more than four Box 12 items to be reported.

State and local governments submission

Estimate one state/local W-2 form for each state tax record and one state/local W-2 for each local tax record in an employee's record. For example, if an employee's record has taxes/wages for two states and for one local authority, three are needed.

When estimating state and local forms, be sure to exclude:

- Any states/local authorities for which you plan to produce magnetic media.
- States that do not have taxes.
- States or local authorities for which an employee has tax records but no taxes/wages to report.

Employee distribution

For employees, you can distribute forms or prepare the employee queue information for display over the Internet. If you use forms for employee W-2s, typically estimate one sheet or one mailer for each employee who has taxes/wages to report. Allow four lineup forms for all forms.

Extra forms are needed in the following cases:

- One extra mailer or sheet is needed for the second state and each subsequent state in an employee's record. The first state appears on the first mailer or form set, together with Federal information. The first local authority associated with a state also appears on the mailer or form set with the state.
- One extra mailer or form set is needed for a local authority to which an employee needs to report taxes/wages ONLY WHEN:
  - the local authority is in addition to the first local authority for a state in which an employee has taxes/wages.

  OR
  - the local authority is in a state in which an employee has no wages/taxes to report.
- One extra employee mailer or form set is needed for each extra Federal form that would be produced for an employee.
- One extra employee mailer or form set is needed for employees who have a company Provided Vehicle.

Using Generator 8W8W to estimate forms needed

Generator 8W8W is located on the CYBMST (not CYBYEUS) delivered with your Solution Series system. This generator provides an estimate of the number of forms needed for year-end processing based on the employee records on your Sequential Master File. The report estimates the number of W-2 forms according to the output queue:

- Federal Queue
- State/Local Queue
- Employee Queue: The report for the employee queue also lists estimates for Puerto Rico and the Virgin Islands. An estimate labeled 'No Tax State' shows wages for states that do not levy an income tax. Use this number only if you plan to activate the option of producing employee forms for those states.

Information for government bodies is broken down by number of forms for each tax authority, with an overall total given for the queue. The report lists totals by organizations (Control 1-2s) and grand (file) totals for W-2s.

See also:

- Estimating the Number of Forms to Order ***(on page 35)***

For detailed directions on using Generator 8W8W to estimate the number of tax forms needed.

Detailed Directions

This section provides detailed instructions for the tasks summarized in this section.

Tasks

Deciding what forms to order

To decide what forms to order, look at the following four profiles for year-end output and determine which profile most closely meets your organization's needs.

Profile 1-- All magnetic media

You file on magnetic media to the Federal government and to all states and local authorities.

You will need the following form types:

	Laser printing	**Impact printing**
Federal submission	Not applicable	Not applicable
State/Local submission	Not applicable	Not applicable
Employee distribution	Form P5W2ES (cut sheet) **OR** Form P5W2EP (pressure seal)	Form P5W2EM (self-mailer)

Profile 2 -- Magnetic media and paper forms

You file on magnetic media to the Federal government, but you submit forms to all or some states and local authorities.

You will need the following form types:

	Laser printing	**Impact printing**
Federal submission	Not applicable.	Not applicable
State/Local submission	Form P5W2LF (cut sheet) Form P5W2SF (cut sheet)	Not applicable
Employee distribution	Form P5W2ES (cut sheet) **OR** Form P5W2EP (pressure seal)	Form P5W2EM (self-mailer)

Profile 3 -- Federal Copy A and paper forms

You file Federal Copy A to the Federal government and you file on paper to all or some states and local authorities.

You will need the following form types:

	Laser printing	**Impact printing**
Federal submission	Form P5W2FF (cut sheet)	Form P5W2FF (four-part continuous)
State/Local submission	Form P5W2SF (cut sheet) **OR** Form P5W2LF (cut sheet)	Not applicable
Employee distribution	Form P5W2ES (pressure seal) **OR** Form P5W2EP (pressure seal)	Form P5W2EM (self-mailer)

Profile 4 -- Payroll system and 1099-R and 1099-MISC forms

You use your Payroll system to pay pensions, using 1099-R and 1099-MISC forms.

You will need the following form types:

	1099-R Laser printing	1099-MISC Laser printing	1099-MISC Impact printing
Federal submission	Form P599FF (cut sheet)	Form P599MM (cut sheet)	Form P599MM (mailer)
State/Local submission	Form P599SF (cut sheet) **OR** Form P599LF (cut sheet)	Form P599MM (cut sheet)	Form P599MM (mailer)
Employee distribution	Form P599ES (cut sheet)	Form P599MM (mailer)	Form P599MM (mailer)

Estimating the number of forms to order

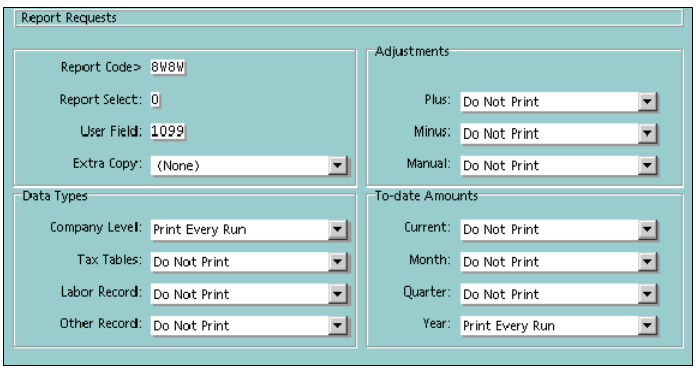
Generator 8W8W provides an estimate of the number of W-2 forms needed for year-end processing based on the employee records on your Employee Database (FILE02). You may obtain estimates for both W-2s and 1099-Rs.

You can use the Report Requests form (DD-SCR) to generate the report or set up the D record for generator 8W8W.

To enter the D record online via the Report Requests form (DD-SCR) access the form.

Tools ▶ Reporting ▶ Report Scheduling ▶ Schedule Payroll Run Reports

Complete the form for each organization. Each resulting form will look similar to the one that follows.



Review the generated output using the chart in Step 3 that follows.

To set up the D record in batch for generator 8W8W, follow these steps.

1. Set up the D record in batch for generator 8W8W

Following is the D record setup for generator 8W8W:

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
D 8W8W0      00   aaaa
```

Note: Columns 7, 14, and 15 contain zeros.

Position	Value	Description
19-22	1099	For pension-only (1099-R) organizations (Control 1-2s), enter '1099' in this field. This entry triggers the appropriate headings and separate totaling necessary for any 1099-R organizations (Control 1-2s).

2. Enter a D record for each organization

Enter a D record for each organization (Control 1-2) that you want to include in the form estimate.

3. Review the generated report

The 8W8W generator estimates form quantities according to these general rules:

For Form number…	the generator estimates…
Form P5W2FF	One form per employee.
Form P5W2SF **OR** Form P5W2LF	One form for each state and one form for each local authority in an employee's record.
Form P5W2EM, P5W2ES, P5W2EP	One form for each employee, plus one form for each state after the first in the employee's record and one form for each local authority in a state (after the first).

Note: The form estimates do not include allowances for line-up forms, totals forms, or banner forms between state/local tax authorities. Be sure to consider these factors when you order forms.

Review of Questions Answered

1. What determines the types of forms you need for year-end processing?

2. What tool does Hewitt provide to help you estimate the number of forms to order?

CHAPTER 4

Preparing for Year-End Processing

In This Chapter

Introduction

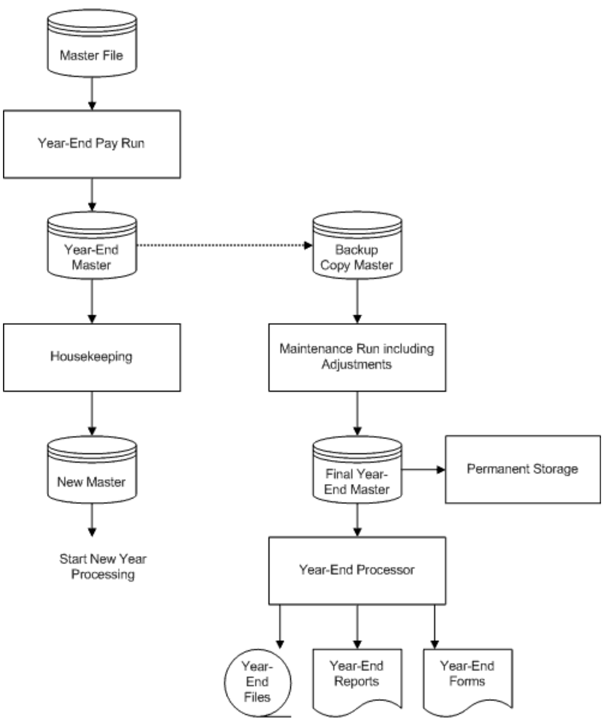
This section is an overview of the processes you must complete before running the Year-End Processor. It is designed to help you prepare for year-end processing and contains the following:

- Preparing for the first payroll of the new year
- Defining year-end reporting requirements
- Preparing to run year-end reporting

At year-end, you must run year-end processing and new year preparation simultaneously. After your final pay run of the year, you must allow time and maintain adequate system resources to adjust the Master File (P20) as necessary for year-end output production while continuing to process January's paychecks.

The following diagram summarizes the tasks you perform to run year-end processing and new year preparation. The left side of the diagram shows your production environment while the right side shows the year-end environment.

Year-end processing summary diagram



Preparing for the first payroll of the new year

As you prepare for the first payroll run of the new year, consider the new year housekeeping processes in the bulleted list that follows. Some of these processes are required for correct pay calculation and accumulation, and some are intended to improve the efficiency of your file.

- Clearing
- Applying the new year tax update along with regulatory bulletins that will enable you to track and report disability and unemployment insurance wages and taxes and to load all state and local taxes from a file maintained by Hewitt
- Setting up new HEDs to collect information such as group term life insurance during the year
- Deactivating HEDs for terminated employees
- Deleting unnecessary earnings/deductions (HEDs) and/or taxes
- Transferring terminated employees to an organization (Control 1-2) set up only for terminated employees

Note: *Be sure to back up your production environment before beginning the housekeeping chores necessary to start new year processing.*

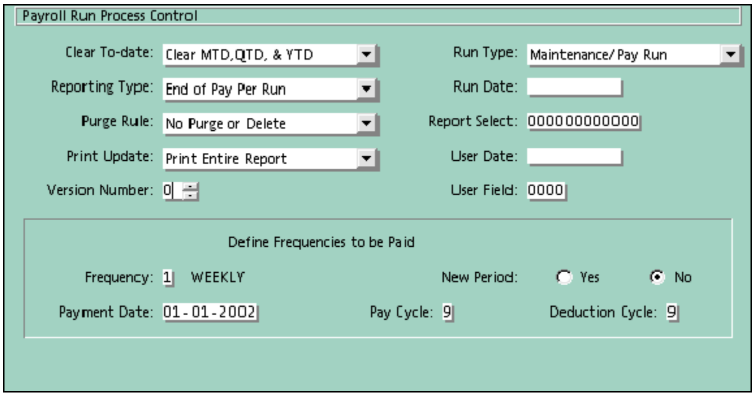
Clearing—Payroll Run Process Control form (AE-SCR)

Clearing means reducing to zero all the to-date figures for each employee. Clearing takes place only on a payroll run and is performed before the calculation of any pay.

You can do the clearing on or before the first payroll run of the new year. To clear prior to the first payroll run of the new year, use a New Period field value of 'No' and enter 9s in both the Pay Cycle and Deduction Cycle fields on the Payroll Run Process Control form (AE-SCR), then perform a payroll run.

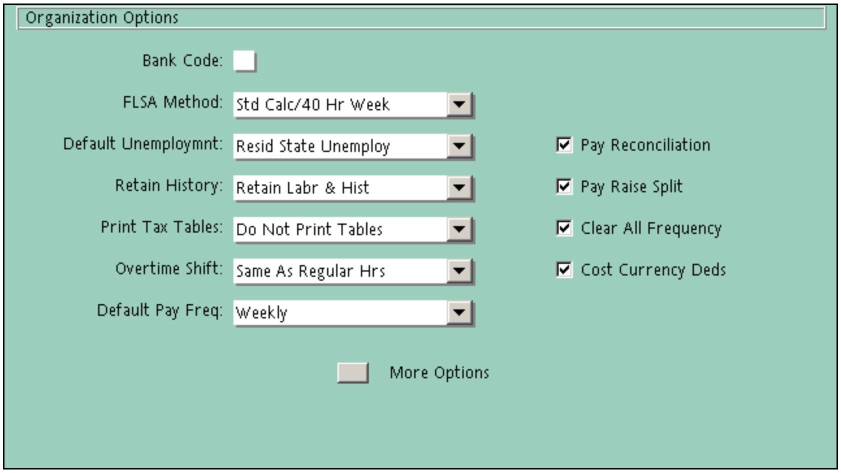
Clearing to-date accumulators

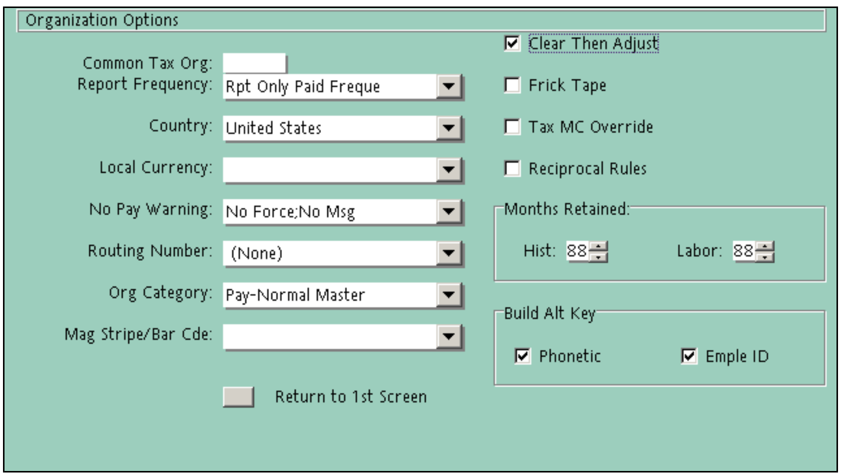
The Payroll Run Process Control form (AE-SCR) contains the field, Clear To-date, which causes the clearing of to-date accumulators. The Amount One and Amount Two fields on the Employee Earnings and Deductions form (HH-SCR) for accruals and the Hours field for deductions (arrears) are not affected by clearing.



Interaction with Company Options form (AF-SCR)

The Clear All Frequency check box on the Company Options form (AF-SCR) determines which employees will be cleared when an entry is made in the Clear To-date field on the second panel of the Payroll Run Process control form (AE-SCR).





Selecting Clear Then Adjust on the Company Options form (AF-SCR) controls whether adjustments entered on any clear run should be applied before or after the clearing takes place. The Clear Then Adjust check box works with your entries on the Payroll Run Process Control form (AE-SCR).

Summary of clearing

In summary, clearing:

- Reduces all to-date figures to zero for all employees.
- Takes place only on a pay run.
- Can be done on or before the first pay run of the new year.
- Does **not** affect the AMOUNT-ONE field used for accruals.
- Does not clear arrears.

Setting up new Hours, Earnings, and Deductions (HEDs)

If, at your site, you set up new HEDs for tracking information in the new year, the end of the year is the time to do that set up work. Use the Company Earnings/Deductions forms (A8-SCR) to enter and maintain organization earning and deduction numbers (HEDs).

☞ *Refer to the Payroll Organization Setup documentation for information on setting up new HEDs.*

Deactivating HEDs for terminated employees

Before removing terminated employees from your active files, deactivate HEDs for these employees. The advantage of deactivating HEDs is a possible decrease in run times. Also, if the terminated employee is rehired, no unwanted earnings or deductions will be activated.

You can deactivate unused HEDs (only for terminated employees) by loading and selecting All Frequencies Set to 00 for Terminated Employees (2F2F) report on a payroll or maintenance run. This generator will inactivate all unused HEDs, both earnings and deductions, only during the cycle in which the employee terminates. This report creates no printed output.

☞ *Refer to the Payroll Reports and Balancing documentation for more information about the report: All Frequencies Set to 00 for Terminated Employees (2F2F).*

Deleting unnecessary earnings/deductions (HEDs) and/or taxes

Sometimes it is necessary to delete earnings, deductions, and taxes that will no longer be used in the new year. This could apply, for example, to a tax record because an employee moved to a different state or locality in the prior year. Use the Delete Unused Employee HEDs/Tax Records (9H9H) report to delete either all unused H (earnings/deductions) records or J (tax) records or both. This frees up space and prepares the file for future processing.

☞ *Refer to Appendix E:* **Generators for Year-end File Preparation** *(on page 377) for more information on the Delete Unused Employee HEDs/Tax Records (9H9H) report.*

Transferring terminated employees using a terminated organization (Control 1-2)

We recommend the establishment of a special company on the Employee Database (FILE02) to store terminated employee data. To do this:

1. Set up the Terminated organization (Control 1-2) online, using the Set Up A New Company form (AA-NEW).
2. Enter the Company Name and Address form (AA-SCR) for the terminated company as well as a Company Options form (AF-SCR) with a Company Category value of Unpaid or Consolidated Reporting.
3. Use the Employee Transfer form (ET-SCR) to transfer the terminated employees to the new Terminated organization. Use the Data Residence Definition to transfer both payroll and human resource information to the terminated company.
4. The Employee Transfer—Batch Transaction form (EB-SCR) can be used in batch to transfer terminated employees. However, it does not transfer human resource records to the terminated company.

Note: *The Mass Employee Batch Transfer program (MASSTR) can be used to transfer inactive employees to a new company. This program is used in batch only and requires a control record for each employee. The advantage of using the Mass Employee Batch Transfer program is that The Solution Series transfers the records without checking the validity of the HEDs and taxes.*

Defining year-end reporting requirements

This section gives an overview of steps you should follow to prepare for year-end processing. It describes how processing is to proceed after your final pay run and into the beginning of a new year. It also describes where data is found in the Employee Database (FILE02), what transactions are necessary to adjust data, and which job streams are needed to process year-end adjustments.

The Year-End Processor does not perform any calculations. All of the figures that appear on year-end output exist in the system at year-end. You should perform preliminary or test runs of the Year-End Processor to verify that the figures to be placed on year-end output are accurate. If any inaccuracies are discovered following a preliminary run of the processor, make adjustments or corrections, and then perform additional test runs.

The following steps walk you through a process for defining your year-end requirements.

1. Becoming familiar with the year-end processing setup

To get the necessary background for year-end processing, review all information in this manual. In addition, we offer year-end processing training classes to help you facilitate the year-end process. These classes are conducted at the Learning Center in Chicago and in certain regional locations. Refresher classes are also offered over the Internet. Please visit our web site, www.hewitt.com/ecyborg, for the latest schedule of available courses and course descriptions.

☞ *Refer to Appendix F:* **Year-End Worksheets** *(on page 389) to assist you in gathering the information used in year-end processing as described in steps 2, 3, and 4.*

2. Becoming familiar with how your HEDs relate to W-2, 1099-R and 1099-MISC boxes

As general background preparation for the payroll year-end process, you need to answer the following question: What information is needed for each of the boxes on the W-2 and/or 1099-R and/or 1099-MISC forms?

For many boxes (for example, employee address and Social Security Number), the information is automatically supplied to the Year-End Processor from information in the employee's record. The Year-End Processor knows where this information is stored. If the information is accurate on the employee's record, it will be accurate on the form.

For tax information, the system knows where to locate the information required for year-end processing. It is imperative that numbers be checked to ensure accurate year-end documents. For example, in Box 1 on the W-2 form, the Year-End Processor places the contents of TAX WAGES, field 119, from the employee's Federal tax record 102. For The Solution Series users, this is the FIT Taxable Wgs field for Federal tax record 102 on the Taxes To-Date Inquiry form (JT-SCR).

Other required information (deferred compensation, for example) is stored in HEDs that your organization set up. You must indicate to the Year-End Processor in which HED(s) the information is stored.

See also:

- **Reviewing tax records** ***(on page 50)***

For additional tax information.

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for information on setting HED options using forms or transactions.*

☞ *Refer to Appendix A:* **Contents of Year-End Form Boxes** *(on page 297) for a detailed description of the contents of W-2 and 1099 boxes.*

3. Determining Box 13 company-wide defaults

Determine which boxes in Box 13 should be marked with an X for all employees in an organization. You can override this at the employee level.

4. Determining your Year-End Processor run output

As the next step in preparing for year-end processing, you must decide which output types to produce. Examples are paper forms only, magnetic media and paper forms, magnetic media for both Federal and state W-2s, and so on.

☞ *Refer to Chapter 10:* **Setting Up the Batch Environment** *(on page 203) for information about the outputs available.*

5. Determining how to prepare your Employee Database (FILE02) for year-end processing

After you review the content of W-2 boxes, you may need to update your Employee Database (FILE02) and add HED information.

The Master File Status Report (9E9E) can be especially helpful at this time of year. This report should be running all year; it will continuously give you information regarding items that could cause problems during year-end processing.

See also:

- **Reviewing tax records** ***(on page 50)***

For additional information on preparing your Employee Database.

6. Coordinating application and technical tasks

Both the application and technical users should meet and discuss all aspects of the year-end run.

- Check the chart in Appendix J: ***Magnetic Media Cross Reference to W-2/1099 Boxes*** (on page 453), and make year-end processing decisions. If you do this in advance, completing the year-end forms or transactions once the year-end update is received will be a straightforward, quickly completed procedure.
- Discuss the issue of who will be responsible for entering information for the Year-End Processor run when the year-end update is received.
- Decide whether to use the online year-end forms or whether to prepare WL batch transactions.
- Discuss which output you will run for year-end.
- Discuss any adjustments and changes for the year-end Employee Database (FILE02) that may require the assistance of your data processing/IS department.

Discussion issues

In discussions with the application users, the following issues may come up:

- Single run for the Year-End Processor—You will produce the outputs with a single run of the calculating program.
- Sorting—Although numerous sort possibilities are available for the Employee Queue as delivered, you can implement user-defined sorts. For planning purposes, note that the sort sequence (for intermediate and minor sorts combined) is limited to 22 characters.
- Information needed to complete boxes for W-2s and 1099s is not on the Employee Database (FILE02)—Together, develop an efficient method of updating the Employee Database. If you do adjustments now, this may ensure that proper information is available on the Employee Database and may prevent delays in year-end processing.

7. Preparing your technical environment

Look at your year-end procedures and job streams to determine modifications or additions that you may have to make to assure that you can readily do the following:

- Back up your year-end files.
- Copy your year-end files for continued, uninterrupted payroll processing.
- Perform maintenance/update (no automatic pay calculations) runs against the year-end Employee Database (FILE02) with no impact on normal day-to-day payroll processing.
- Load year-end generators

Applying the new year tax updates

Sometime in December, and again in January, as government bodies finalize their new year requirements, we place the new tax Regulatory Bulletin on CUBBS. You must apply the Regulatory Bulletin changes to your files going forward into the new year.

Prior to the end of the year Hewitt will also be issuing regulatory bulletins that enable you to track and report disability and unemployment insurance wages and taxes and to load all state and local taxes from a file maintained by Hewitt. You must apply these regulatory bulletins in your 2005 production environment.

Preparing to run year-end reporting

Two areas that are important to year-end processing are tax records and adjustments to earnings and deductions. This section gives you an explanation of the tax records stored in The Solution Series and how the processor uses these records. The section also contains an overview of the HED accumulators and a review of the adjustment cycle and the forms you use to adjust earnings and deductions.

Note: *Use generator 1Y1Y to delete obsolete WLFDW2 transactions from the Sequential Master File (P20) so that they cannot interfere with current year processing. The 1Y1Y generator should be run before you begin entering the current year's transactions, either on the year-end forms or in batch.*

Reviewing tax records

There are 32 accumulators for every TAX stored on The Solution Series. For each tax record, there are four occurrences (Current, MTD, QTD and YTD) of each of the eight fields. The eight fields are often referred to as FIELD 117 through FIELD 124. The definitions of the contents of these fields vary based on the type of tax.

You can view tax information online using the Taxes To-Date Inquiry Form (JT-SCR), which shows all relevant accumulators for each tax body. The Optional Taxes To-Date/Field Number Inquiry form (JD-SCR) shows all 32 accumulators for each tax record. Both of these forms display one tax record per form.

You can use a unique report at year-end to view all accumulators for all employees. This is a unique version of the Combined Register (2222). Reports produced during a pay run can also be used to analyze this information.

What triggers a W-2?

The production of a W-2 for an employee is the result of a positive amount in any of the following fields:

Tax Level/Type	System Field Number
FICA-OASDI (101)	EE OASDI Wages (field 118) EE Total Wages (field 119) EE-OASDI TAX (field 122)
Federal (102)	FIT Taxable Wgs (field 119) FIT Withheld (field 120)
FICA-HI (103)	EE Hi Wages (field 118) EE Hi-Tax (field 122)
State (2XX)	SIT Taxable Wages (119) SIT Tax Withheld (field 120)

What triggers a 1099-MISC

An employee with any of these HEDs will receive a 1099-MISC even if the employee has regular pay. A 1099-MISC employee must be separate from a W-2 employee but can be in either a regular or a 1099-R company.

Descriptor codes and HED ranges for 1099-MISC boxes

Descriptor Code	Related Box	HED Range
1099M RENT	Box 1, Rents	004-500
1099M ROYAL	Box 2, Royalties	004-500
1099M OTRCMP	Box 3, Other Income	004-500
1099M FISHNG	Box 5, Fishing Boat	004-500
1099M MEDHLT	Box 6, Med & Health	004-500
1099M NON-EE	Box 7, Non-employee Compensation	004-500
1099M SUBPAY	Box 8, Sub payments	004-500
1099M CRPINS	Box 10, Crop Insurance	004-500
1099M EXCSGP	Box 13, Excess Golden Parachute Payments	004-500
1099M ATTRNY	Box 14, Attrny proc	004-500

What triggers a 1099-R

An employee with any of these HEDs will receive a 1099-R.

Descriptor codes and HED ranges for 1099-R boxes

Descriptor Code	Related Box	HED Range
99RBOX3	Box 3, Capital Gains	004-500
99RBOX5	Box 5, Employee Contribution	004-500
99RBOX6	Box 6, Net Unreal Appreciation	004-500
99RBOX8	Box 8, Other $	004-500
99RBOX9	Box 9b, Total Employee Contributions	004-500

Checking the content of tax fields

Before the production run of the Year-End Processor, make sure that the FIT Taxable Wgs field on the Taxes To-Date Inquiry form (JT-SCR) has been updated with all the amounts for Boxes 5, 7, 11, 12-C, 12-H, and 12-K.

To assure proper reporting for Box 1:

- Analyze the contents of field #119, Federal tax record 102, on your Employee Database. For online users, this is the FIT Taxable Wgs field for Federal tax record 102.
- Determine whether all the proper amounts are included for Box 1 reporting.
  - Review the Company Earnings and Deductions form (A8-SCR) to ensure the taxability of each HED.
  - Be particularly careful about memo HEDs, since they do not update taxable wages.
- Determine whether adjustments are needed to field #119, Federal tax record 102.

If adjustments are needed, determine a method for doing so by consulting with your IS department.

☞ *Refer to the IRS publication, 2002 Instructions for Form W-2, for information about the taxability of each HED.*

Chart of tax accumulation fields

The table that follows shows tax accumulators for FIELD 117 through FIELD 124 and the contents of each field. These fields correspond to the fields at the top of the Tax Adjustments form (KD-SCR) beginning with the Work Wages (117).

TAX LEVEL/ TYPE	SYSTEM FIELD NUMBERS							
	117	**118**	**119**	**120**	**121**	**122**	**123**	**124**
FEDERAL								
FICA 101/103	Employer FICA Wages[1]	Employee FICA Wages[1]	Employee Total Wages[2]	Employer FICA Tax		Employee FICA Tax	(Prior Employee FICA Wages)	(Prior Employee FICA Tax)
Federal 102			Taxable Wages	FIT Tax Withheld	FUTA Wages[1]	EIC	OT Premium	Weeks Worked
RRTA 104/105	Employer RRTA Wages[1]	Employee RRTA Wages[1]		Employer RRTA Tax		Employee RRTA Tax		
STATE								
State 2XX	Work Wages	Employee Total State Wages	SIT Taxable Wages	SIT Tax Withheld	Unemploy SUI Wages	Employee SUI Tax	OT Premium[3]	Weeks Worked
State Disability 4XXSDI					Disability Wages[1]	Employee Disability Tax	Uncutoff Disability Wages[3]	
LOCAL								
County 3XXYYYY	Work Wages	Resident Wages	Taxable Wages	Local Tax Withheld				
City/School District 4XXYYYY	Work Wages	Resident Wages	Taxable Wages	Local Tax Withheld				

[1]CUR, MTD, and QTD wages cutoff. YTD wages uncutoff

[2]Tax Record 101 only (FICA-OASDI).

[3]MTD and YTD=Premium Portion Overtime. QTD=SUI/SDI wages uncutoff.

Adjusting earnings and deductions

There are eight accumulators for every HED on the system. For each HED, an amount accumulator and an hours accumulator are stored on a Current, MTD, QTD, and YTD basis.

The Amount is always a dollar value. The Hours field varies on whether the HED is an earning or a deduction. Earnings contain the hours associated with the HED; deductions contain information relating to arrears. The YTD arrears amount is actually the figure used to determine if the deduction is in arrears.

To determine if any updates are required to employee earning and/or deduction records, you must use either reports or online forms. You can view this information online using the HEDs To-Date Inquiry form (HT-SCR), which shows all eight accumulators for each earning and deduction. Keep in mind that based on entries in the year-end processing forms, some of the YTD figures will be picked up and placed on the W-2s, 1099-MISCs, or 1099-Rs.

Adjustment cycle

Adjustments increase or reduce to-date accumulations of earnings, deductions, and taxes. Adjustments update month-to-date, quarter-to-date, and year-to-date activity. You can also do one of the following:

- Correct or eliminate deduction arrears.
- Transfer amounts or hours from one earning or deduction to another.
- Redistribute labor hours and dollars.
- Refund deductions and taxes withheld.

Payroll Administration provides four forms to adjust taxable wages and taxes:

- FICA-OASDI/Total Pay Adjustment form (KF-SCR)
- FICA-HI Adjustments form (KH-SCR)
- Tax Adjustments form (KD-SCR)
- Tax Adjustment - Alternate form (KG-SCR)

Only the fields containing values are adjusted for the tax record specified; no other fields are adjusted. If an adjustment is entered to update a tax record established at the organization level only, the system automatically establishes the tax record at the employee level.

Steps to update the Employee Database (FILE02)

Once you determine what adjustments need to be made, the following steps may be performed to update the Employee Database (FILE02):

Obtain the information needed to update the file.
Enter the information using forms or batch payroll transactions.
Process off-cycle pay runs until all of the information has successfully been added to the Employee Database (FILE02).

The adjustment process is done in an off-cycle pay run for several reasons:

- To suppress payment of automatic earnings.
- To prevent incrementing pay and deduction cycles.
- To produce payroll reports (such as the Tax Filing Report [2T2T], Tax Filing Report - All Frequencies [9091], and Combined Register [2222]).

An example of a situation that might require adjusting entries is distribution of noncash benefits. This is a taxable amount and should be reflected in field #119 of Federal tax record 102 on your Employee Database (FILE02). If you have set up a Memo HED for this amount, you must make adjustment entries for field #119 for the 102 tax record.

Special generator 1Z1Z, Memo HED Adjuster, is designed to transfer any memo HEDs into adjustment entries that can update the appropriate Employee Database (FILE02) accumulators.

☞ *Refer to Appendix E:* **Generators for Year-End File Preparation** *(on page 377) for additional information on this generator.*

Hewitt strongly recommends that any customers who have relied on the use of memo HEDs for taxable items adopt new procedures to assure that the appropriate tax/wage fields are updated on a timely basis throughout the year.

Note: *Depending on the nature of the update, the adjustment process may be started even before the last payroll run of the year. Adjusting records before year-end can reduce the time that year-end processing would otherwise take.*

You may want to update your Employee Database (FILE02) in your year-end processing environment now, and later you may want to update the Company Earnings and Deductions entries in your production environment to assure proper reporting in the future.

☞ *Refer to the Payroll Time Entries and Adjustments documentation for more information on adjustments.*

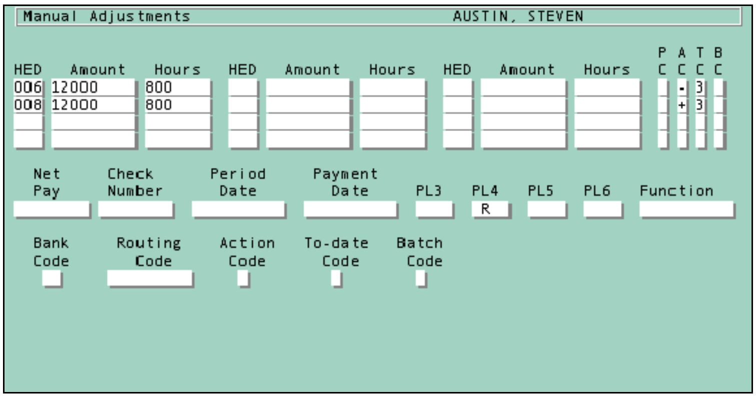
Adjust earnings/deductions (KB transaction)

The KB transaction or the Manual Adjustments form (KB-SCR) can be used to adjust inaccuracies, such as an incorrect HED number, a deduction taken in error, or an incorrect arrears amount.

The Adj Tax text box (P/C) determines which, if any, of the active tax records will be automatically updated. It specifies which taxable wages are to be updated by the earning amounts in the same row on the form. The valid entries are as follows:

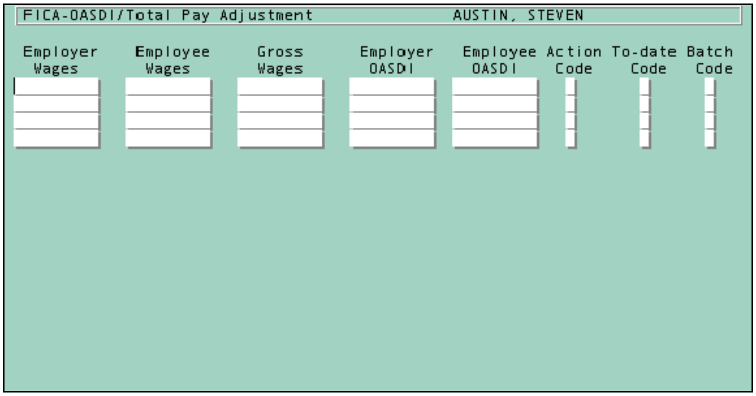
- Blank or 0—update all active taxable wages.
- 1—update only active Federal taxable wages.
- 2—No taxable wages adjusted, including total pay.

The following example shows the proper entries for correcting a time entry that was charged to HED 006 but should have been charged to HED 008.



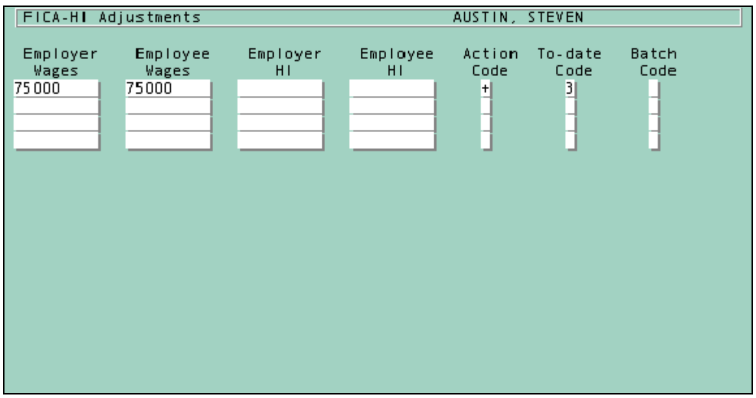
Adjust FICA-OASDI/Total Pay (KF transaction)

Use the FICA-OASDI/Total Pay Adjustment form (KF-SCR) to adjust tax record 101 (Social Security). Adjustment entries may be necessary because no self-adjustments occur as no further pay will be calculated. Assume two decimal places for both of these text boxes.



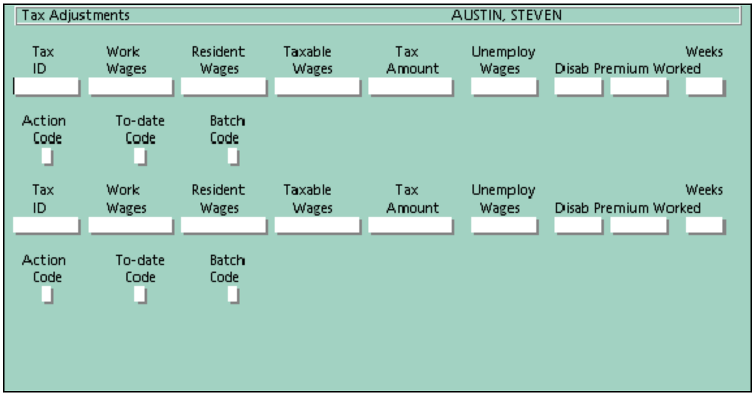
Adjust FICA-HI (KH transaction)

Use the FICA-HI-Adjustments form (KH-SCR) to adjust tax record 103 (Medicare).



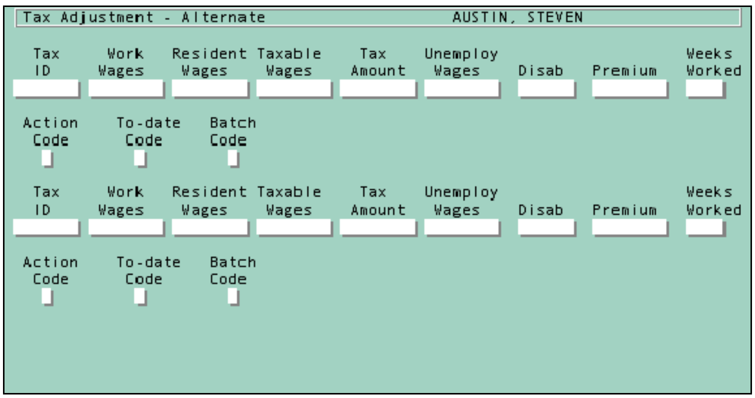
Adjust other taxes (KD transaction)

The Tax Adjustments form (KD-SCR) can be used to adjust any active or inactive tax record.



Tax Adjustment - Alternate form (KG transaction)

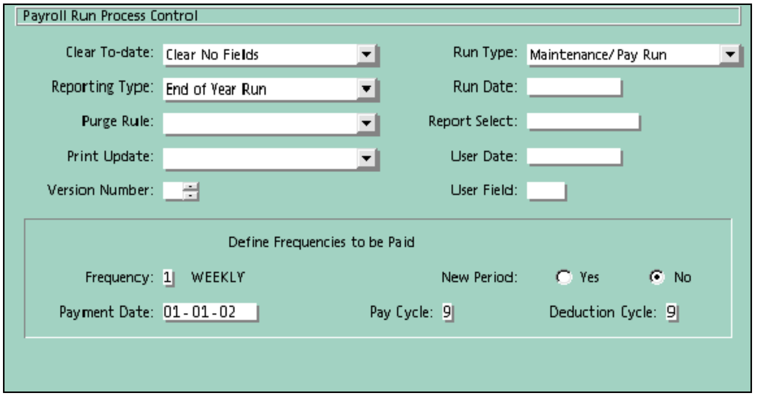
The Tax Adjustment - Alternate form (KG-SCR) can be used to adjust an employee's active or inactive tax records.



Processing an Off-Cycle Pay Run

Process an off-cycle pay run using the Payroll Run Process Control form (AE-SCR) to process the adjustments you made and to generate the reports.

Select Clear No Fields in the Clear To-Date field and a Reporting Type that is not a Maintenance Run Only. Select a Run Type of Maintenance/Pay Run and enter a Frequency and Payment date. For an Off-Cycle Pay Run, click No for New Period and enter a 9 in both the Pay Cycle and and Deduction Cycle fields. Run as many off-cycle pay runs as you need to get all employee wage and tax records in balance.



CHAPTER 5

Setting Up the Online Environment

In This Chapter

Introduction

This section contains basic technical information and instructions for creating and preparing the year-end processing environment. Step-by-step procedures walk you through the tasks.

Tasks

This section explains the following:

- Creating your year-end environment
- Obtaining the Year-End Processor
- Preparing your online environment
- Installing the online portion of the Year-End Processor

Prerequisites

Before you can perform the tasks in this section, you must:

- Have a working knowledge of The Solution Series Payroll Administration.
- Have a working knowledge of year-end processes and The Solution Series Year-End Processor.

Question answered

The following question is answered in this section:

How do you ensure that there are no WLFDW2 transactions on your year-end Employee Database?

Year-End Processing subsystem

Before running the Year-End Processor, you enter parameters for a run using year-end forms or, in batch, by entering WL transactions. A separate print program, P5W2PR, produces the year-end output for the year-end process rather than the standard print program, P5PRNT.

The Year-End Processor requires a certain amount of internal memory to run. As a result of this internal memory requirement, the generators that make up the processor must be the only generators listed as loaded on the Payroll Audit Trail (0101) report. The Errors and Warnings (0100) report, the Payroll Audit Trail (0101) report, and the Control Headers Report (0103) are the only exceptions.

To run the Year-End Processor you must:

- Create your year-end environment
- Obtain the Year-End Processor
- Prepare your online environment
- Install the online portion of the Year-End Processor

☞ *Refer to Chapter 10:* **Setting Up the Batch Environment** *(on page 203) for information on extracting the Year-End Processor generators and establishing jobstreams for the year-end runs.*

See also:

- **Creating your year-end environment *(on page 67)***
For the details of what should be included in the new environment.

- **Obtaining the Year-End Processor *(on page 67)***
To learn how to obtain the Year-End Processor.

- **Preparing your online environment *(on page 68)***
For directions on replacing your previous year-end records with 2004 records.

- **Installing the online portion of the Year-End Processor *(on page 76)***
To determine which MAINTI file you should use when installing the online Year-End Processor records.

Year End Files

The Year End auto install creates a YE2004 directory containing the following subdirectories:

- \Data
  - \QTxtSrc (OS/400 only)
- \Prog
  - \Utilities
- \Scripts

The following files are downloaded to the YE2004 folders on your PC when you use the Year End auto install program:

Major Deliverables

Data

- CYBYEUS
- MAINTA04
- MAINTA05
- MAINTB04
- MEN32B05
- MEN50B05
- MAINTC04
- MNT32C05
- MNT50C05
- MNT51C05
- P05RYEUS

For the online installation of the year end processor you use the MAINTA04, MAINTA05, MAINTB04, MAINTC04, MEN32B05, MEN50B05, MNT32C05, MNT50C05, and MNT51C05 files to update your menus for Year End 2004. Which set of these files you use depends on your version of The Solution Series. ***Preparing your online environment*** (on page 68) in the Detailed Directions section of this chapter contains instructions for using these files to install the year-end processor.

Prog/Utilities

- CybPrUtl.cnt
- CybPrutl.exe
- CybPrutl.hlp
- CybPrutl.ini

The auto install contains the Print Utility (CYBPRUTL). After you run the year-end reports and have created your output files, and, if necessary, used FTP to transfer them to a PC, you can use the Print Utility to:

Select a print profile
Change the Settings of a print profile or create a new print profile
Open and print forms or reports using the current print profile
Modify printer settings
Do a print preview of your form or report
Link to Notepad
Reformat output file with carriage returns/line feeds so that you can review the file contents using an editor such as WordPad or Notepad
Copy an output file to diskette

The following scripts downloaded from the Year End 2004 auto install are used with the instructions in Chapter 10: ***Setting Up the Batch Environment*** (on page 203).

AS 400 Platform Specific Files

- **Scripts**
  - JXP5W2PR
  - JXRPYEUS
  - JYECRTPF
  - JYEUSRUN
- **Data**
  - P2EO4RDR
  - P4C01YERDR
  - P5W2PRRDR

DEC-VAX Platform Specific Files

- **Scripts**
  - JXP5W2PR
  - JXRPYEUS
  - JYEUSRUN

IBM DOS-VSE Platform Specific Files

- **Scripts**
  - Jxp5w2pr
  - JXRPYEUS
  - JYEUSRUN

IBM IMS Platform Specific Files

- **Scripts**
  - JDEFYEUS
  - JXP5W2PR
  - JXRPYEUS
  - JYEUSRUN

IBM MVS (z/OS) Platform Specific Files

- **Scripts**
  - JDEFYEUS
  - JXP5W2PR
  - JXRPYEUS
  - JYEUSRUN

UNIX Platform Specific Files

- **Scripts**
  - jxp5w2pr
  - jxrpyeus
  - jyeusrun

- **Data**
  - p5w2pr.ovr

Windows Platform Specific Files

- **Scripts**
  - JXP5W2PR.BAT
  - JXRPYEUS.BAT
  - JYEUSRUN.BAT

- **Data**
  - P5W2PR.OVR

HP 3000 Platform Specific Files

- **Scripts**
  - JXP5W2PR
  - JXRPYEUS
  - JYEUSRUN

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Creating your year-end environment

The Solution Series customers should establish a separate year-end environment for the System Control Repository (Control File; FILE01) and Employee Database (Master File; FILE02) independent of the production system. You must also copy in the Sequential Master File (P20) resulting from your last payroll run of the year. You will use this environment to enter your final year-end adjustments before year-end runs.

Obtaining the Year-End Processor

After creating a separate environment for year-end processing, follow these steps to obtain the processor for installation into your year-end environment.

1. Download the 2004 Year-End Payroll release

The 2004 Year-End Payroll release is available from the Customer Center at www.hewitt.com/ecyborg. An e-mail containing the user name and password needed to download the software was sent to your organization. Alternatively, you can visit the Customer Center at www.hewitt.com/ecyborg to request that a CD-ROM be mailed to you.

The 2004 Year-End Payroll release contains an installation program. To begin the installation run: Install_YearEnd_Server_Update_2004.exe. Unless you specify otherwise during the installation, the processor loads into the default directory C:\YE2004.

Note: *If you are not a Windows user, once the installation is complete and the files are copied, use a file transfer protocol, such as FTP, to move the files to your year-end processing environment.*

2. Back up the current System Control Repository (Control File; FILE01)

Back up the year-end System Control Repository (Control File; FILE01), using a platform-specific backup utility or The Solution Series backup utility, BACKEM.

Note: *You can use the backup to restore FILE01 if the file becomes corrupted during year-end processing. You may want to back up FILE01 periodically during year-end processing.*

3. Verify that the Production Version check box on the System Options form is cleared (not selected)

Verify that the Production Version check box on the System Options (SCOPTS) form is cleared (or set to an N for character-based environments). If not, the Maintenance In (MAINTI) utility will not run properly, and the remaining changes will not be applied.

Preparing your online environment

Use the Maintenance In (MAINTI) utility to add, change, and delete records in the System Control Repository (Control File; FILE01). In this task, you purge the year-end 2003 menu records, forms, fields, option lists, and error messages and replace them with year-end 2004 records.

☞ *Refer to the Technical Administration of The Solution Series documentation for more information about the MAINTI procedure. You should review this information prior to performing this step.*

Note: Retain the output print file (FILE03), and compare the error messages in this file with the list of error messages appropriate to The Solution Series version you are using.

1. Delete all WLFDW2 transactions from your year-end Employee Database (Master File; FILE02)

Ensure that there are no WLFDW2 transactions on your year-end Employee Database (Master File; FILE02).

Note: You can delete individual WLFDW2 transactions online using the WL Record Maintenance form (WL-SCR) and making the following menu selection: Actions ► Delete This Entry. Or you can use the 1Y1Y generator on a maintenance run.

☞ *Refer to Appendix E:* **Generators for Year-End File Preparation** *(on page 377) for more information on the 1Y1Y generator.*

2. Purge year-end 2003 error messages, fields, forms, and option lists

Note: You must perform Step 2 even if you are a new client using The Solution Series version 5.0 or eCyborg version 5.1 and have not previously downloaded year end files from the www.hewitt.con/ecyborg web site. When you run Step 2 to fully remove all year end components, ignore the reject messages and then go to the instructions for Installing the online portion of the Year-End Processor.

Year-end 2004 files contain FILE04 (MAINTA04) with PURGE records to purge all year-end 2003 option lists and CSL programs. The updated files also contain FILE05 (MAINTA05) with a 'D' in column 80 to delete all year-end 2003 fields and error messages.

Run a JMAINTI job assigning FILE04 to MAINTA04 and FILE05 to MAINTA05.

Note: *Check FILE03. You may have error messages indicating that you are trying to delete records that do not exist. Ignore only those error messages. (See the example that follows.) You may discard the RELOAD (FILE10) for this step.*

```
CSSS <0002( (999999(PURGE (  (          (              )14:43:04 10-17 XXXX
  Purge Utility
                        Object:(P/G)
                    Object Key:(WMASC3              )
 'P WMASC3G' Does Not Exist
  ----Complete----
--------------------------------------------------------------------------------
 CSSS <0002( (999999(PURGE (  (          (              )14:43:04 10-17 XXXX
  Purge Utility
                        Object:(P/S)
                    Object Key:(WMASC3              )
 'P WMASC3S' Does Not Exist
  ----Complete----
--------------------------------------------------------------------------------
 CSSS <0002( (999999(MAINTI(  (          (              )14:43:04 10-17 XXXX
F 1099R-AMT-IND01       3900108500       W2P4PR    N          PP00 109354*ERRD
F 1099R-AMT-IND02       3900108600       W2P4PR    N          PP00 109354*ERRD
F 1099R-AMT-IND03       3900108700       W2P4PR    N          PP00 109354*ERRD
```

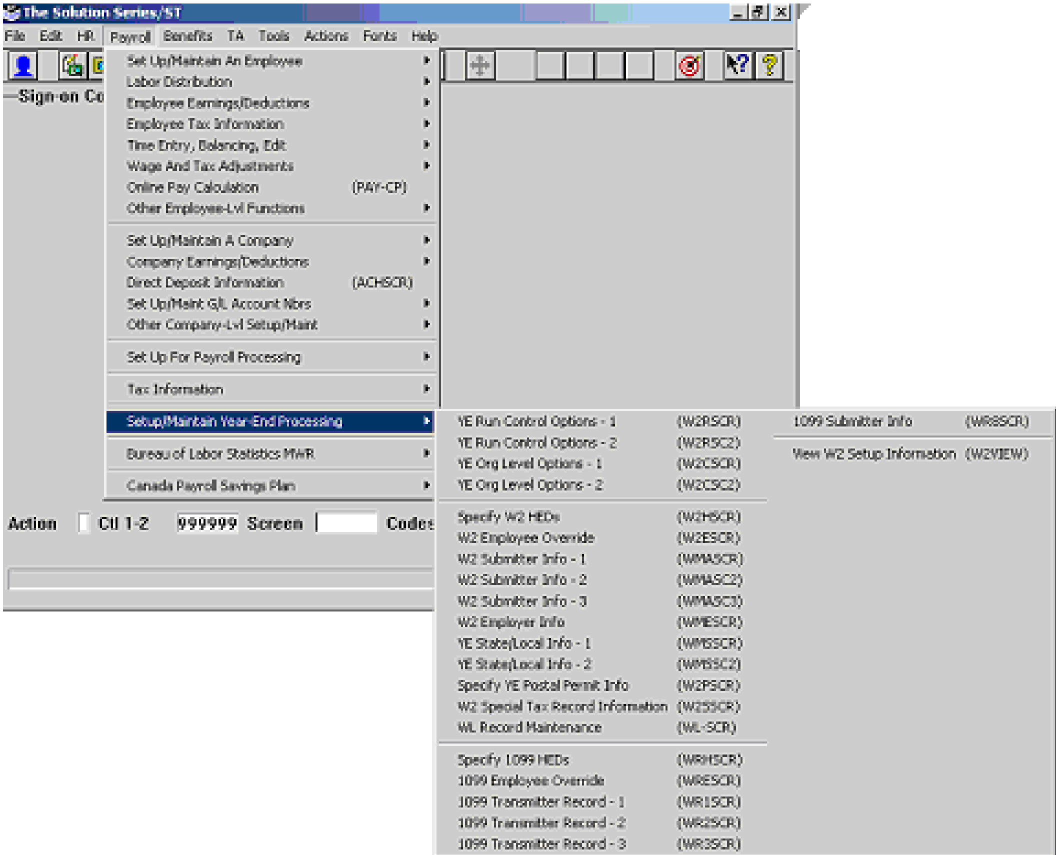
3. Purge menu records

Year-end 2004 files contain one FILE04 (MAINTB04) with only a MAINTI record but several different FILE05s. The FILE05s have a 'D' in column 80 to delete Year-End menu records. The FILE05 you use to purge records depends on the menu records on your system.

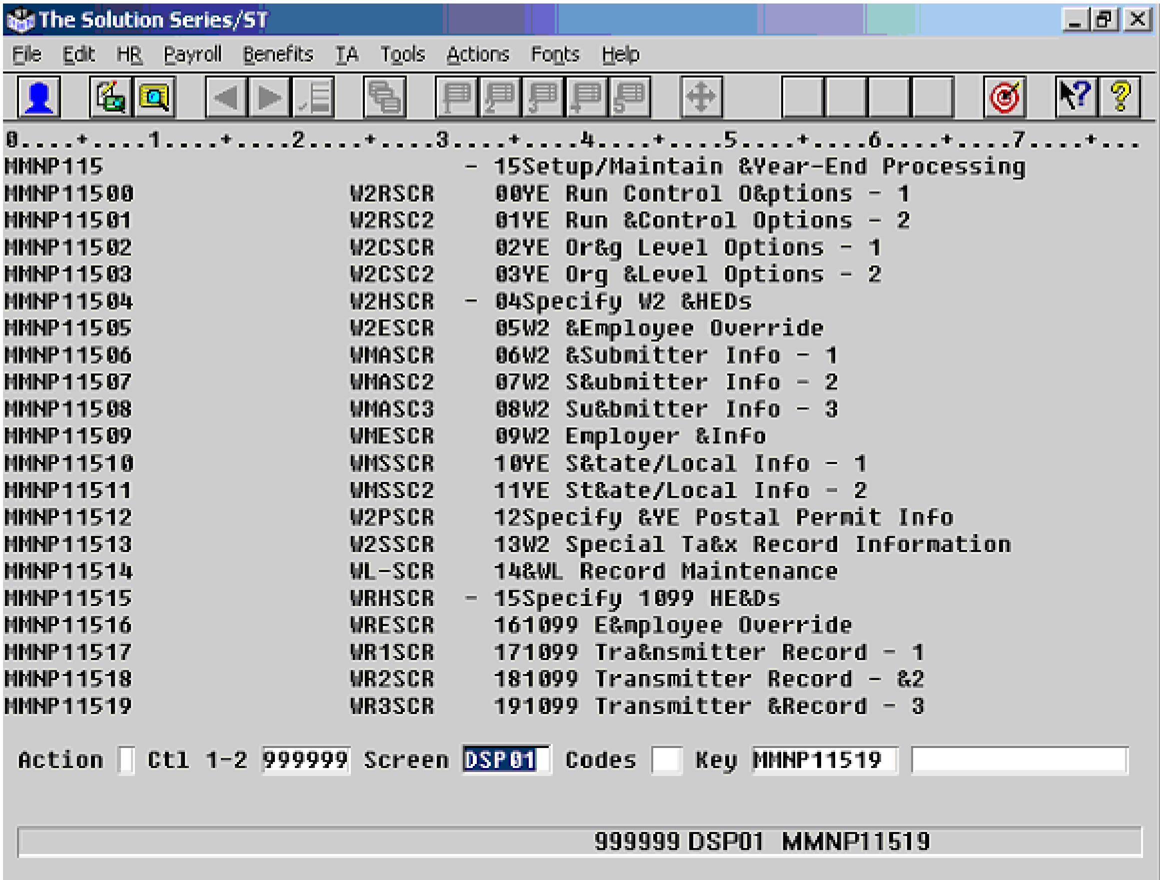
Note: *You do not have to perform this step if you are a new client using The Solution Series version 5.0 or eCyborg version 5.1 and have not previously downloaded year end files from the www.hewitt.com/ecyborg web site.*

Use the illustrations that follow to determine which menu records are on your system and which FILE05 to use to purge the records.

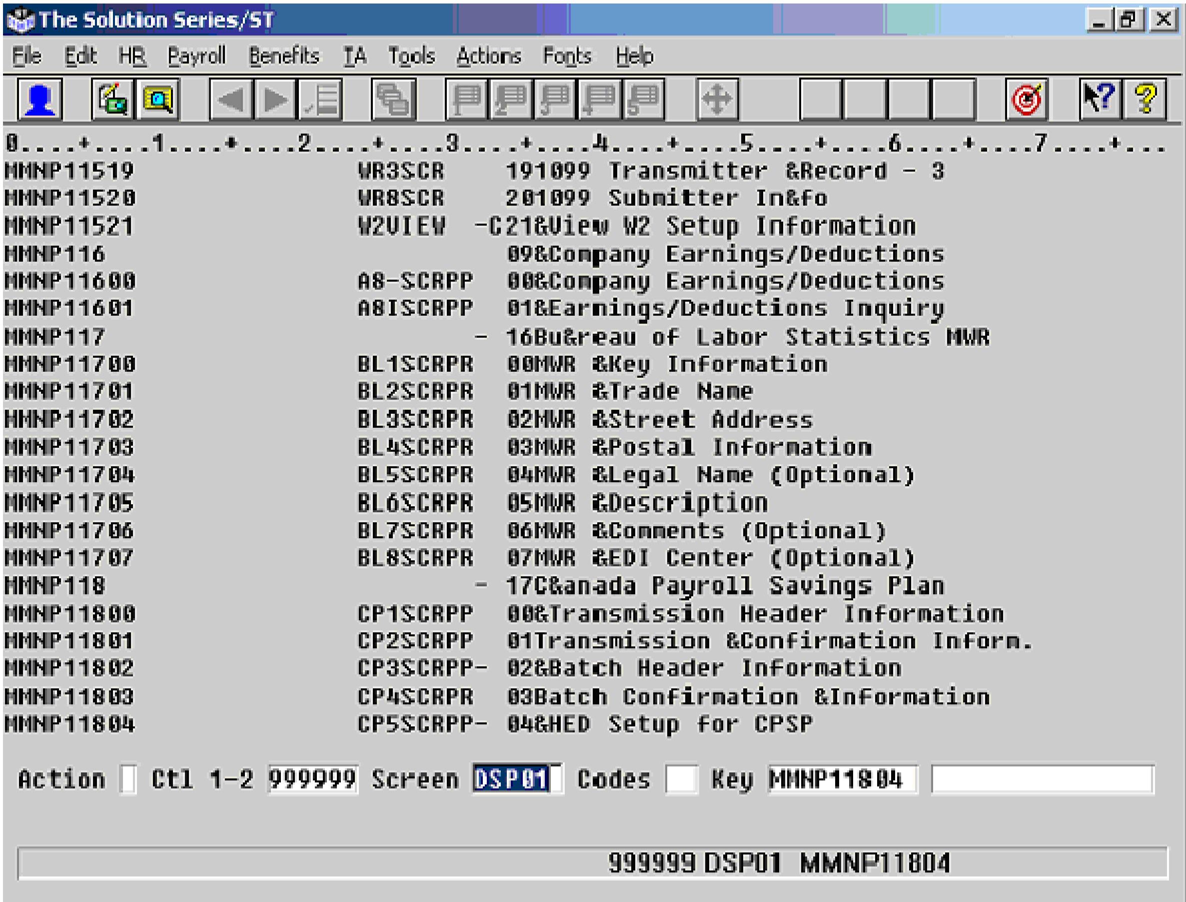
Use MEN32B05 if your menu records match the following illustrations.



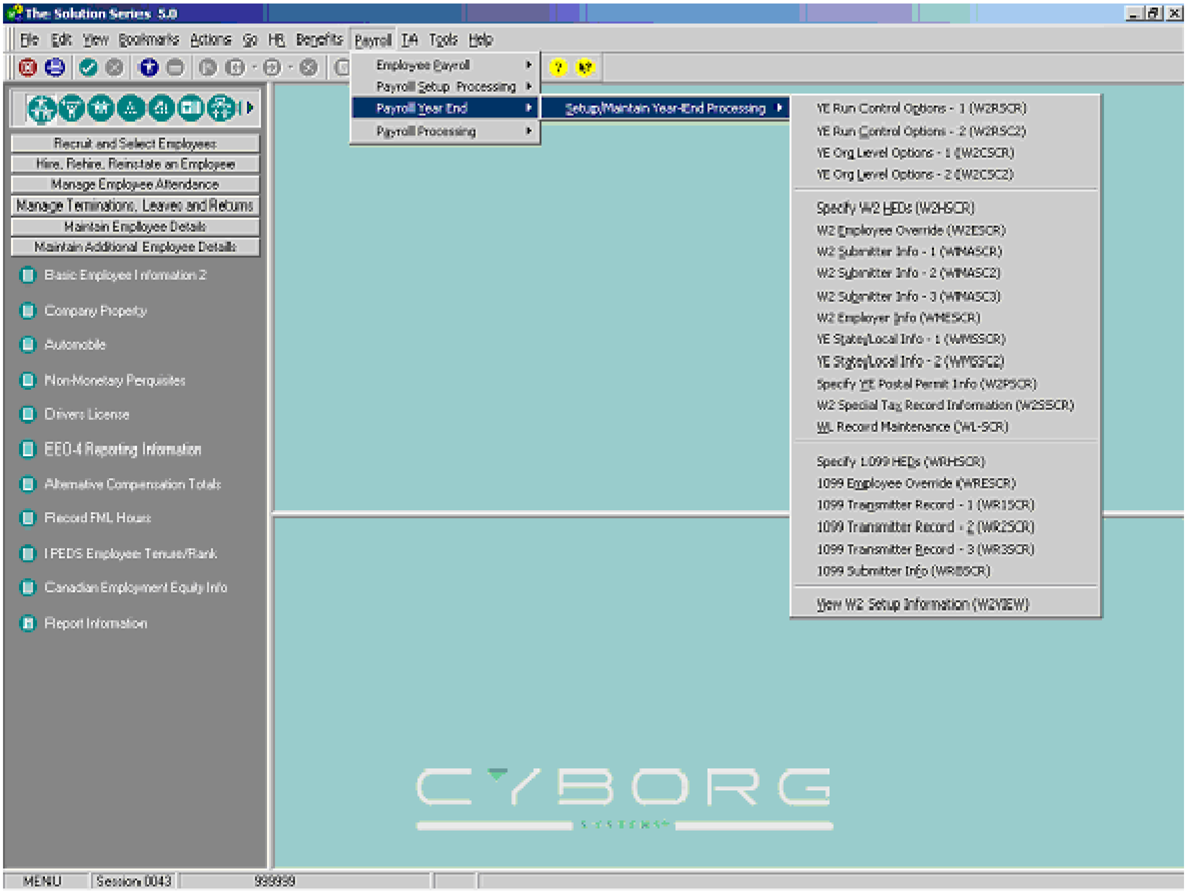
First panel


The Solution Series/ST
File Edit HR Payroll Benefits TA Tools Actions Fonts Help
0....+....1....+....2....+....3....+....4....+....5....+....6....+....7....+...
MMNP115 - 15Setup/Maintain &Year-End Processing
MMNP11500 W2RSCR 00YE Run Control O&ptions - 1
MMNP11501 W2RSC2 01YE Run &Control Options - 2
MMNP11502 W2CSCR 02YE Or&g Level Options - 1
MMNP11503 W2CSC2 03YE Org &Level Options - 2
MMNP11504 W2HSCR - 04Specify W2 &HEDs
MMNP11505 W2ESCR 05W2 &Employee Override
MMNP11506 WMASCR 06W2 &Submitter Info - 1
MMNP11507 WMASC2 07W2 S&ubmitter Info - 2
MMNP11508 WMASC3 08W2 Su&bmitter Info - 3
MMNP11509 WMESCR 09W2 Employer &Info
MMNP11510 WMSSCR 10YE S&tate/Local Info - 1
MMNP11511 WMSSC2 11YE St&ate/Local Info - 2
MMNP11512 W2PSCR 12Specify &YE Postal Permit Info
MMNP11513 W2SSCR 13W2 Special Ta&x Record Information
MMNP11514 WL-SCR 14&WL Record Maintenance
MMNP11515 WRHSCR - 15Specify 1099 HE&Ds
MMNP11516 WRESCR 161099 E&mployee Override
MMNP11517 WR1SCR 171099 Tra&nsmitter Record - 1
MMNP11518 WR2SCR 181099 Transmitter Record - &2
MMNP11519 WR3SCR 191099 Transmitter &Record - 3
Action Ctl 1-2 999999 Screen DSP01 Codes Key MMNP11519
999999 DSP01 MMNP11519

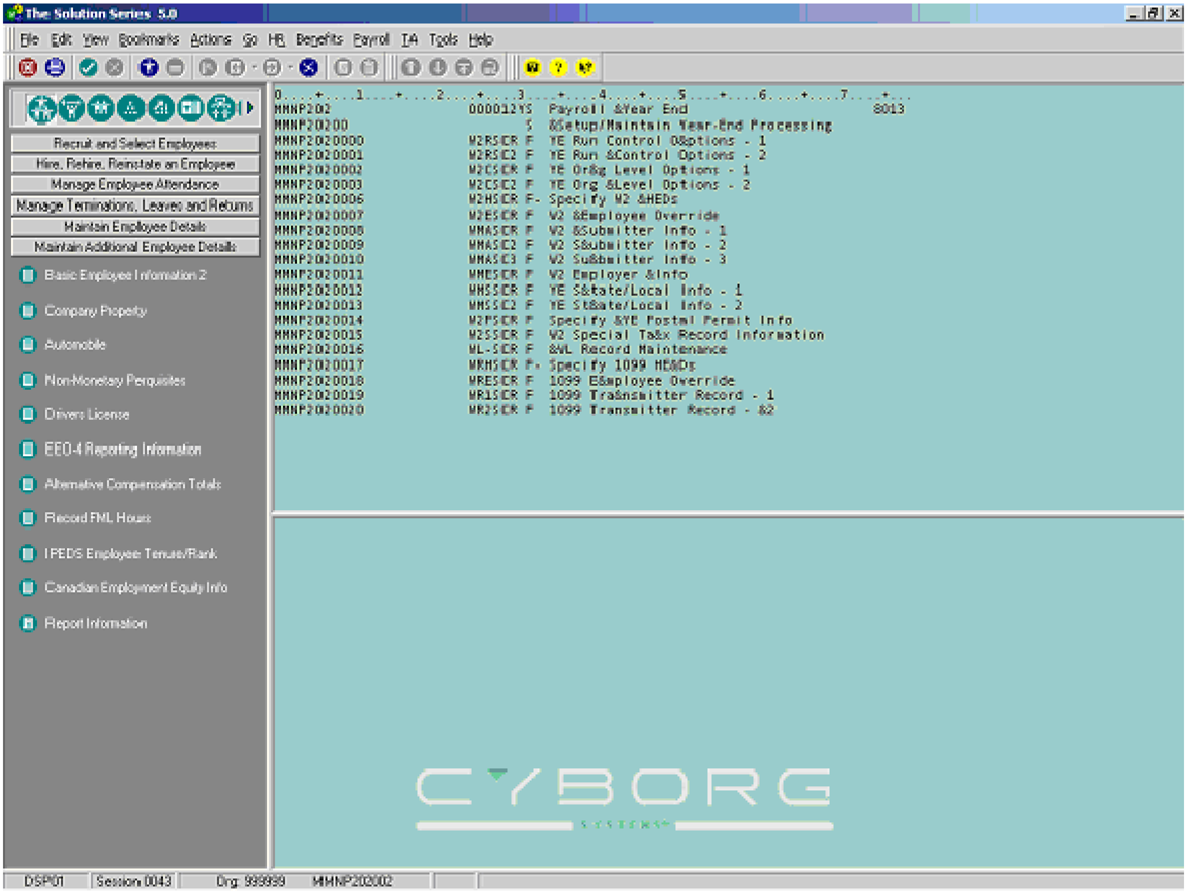
Second panel



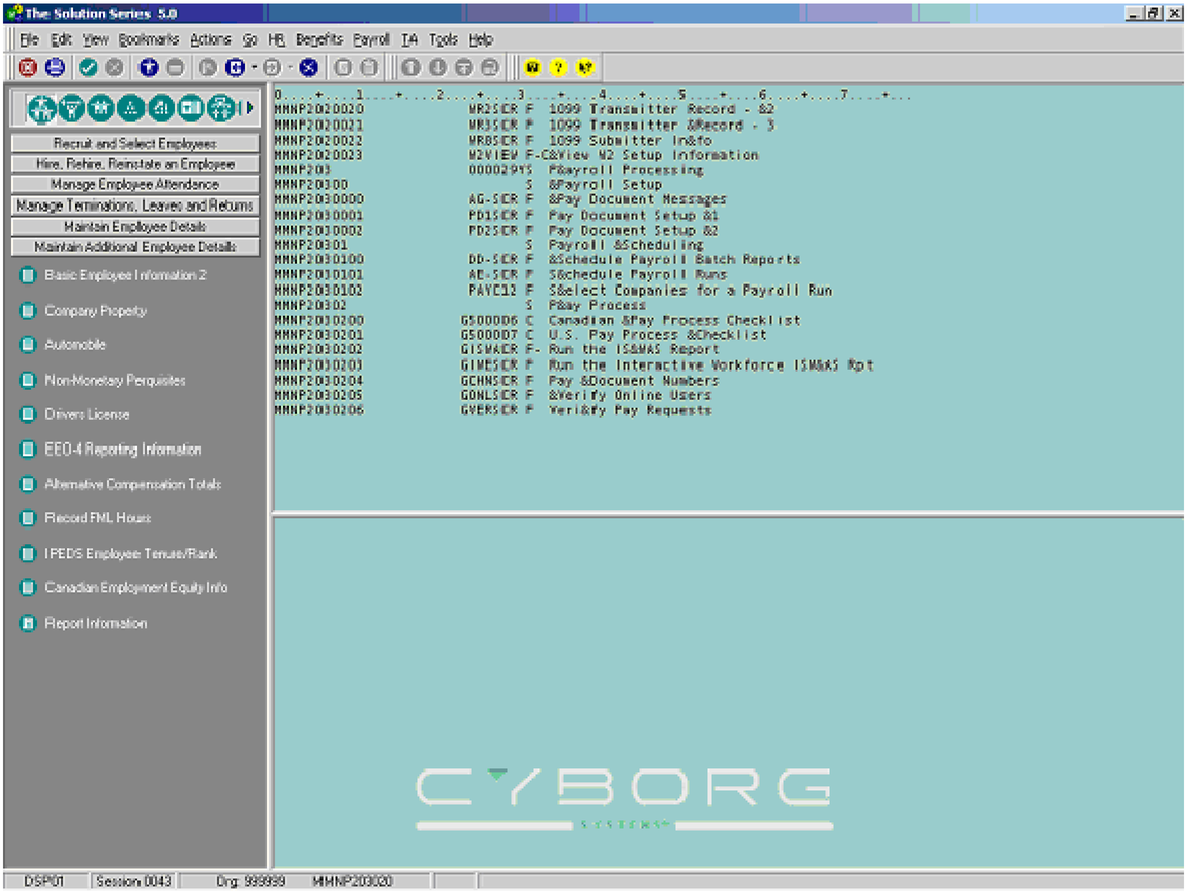
Use MEN50B05 if your menu records match the following illustrations.



First panel


The Solution Series 5.0
File Edit View Bookmarks Actions Go HR Benefits Payroll TA Tools Help
Recruit and Select Employees
Hire, Rehire, Reinstate an Employee
Manage Employee Attendance
Manage Terminations, Leaves and Returns
Maintain Employee Details
Maintain Additional Employee Details
Basic Employee Information 2
Company Property
Automobile
Non-Monetary Perquisites
Drivers License
EEO-4 Reporting Information
Alternative Compensation Totals
Record FML Hours
IPEDS Employee Tenure/Rank
Canadian Employment Equity Info
Report Information
MMNP202 000012YS Payroll &Year End 8013
MMNP20200 S &Setup/Maintain Year-End Processing
MMNP2020000 W2RSCR F YE Run Control O&ptions - 1
MMNP2020001 W2RSC2 F YE Run &Control Options - 2
MMNP2020002 W2CSCR F YE Or&g Level Options - 1
MMNP2020003 W2CSC2 F YE Org &Level Options - 2
MMNP2020006 W2HSCR F- Specify W2 &HEDs
MMNP2020007 W2ESCR F W2 &Employee Override
MMNP2020008 WMASCR F W2 &Submitter Info - 1
MMNP2020009 WMASC2 F W2 S&ubmitter Info - 2
MMNP2020010 WMASC3 F W2 Su&bmitter Info - 3
MMNP2020011 WMESCR F W2 Employer &Info
MMNP2020012 WMSSCR F YE S&tate/Local Info - 1
MMNP2020013 WMSSC2 F YE St&ate/Local Info - 2
MMNP2020014 W2PSCR F Specify &YE Postal Permit Info
MMNP2020015 W2SSCR F W2 Special Ta&x Record Information
MMNP2020016 WL-SCR F &WL Record Maintenance
MMNP2020017 WRHSCR F- Specify 1099 HE&Ds
MMNP2020018 WRESCR F 1099 E&mployee Override
MMNP2020019 WR1SCR F 1099 Tra&nsmitter Record - 1
MMNP2020020 WR2SCR F 1099 Transmitter Record - &2
CYBORG
SYSTEMS
DSP01
Session 0043
Org 999999
MMNP202002

Second panel



Note: *If you made any modifications to your menus, including the addition of any checklist(s), you must delete the changed records online manually.*

Run a JMAINTI job assigning FILE04 to MAINTB04 and assigning FILE05 to the file appropriate to your menu records.

Note: *Check FILE03 to be sure your JMAINTI completed without errors. You may discard the RELOAD (FILE10) for this step.*

You now have no year-end 2003 records. Make sure to verify this online by checking your menus for any year-end programs.

Installing the online portion of the Year-End Processor

1. Load all 2004 year-end records

Year-end 2004 files contain a single FILE04 (MAINTC04) with only a MAINTI record and three FILE05s: MNT32C05, MNT50C05, and MNT51C05. Each of these files contain all the year-end 2004 records to be loaded into FILE01. The only difference in files is that each file contains the corresponding menu records for the specific version. Therefore:

- If you are currently using The Solution Series V3.2, use MNT32C05.
- If you are currently using eCyborg V5.0, use MNT50C05.
- If you are currently using eCyborg V5.1, use MNT51C05.

Run a JMAINTI job assigning FILE04 to MAINTC04 and assigning FILE05 to the file appropriate to your current version of The Solution Series. Save FILE10 to be used in the next step.

Note: *Check FILE03 to be sure your JMAINTI completed without errors.*

2. RELOAD all 2004 programs

Run the standard JRELOAD job, making sure FILE04 is assigned to the FILE10 output from Step 1.

All year-end components are now loaded, compiled, and ready to use.

Note: *Check the output print file (FILE03) to see that there is a --RELOAD IS OK-- message for each reloaded form. You may see 'COMMIT FORCED BY SQL LIMIT' warnings in the Log and FILE03. These warnings can be disregarded. Any other errors indicate a problem.*

☞ *Refer to Chapter 10:* **Setting Up the Batch Environment** *(on page 203) for detailed instructions on completing the set up for your year-end environment.*

Review of Questions Answered

How do you ensure that there are no WLFDW2 transactions on your year-end Employee Database?

PART 3

Setup

In This Section

CHAPTER 6

Setting Primary Parameters

In This Chapter

Introduction

This section describes the forms and transactions used for entering the primary parameters for year-end processing. The primary setup includes run control options that activate W-2 and 1099 output for all organizations along with organization and employee level parameters that can override some run control options for particular organizations or employees. This section also contains the forms and transactions you enter to tell the processor the HED information to use for year-end processing.

Entries for the year-end processing options are made on The Solution Series year-end forms or in your year-end batch environment with WL transactions. These entries result in the placement of the control parameters for year-end processing on your year-end Master File.

Tasks

This section explains the following:

- Setting Run Control Options
- Setting Organization Level Options
- Setting HED Specifications
- Setting Employee Level Options

Prerequisites

Before you can set the primary year-end options, you must have set up the following in The Solution Series:

- Prepared your year-end Master File (P20)
- Completed installing the online portion of the 2004 Year-End Processor

☞ *Refer to Chapter 5:* **Setting Up the Online Environment** *(on page 61) for more information on preparing to run the Year-End Processor.*

Questions answered

The following questions are answered in this section:

1. What is the relationship between the year-end processing forms at the run control, organization, and employee levels?
2. In what organization should I enter the MMREF-RA Submitter Information forms when I am ready to set W-2 Magnetic Media Parameters?
3. What is the only Year-End form that can be entered only once?
4. What form(s) may be entered only once, that is on what form(s) can a choice be made to propagate to other organizations on file?
5. If there are three organizations on file and two of the organizations should have an intermediate sort of Control 3 and one organization on file should be sorted by ZIP code, what forms would be used to enter this information?

Run levels and overrides

To run the Year-End Processor you use forms or WL transactions to set the parameters for processing output. Parameters are set in a hierarchical structure beginning with run control options, then organization level options and, finally, employee level options.

Run control options

At the top level you set parameters that apply to all output for the run. On these forms (or using WL transactions) you identify the type of run, the tax year, what forms to include, what queues to activate, how to sort the information, and so on. The forms used for these parameters are:

- Year-End Run Control Options—1 form (W2RSCR)
- Year-End Run Control Options—2 form (W2RSC2)

The choices you make on these forms propagate to all organizations. The Year-End processor requires you to complete the Year End Run Control Options forms before completing any of the other year-end forms.

Organization level options

At the organization level you can override many of the choices made at the run control level. In addition, you set organization specific information such as options for Box 13 of the W-2 and, on separate forms, the HEDs to use for year-end processing. The forms used for setting organization level options are:

- Year-End Organization Level Options—1 form (W2CSCR)
- Year-End Organization Level Options—2 form (W2CSC2)
- W-2 HED Specification Record form (W2HSCR)
- 1099-R and 1099-MISC HED Specification Record form (WRHSCR)

Employee level options

After setting the run control choices and the organization level options, you have the opportunity, at the employee level, to override any employee choices you set at the organization level. For example you can reset the information for the W-2 Box 13 Options and the distribution information for a particular employee. The forms used for setting employee level options are:

- W-2 Employee Level Options form (W2ESCR)
- 1099-R Employee Level Options form (WRESCR)

To set employee-level options, a predefined area of the employee record is used. The area defined is one of the F segments that hold employee names and addresses. You specify which F segment holds the information at a higher level on either the Year-End Run Control Options 1 form (W2RSCR) or Year-End Organization Level Options 1 form (W2CSCR). The processor automatically fills in the occurrence to be used to store the employee level options.

Cross-referencing forms and transactions

You can enter the options for the Year-End Processor using forms or using batch transactions. However, there is not a one-to-one correspondence between forms and transactions. Sometimes multiple forms can comprise a single transaction, and other times a single form results in multiple transactions. The table that follows shows the correspondence between the forms and transactions.

Form name	Transaction
Year-end Run Control Options - 1 (W2RSCR) Year-end Run Control Options - 2 (W2RSC2)	WLFDW2 RUN CONTROL
Year-End Organization Level Option - 1 (W2CSCR) Year-End Organization Level Options - 2 (W2CSC2)	WLFDW2 CONTROL 1-2 OPTIONS
W-2 HED Specification Record (W2HSCR) OR 1099 HED Specification Record (WRHSCR)	WLFDW2 HED
W-2 Employee Level Options (W2ESCR) OR 1099 Employee Level Options (WRESCR)	F1
MMREF – RA Submitter Information Part 1 (WMASCR)	WLFDW2 RA01 WLFDW2 RA02 WLFDW2 RA03
MMREF – RA Submitter Information Part 2 (WMASC2)	WLFDW2 RA04 WLFDW2 RA05 WLFDW2 RA06 WLFDW2 RA07 WLFDW2 RA08
MMREF – RA Submitter Information Part 3 (WMASC3)	WLFDW2 RA09 WLFDW2 RA10 WLFDW2 RA11 WLFDW2 RA12
MMREF – RE Employer Information (WMESCR)	WLFDW2 RE01 WLFDW2 RE02
1099-R Magnetic Media Transmitter T Record – 1 (WR1SCR)	WLFDW2 1099-R T1 WLFDW2 1099-R T2
1099-R Magnetic Media Transmitter T Record - 2 (WR2SCR)	WLFDW2 1099-R T3 WLFDW2 1099-R T4 WLFDW2 1099-R T5 WLFDW2 1099-R T6

Form name	Transaction
1099-R Magnetic Media Transmitter T Record - 3 (WR3SCR)	WLFDW2 1099-R T7 WLFDW2 1099-R T8
1099-R A-Record Information (WR8SCR)	WLFDW2 1099-R ADDIT INFO WLFDW2 1099-R ADDIT INFO 2 WLFDW2 1099-R TRANS AGENT 1 WLFDW2 1099-R TRANS AGENT 2
Year-End State/Local Magnetic Media Information (WMSSCR)	WLFDW2 RS xxxxxxx01 WLFDW2 RS xxxxxxx02 WLFDW2 RS xxxxxxx03 WLFDW2 RS xxxxxxx04 WLFDW2 RS xxxxxxx05
Year-End Postal Permit Information (W2PSCR)	WLFDW2 POSTAL PERMIT 1 WLFDW2 POSTAL PERMIT 2 WLFDW2 POSTAL PERMIT 3
W-2 Special Tax Information (W2SSCR)	WLFDW2 SPECIAL TAX
WL Record Maintenance form (WL-SCR)	WLFDW2 EIN

Year-end run control options

The primary purpose of the year-end run control options and the corresponding transaction is to designate entries that control the overall nature of the run, the kind of year-end outputs to be produced, optional sorts, and so on. Entries **must** be made on the two run control forms (or the corresponding transaction) to activate W-2 and 1099 output from the output queues: Federal, State/Local, and Employee. The control parameters are automatically propagated to all organizations (Control 1-2s) on the file. You must complete the Year-End Run Control Options form (W2RSCR) before you can enter information in any of the other forms.

Year-end organization level options

The two organization level options forms or the corresponding transaction contain the entries for setting up the year-end processing parameters for an organization. Examples of organization level options are whether to produce W-2s and/or 1099s for the organization and the marking of Box 13 items with an X. Enter information on these forms for each organization (Control 1-2) being processed on the run.

The Year-End Processor requires that pensioners who are to receive 1099-Rs must be set up in a separate organization. That is, employees and pensioners should not be set up within the same organization.

Bypassing an organization (Control 1-2)

The Year-End Processor is run against the entire P20IN year-end Sequential Master File. You might need to exclude certain organizations (Control 1-2s) on the file from processing. Examples of organizations (Control 1-2s) to exclude are test companies, companies containing applicants only, and companies whose employees have no U.S. wages.

You bypass processing for an organization by selecting 'bypass' on the Year-End Organization Level Options—1 form or by entering a WLFDW2 CONTROL 1-2 OPTIONS transaction with a B, for Bypass, in position 28. The bypassed organization is excluded from processing, the Year-End Processor does not edit employee records or produce W-2s or 1099s for the organization, and the Options Report lists the organization as bypassed.

HED specifications

The Year-End Processor takes information from the Master File and puts it into the appropriate place on either a form or a magnetic media. The Year-End Processor does not perform calculations. For tax bodies the processor knows exactly where to find the appropriate information. For example, Federal Taxable Wages for Box 1 are stored in Field 119 of the 102 Federal Tax Body. However, the processor does not know which HED stores which information for placement in other boxes or fields. For example, Box 12 attached to code D requires 401(k) amounts; the processor needs to know where on the Master File the 401(k) information is stored.

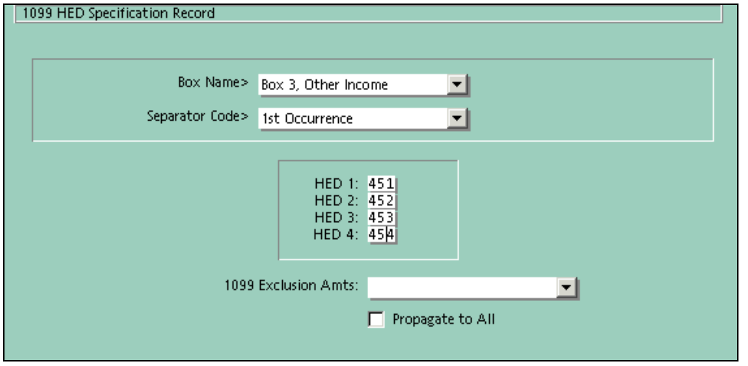
Descriptor codes for the W-2 or 1099 box item link the applicable HED to the appropriate W-2 or 1099 box. To match the HED to the appropriate box you can use the two forms provided or use the WLFDW2 HED transaction. The forms are:

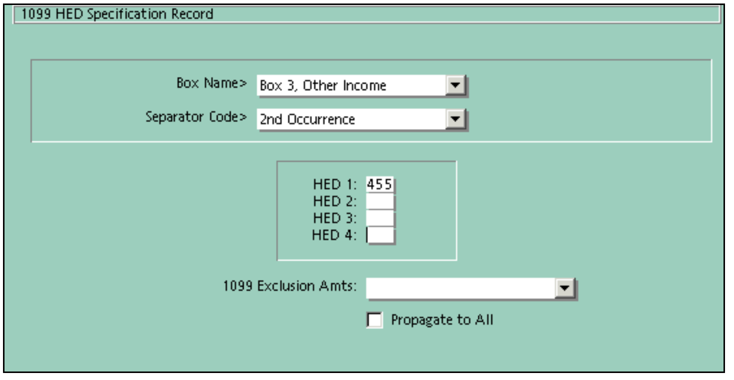
- W-2 HED Specification Record form (W2HSCR)
- 1099 HED Specification Record form (WRHSCR)

Each of these forms enables you to match up to four HEDs with a box on the W-2 or 1099-R. However, you can access the form multiple times, each time entering the same box descriptor and linking four additional HEDs to the box. The Year-End Processor sums the year-to-date amounts for all of the HEDs specified for a box. The HED year-to-date amount is the Year Amts/Hours field on the HEDs To-Date Inquiry form (HT-SCR) for the HED.

This is an organization level function. Each organization will probably use multiple W-2 HED Specification Record forms (W2HSCR) and 1099 HED Specification Record forms (WRHSCR) where you can also choose to propagate the specifications to all organizations. Set up only the codes that your organization uses.

The following two examples show that two items are being specified for Box 14 reporting: Medical Insurance and Moving Expense. Medical Insurance has priority.





Editing exception for Box 14

Since information for Box 14 is optional, any HED number within the appropriate range on the previous table can be associated with any of the Box 14 descriptor codes, BOX14-A through BOX14-Z. As a result, the Year-End Processor does not report a problem condition if the HED numbers associated with a Box 14 descriptor code are duplicated for other descriptor codes. Priority Codes for Box 14 special tax items interact with any Box 14 priority codes selected on the W-2 HED Specification Record form (W2HSCR).

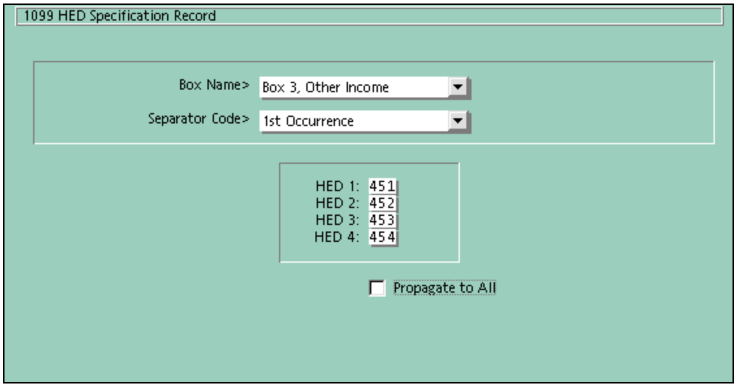
Propagate to All

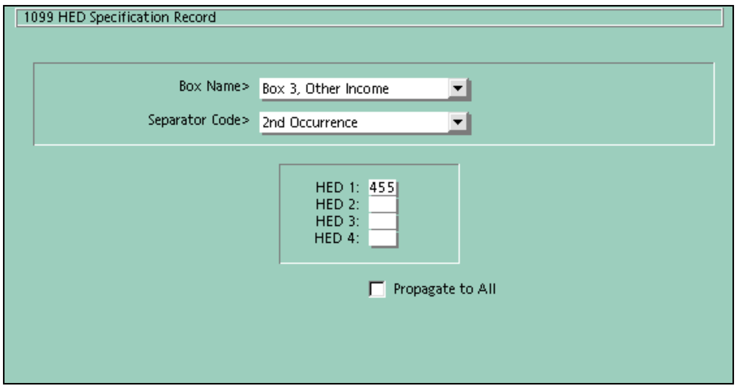
The Propagate to All checkbox allows you to propagate the HED information entered on the HED Specification Record to all organizations (Control 1-2s). Use this box only if your HEDs are consistent across organizations.

1099 HED Specifications

A descriptor code must be entered in the BOX-NAME field on each 1099 HED Specification Record form (WRHSCR).

The following two examples show five HEDs being associated with Box 3.





See also:

- **Setting HED Specifications** ***(on page 120)***

For detailed directions on completing the HED Specifications for W-2s and 1099s.

Detailed Directions

This section provides detailed instructions for the tasks summarized in the previous section.

Tasks

Setting run control options—panel 1

To complete the transactions for the Year-End Processor, you can enter WL transactions or complete the Year-End Processor forms. When you Save or press Enter on a year-end form, the processor creates the WL transactions for you. To complete the WLFDW2 Run Control Options transaction using forms, you must complete Tasks 1 and 2. The choices you make on the forms propagate to all organizations.

See also:

- **WLFDW2 Run Control Options: Transaction Layout** ***(on page 104)***

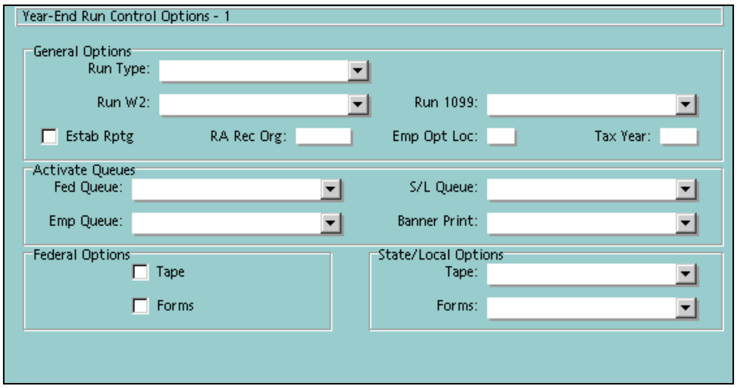
For the transaction created by the two Year-End Run Control Options forms (W2RSCR and W2RSC2).

To set the year-end run control options using the Year-End Run Control Options—1 form (W2RSCR), follow these steps:

1. Access the Year-End Run Control Options—1 form (W2RSCR)

Access the Year-End Run Control Options—1 form (W2RSCR) by making the following selections:

Component: Payroll Year End
Process: Setup/Maintain Year-End Processing
Task: YE Run Control Options - 1



Note: *You must complete this form before you can enter information on any of the other Year-End Processor forms.*

2. Select the Run Type

Use this list box to define the type of run. You can set up a normal run, a test run, or a run for replacement forms. An entry of '**N**' or the default of blank results in a normal run that produces all the W-2 and/or 1099 output you specify in other options as well as the supporting reports.

- Normal Run—A run that produces W-2 and/or 1099 output, magnetic media and/or forms, as well as all supporting reports.
- Test Run—A run that suppresses production of W-2 and 1099 output but outputs three supporting reports: the Exceptions Report, the Options Report, and the FICA Over/Under Withholding Report. The purpose of a test run is to allow you to locate potential problems with a year-end run before executing an actual production run. Therefore, you should enter all information to receive maximum value from the supporting reports produced by the test run.
- Replacement Run—A special run in which W-2 or 1099 output is produced only for those employees or pensioners for whom replacement W-2s or 1099s are requested. A replacement run produces replacement forms only from the Employee Queue. The purpose of these forms is to ensure that employees receive replacement forms when the original forms have been lost or sent to incorrect addresses. Replacement forms are never to be resubmitted to Federal and state/local tax authorities.

Note: Although replacement runs can be set up online, we recommend doing replacement set up in batch.

☞ *Refer to Chapter 12:* **Delivering Year-End Outputs** *(on page 275) for instructions on running replacement employee forms.*

Form Entry	Explanation	Batch Value Pos. 28
Normal Run	Normal Year-End Processor Run	Blank or N (default)
Replacement Run	Replacement Run	R
Test Run	Test Run	T

3. Indicate whether to Run W-2s

Use this list box to specify whether the run produces any W-2 output. The processor generates this output based on your choices in the Activate Queues section of this form.

Form Entry	Explanation	Batch Value Pos. 29
Blank or Yes	Allow production of the U.S. and territorial W-2 output specified for the run.	Blank or Y (default)
No	Do NOT produce any W-2 output specified for the run.	N

4. Indicate whether to Run 1099s

Use this list box to specify whether the run produces any 1099 output. Form 1099-R reports any distributions from pensions, annuities, IRAs, and other distributions. Form 1099-MISC contains payment information to contractors.

Note: Pensioners, recipients of 1099-Rs, must be set up in a separate organization(s). You cannot mix regular employees (W-2 recipients) with pensioners (1099-R recipients) in the same organization. Also, recipients who are receiving multiple types of distributions must be set up separately.

Form Entry	Explanation	Batch Value Pos. 30
Blank or Yes	Produce the 1099 output specified for the run.	Blank or Y
No	Do NOT produce any 1099-R output specified for the run.	N

Important: If you are producing 1099-MISC year-end forms, you must create a ***WLFDW2 1099MISC 1*** (see "Federal 1099MISC 1 - Contact Phone Number Transaction Layout" on page 120) transaction. The transaction layout and entries follow the WLFDW2 Run Control transaction at the end of Task 4: Setting Organization Level Options - 2.

5. Indicate whether to use Estab Rptg

Use this check box to indicate whether to use the Establishment Reporting Method for the Federal output. If Establishment (Multiple Worksite) Reporting is in effect for W-2s, the processor automatically produces a header form for the start of every new Establishment Number grouping.

To use Establishment (Multiple Worksite) Reporting, you must have assigned employees an Establishment Number. This number is entered in the FED UNIT NBR field for tax record 102 for individual employees. For The Solution Series customers, the Establishment Number occupies the four positions at the right of the Tax Code field on the employee's Employee Tax Record Maintenance form (JJ-SCR) for tax record 102.

Form Entry	Explanation	Batch Value Pos. 31
Checked	Do W-2 processing according to the Establishment Reporting Method for any Federal W-2 Output	Y
Blank	Do NOT use the Establishment Reporting Method for any Federal W-2 Output.	Blank or N

Reporting Method: When the W-2 Federal magnetic media is produced, an Employer RE record is created for each separate Establishment Number instead of the usual one RE record per EIN/Payer. The RW records for all employees in the Establishment Number group occur before the RE and RW records for the next Establishment Number.

☞ *Refer to the Payroll Reports and Balancing documentation for more information on Establishment (Multiple Worksite) Reporting.*

6. Enter the RA Rec Org to use

Enter the active Organization (Control 1-2) for the magnetic media transmitter (RA record). You must enter a non-bypassed organization, that is an organization for which you are producing W-2s or 1099-Rs. The designated organization must meet these criteria:

- It must exist on the Payroll Master File.
- It must be activated for all Year-End Processor runs.
- It must have at least one employee assigned to it.

Form Entry	**Explanation**	**Batch Value Pos. 70-75**
Organization	Enter the active organization (Control 1-2) that has been designated to store the forms that specify transmitter information for the RA record for all W-2 magnetic magnetic media.	Control 1-2

7. Enter the Emp Opt Loc

Enter the location of employee-level options for the run. This is the F1 location where employee level options will be stored. Choose an F1 segment that is not currently customer-defined, and enter its code in the range 002-998.

You can override this run-level specification at the organization level on the Year-End Organization Level Options—1 form (W2CSCR).

Form Entry	**Explanation**	**Batch Value Pos. 32-34**
Blank	No employee-level options specified for the run	Blank
002-998	This is the F1 location where employee level options will be stored	002-998

8. Enter the Tax Year

Enter the calendar year for the taxes processed for year-end reporting.

Form Entry	**Explanation**	**Batch Value Pos. 76-79**
Calendar Year	This value will default to the year 2004.	Calendar Year

9. Indicate whether to activate the Federal Queue for the run

Use the drop down list to indicate whether to activate production of any Federal output.

Note: No Federal output (magnetic media or forms) will be produced unless this field is checked.

Both Federal Forms and Federal magnetic media can be produced if the Federal output queue is activated.

Form Entry	Explanation	Batch Value Pos. 36
Blank or Yes	Activate the production of Federal output	Blank or Y
No	Do NOT activate Federal output queue.	N

10. Indicate whether to activate the S/L Queue

Use the drop down list to indicate whether to activate the production of state and/or local output. This option activates all options associated with the State/Local Queue. All state output is in the MMREF format.

Note: No state/local output (magnetic media or forms) will be produced unless this field is checked.

Form Entry	Explanation	Batch Value Pos. 37
Blank or Yes	Activate the production of state/local output	Blank or Y
No	Do NOT activate state/local output	N

11. Indicate whether to activate the Emp Queue

Use the drop down list to indicate whether to activate the production of Employee forms.

Note: No employee output will be produced unless this field is checked.

Employee output consists of forms only. It groups **all** of the forms required for distribution to each employee and includes all of the copies required for employee W-2 or 1099 submission, as well as the required employees' file copy (copies).

Form Entry	Explanation	Batch Value Pos. 38
Blank or Yes	Activate the production of Employee Forms output and enable Employee Output options.	Blank or Y
No	Do NOT activate Employee output queue.	N

12. Indicate whether to activate the Banner Print option

Use this drop down list box to indicate whether a banner prints for the output files. Banner forms separate Federal EIN groupings on forms produced from the Federal, State/Local, and Employee Queues.

Form Entry	Explanation	Batch Value Pos. 65
Print Banner Pages	Print banners for all output files on a change in the combination of major and intermediate key values.	Y or Blank
Do Not Print	Do NOT print banners for any forms output files.	N
Print Maj Chg Only	For the Federal and State/Local Queues, this option value operates in the same way as blank. This option value operates to print banners for all Employee Queue files on a change in major key value only.	M

Note: *If you enter 'Do Not Print' for this option, banners will not print even if you enter Y in position 5 on the P5 Control Card.*

13. Indicate whether to create a Federal magnetic media

Use this check box to indicate whether you want the Year-End Processor to create Federal magnetic media for W-2s and/or 1099s. Checking this box does not preclude producing any other kind of output.

Form Entry	Explanation	Batch Value Pos. 41
Checked	Produce Federal W-2/1099 magnetic magnetic media.	Y
Blank	Do NOT produce Federal magnetic media.	N

14. Indicate whether to produce forms for Federal reporting

Use this check box to indicate whether to produce W-2 and/or 1099 Federal forms. Whether you produce either or both of these depends on the choices you made in Step 2: Select the Run type.

For Federal forms output, all required Federal forms are produced for each employee or pensioner. For W-2s, primary Federal W-2s are produced first. Overflow Federal W-2s and additional Federal W-2s will be produced based on the information in an employee's record.

If Establishment (Multiple Worksite) Reporting is in effect for W-2s, the processor automatically produces a header form for the start of every new Establishment Number grouping.

Note: *To produce forms output, you must have activated the Federal Queue in the Activate Queues section of this form. This option can be specified on the same run as any of the other output types, including Federal magnetic media. Its selection does not preclude the production of any other type of output.*

Form Entry	Explanation	Batch Value Pos. 46
Checked	Produce W-2 or 1099-R Federal forms.	Y
Blank	Do NOT produce W-2 or 1099-R Federal forms.	Blank or N

15. Indicate whether to produce any magnetic media for state/local reporting

Use this list box to activate the production of magnetic media for submission to states and local authorities. The Year-End Processor produces separate magnetic media for each requested tax authority. You indicate what state and local tax authorities to include on the W-2 State/Local magnetic media Information form (WMSSCR). In addition, you must make a P5 transaction entry for the year-end print program, P5W2PR for the state and local tax authorities for which you want magnetic media.

Form Entry	Explanation	Batch Value Pos. 51
Blank or Yes	Produce state/local W-2 magnetic magnetic media.	Blank or Y
No	Do NOT produce state/local W-2 magnetic magnetic media.	N

16. Indicate whether to produce forms for state/local reporting

Use this list box to activate the production of forms for submission to states and local authorities. The output contains a form for ALL states and local authorities for which an employee has positive withheld taxes and wages, except for those state and local tax authorities for which you request magnetic media output on Year-End State/Local Magnetic Media form (WMSSCR).

Note: *Steps 15 and 16 activate the possibility of magnetic media or forms but they are mutually exclusive by state within an organization.*

Form Entry	Explanation	Batch Value Pos. 56
Blank or Yes	Produce state/local W-2 or 1099-R forms.	Blank or Y
No	Do NOT produce state/local W-2 or 1099-R forms.	N

17. Click Save or press Enter

Click Save or press Enter to save your entries.

☞ *Refer to Chapter 11:* **Reviewing Year-End Reports** *(on page 223) for more information on Federal Forms output.*

Setting run control options—panel 2

The choices you make on this form are propagated to all organizations. To set the remaining year-end run control options using the Year-End Run Control Options—2 form (W2RSC2), follow these steps:

See also:

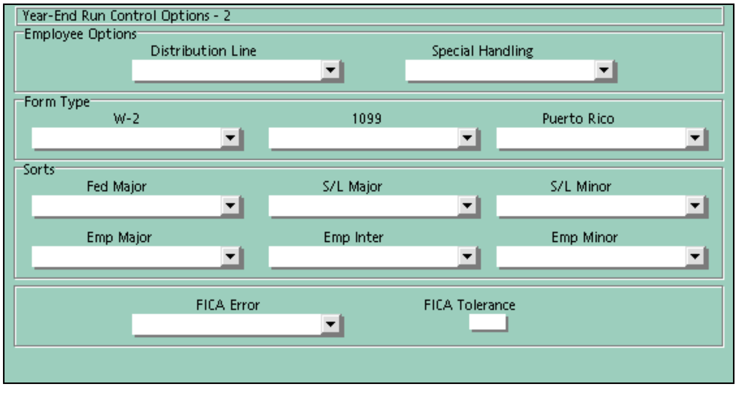
- **WLFDW2 Run Control Options: Transaction Layout** ***(on page 104)***

For the transaction created by the two Year-End Run Control Options forms (W2RSCR and W2RSC2).

1. Access the Year-End Run Control Options—2 form (W2RSC2)

Access the Year-End Run Control Options—2 form (W2RSC2) by clicking Continue With More Options on Panel 1 or by making the following selections:

Component: Payroll Year End
Process: Setup/Maintain Year-End Processing
Task: YE Run Control Options - 2



2. Indicate whether and what to print on the Distribution Line

Use this list box to specify what, if anything, prints in the employee address block, Box f, of W-2 forms from the Employee Queue.

Form Entry	Explanation	Batch Value Pos. 59
Do Not Print	Do NOT print a distribution line in the employee address block, Box f, of W-2 forms from the Employee Queue.	Blank or N

Form Entry	Explanation	Batch Value Pos. 59
Print Int and Minor Sort	Print a distribution line, containing only the contents of the intermediate and minor sort key, in the employee address block of Employee Queue W-2s. This option prevents the major sort from printing.	Y
Print Maj Int Min Sort	Print a distribution line, containing the contents of the major, intermediate and minor sort keys, in the employee address block of Employee Queue W-2s. Under certain conditions it is possible that the last two characters of the minor sort will not print.	B
Print Maj Int Sort	Print a distribution line, containing the contents of the major and intermediate sort keys, in the employee address block of Employee Queue W-2s. This option prevents the minor sort from printing.	O
Seq/Int/Min	Print a consecutive sequence number starting with 1 and print a distribution line, containing only the contents of the intermediate and minor sort key, in the employee address block of Employee Queue W-2s. This option prevents the major sort from printing.	C
Sequence Only	Print a consecutive sequence number starting with 1 in the employee address block of Employee Queue W-2s.	E
Seq/Int	Print a consecutive sequence number starting with 1 and print a distribution line, containing only the contents of the intermediate sort key, in the employee address block of Employee Queue W-2s. This option prevents the major and minor sort from printing.	F
Print Maj Only Sort	Print a distribution line, containing only the contents of the major sort key, in the employee address block of Employee Queue W-2s. This option prevents the minor and intermediate sort from printing.	M
Print Min Only Sort	Print a distribution line, containing only the contents of the minor sort key, in the employee address block of Employee Queue W-2s. This option prevents the major and intermediate sort from printing.	R

Note: *If you choose to print a sequence number, a major sort will not print.*

3. Indicate Special Handling for employees receiving more than one W-2 or 1099-R

Use this list box to activate special handling files (P5W2ES and P599ES) for employees receiving multiple forms. You must then print the output from this queue.

Form Entry	Explanation	Batch Value Pos. 60
Blank or Yes	Activate use of the special handling files for employees receiving multiple forms.	Blank or Y
No	Do NOT activate use of the special handling files for employees receiving multiple forms.	N

4. Indicate the type of W-2s to print

Use this list box to indicate your selection of W-2 format.

Form Entry	Explanation	Batch Value Pos. 61
Self Mailer	Self Mailer	M
Pressure Seal	Pressure Seal (Laser)	P
Laser	Laser	S

5. Indicate the type of 1099-Rs to print

Use this list box to indicate your selection of 1099-Rs to print.

Form Entry	Explanation	Batch Value Pos. 48
All Self Mailer	1099-R and 1099-MISC Self Mailer	M
All Laser	1099-R and 1099-MISC Laser	S
1099R Lsr/Msc Mailer	1099-R Laser/1099-MISC Mailer	X
1099R Mailer/Msc Lsr	1099-R Mailer/1099-MISC Laser	Y

6. Indicate what printer to use to print Puerto Rico W-2s

Use this list box to indicate your selection of Puerto Rico W-2s to print.

Form Entry	Explanation	Batch Value Pos. 47
Impact Printer	Impact Printer	I
Laser Printer	Laser Printer	S

7. Select the Fed Major sort sequence

Use this list box to indicate the major sort sequence for Federal reporting information.

Form Entry	Explanation	Batch Value Pos. 49
Fed Est Within EIN	Sort by Federal EIN, then by Federal Establishment Number, if any, then by Social Security Number.	Blank or 1
FED Est Within Org	Sort by employee's assigned organization, then by Federal Establishment Number, if any. This can be useful for service bureaus.	2

8. Select the S/L Major sort sequence

Use this list box to select the major sort sequence for state/local forms output. The entry you make determines the sort for both the state and local forms files. Following are the locations in The Solution Series of information used for the sorts:

- Federal EINTax Filing Nbr field of Tax Specification Information form (T1-SCR) for tax authority 102, positions 1-10 minus the dash
- State abbreviation first two positions in Tax Code field on the Employee Tax Record Maintenance form (JJ-SCR) for the state tax authority
- State EINTax Filing Nbr field of the Tax Specification Information form (T1-SCR) for the state tax authority
- Federal Establishment NumberPositions 4-7 of the Tax Code field on the Employee Tax Record Maintenance form (JJ-SCR) for tax authority 102
- For local authorities, the tax authority ID used in sorting is the Description field together with positions 3-6 in the Tax Code field for the local tax authority on the Employee Tax Record Maintenance form (JJ-SCR)

Form Entry	Explanation	Batch Value Pos. 57
EIN Tax ID SIN Est	For State Forms File Sort first by Federal EIN, then by state abbreviation, next by state identification number, and finally by Federal Establishment Number, if any. For Local Forms File Sort first by Federal EIN, then by state abbreviation, next by tax code, and finally by local tax filing number.	1

Form Entry	Explanation	Batch Value Pos. 57
Tax ID EIN SIN Est	For State Forms File Sort first by state abbreviation, then Federal EIN, next by state identification number, and finally by Federal Establishment Number, if any. For Local Forms File Sort first by state abbreviation, then by Federal EIN, next by tax code, and finally by local tax filing number.	2
C12 Tax ID SIN Est	For State Forms File Sort first by employee's assigned organization (Control 1-2), then by state abbreviation, next by state identification number, and finally by Federal Establishment Number, if any. For Local Forms File Sort first by employee's assigned organization, then by state abbreviation, next by tax code, and finally by local tax filing number.	3

9. Select the SL Minor sort sequence

Use this list box to select the minor sort sequence for State/Local output.

Form Entry	Explanation	Batch Value Pos. 58
Employee Name or (None)	Sort by first 10 characters of employee last name/first name (ADDRESS NAME).	1 or Blank
Employee Number	Sort by employee number (EMPLOYEE NUMBER).	2
Employee SSN	Sort by employee Social Security Number (SOCIAL SEC NBR).	3

10. Indicate the Emp Major sort sequence

Use this list box to select the major sort sequence for employee output.

Form Entry	Explanation	Batch Value Pos. 62
Control 1 2 or (None)	Sort by organization (Control 1-2).	1 or Blank
Federal EIN	Sort by Federal EIN.	2

Form Entry	Explanation	Batch Value Pos. 62
C1 2 Within Fed EIN	Sort by Federal EIN and then by organization.	3

11. Indicate the Emp Inter sort sequence

Use this list box to select the intermediate sort sequence for employee output.

Form Entry	Explanation	Batch Value Pos. 63
Control 3	Sort by Control 3.	1
Control 3 and 4	Sort by Control 3 and 4.	2
Control 3 thru 5	Sort by Control 3 thru 5.	3
Control 3 thru 6	Sort by Control 3 thru 6.	4
Control 4	Sort by Control 4.	5
Control 4 and 5	Sort by Control 4 and 5.	6
Control 4 thru 6	Sort by Control 4 thru 6.	7
Control 5	Sort by Control 5.	8
Control 5 and 6	Sort by Control 5 and 6.	9
Control 6	Sort by Control 6.	A
Function	Sort by Function (from the Payroll Home Location/Pay Allocations form) (GG-SCR).	B
(None) or No Optional Sort	Do NOT do an optional intermediate sort for the Employee Queue.	Blank or 0
Pay Frequency	Sort by employee Frequency (from the Employee Information form (EF-SCR).	J
Shift Code	Sort by employee Normal Shift (from the Employee Information form (EG-SCR).	L
State & User E Code	Sort by resident state, then employee User Field (from the Employee Information form (EG-SCR).	F
State & Zip + 4	Sort by resident state, then ZIP+4 code.	E
State & Zip Code	Sort by resident state, then ZIP code.	D
State of Residency	Sort by employee resident state.	C
Status Code	Sort by employee FLSA Status (from the Employee Information form (EF-SCR).	K
Union Code	Sort by employee Union (from the Employee Information form (EG-SCR).	M

Form Entry	Explanation	Batch Value Pos. 63
User Defined Sort	User-defined sort sequence: for implementing customer-defined sorts, you must request Special Technical Consulting Services.	U
User E Code	Sort by employee User Field (from the Employee Information form (EG-SCR).	I
Zip + 4	Sort by employee ZIP + 4 Code.	H
Zip Code	Sort by employee ZIP Code.	G

12. Indicate the Emp Minor sort sequence

Use this list box to select the minor sort sequence for employee output.

Form Entry	Explanation	Batch Value Pos. 64
No Optional Sort or (None)	Do NOT do an optional minor sort for Employee Queue.	Blank or 0
Employee Name	Sort by employee name.	1
Employee Number	Sort by employee number.	2
Social Security Nbr	Sort by employee Social Security Number.	3

13. Indicate the type of FICA Error messages to generate

Use this text box to select the type of error messages to generate for FICA over- or under-withholding errors.

Form Entry	Explanation	Batch Value Pos. 35
Warning Message or (None)	Generate warning messages for FICA over- or under-withholding errors outside tolerance (all of an employee's W-2s are produced).	Blank or W
Error Message	Generate error messages for FICA over- or under- withholding errors outside tolerance, no employee W-2 is produced.	E

14. Enter the amount of FICA error tolerance

Use this text box to enter a dollar and cents amount indicating how much over-withholding or under-withholding of FICA-OASDI/ FICA-HI will be tolerated before these conditions are reported as either warnings or errors on the Exceptions Report. Whether reported as warnings or errors depends on the value you selected in the FICA Error field. The allowable range of the tolerance amount specified is $0.00 to $9.99. All zeros indicate no tolerance.

Any FICA over- or under-withholding amounts equal to or less than the tolerance amount are reported instead on the FICA Over/Under Withholding Report (5X5X).

Note: *This option applies to the production of W-2s only.*

Form Entry	Explanation	Batch Value Pos. 67-69
$cc	A dollar and cents amount indicating how much over-withholding or under-withholding of FICA-OASDI/FICA-HI will be tolerated before these conditions are reported on the Exceptions Report. Default is 0.00 ($0.00) or no tolerance.	$cc

15. Click Save or press Enter

Click Save or press Enter to save your entries.

WLFDW2 Run Control Options: Transaction Layout

Following is the transaction layout for the transaction that makes up the two Year-end Run Control Options forms (W2RSCR and W2RSC2).

Note: *You must enter the same run control transaction for all active organizations (Control 1-2s) on the file for which you are processing W-2s. If you change an option on the run control transaction, you must make the same entry for all organizations. You may wish to use the online forms, Year-End Run Control Options -1 and -2 (W2RSCR and W2RSC2), which automatically propagate these transactions to all organizations.*

Note: ***Important for customers using batch transactions***
The propagation is done through the BATCH999999TAX capability of the P2EDIT program. The batch propagation technique uses the organization (Control 1-2) entries in the RPT20 list. If there are any organizations (Control 1-2s) to which the propagation should not apply, the entry of a non-blank character in position 15 of the RPT20 line (this immediately precedes the organization) value excludes the organization (Control 1-2) from the propagation process. In addition, the BATCHTAX propagation technique does not update the organization (Control 1-2) of 999999. Organization (Control 1-2) 999999 is not necessary for year-end processing, but, if it is on your batch Master File, you must enter the WLFDW2 RUN CONTROL to the 9s company separately.

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7  7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 RUN CONTROL         abcdeee%fgh  i    kuvw l    mnsxyopqrx ###******@@@@
```

Field ID	Field Label	Position	Purpose
			General Processing Options
a	Run Type	28	Normal, replacement, or test run
b	Run W-2	29	Produce W-2s

Field ID	Field Label	Position	Purpose
c	Run 1099	30	Produce 1099-Rs and 1099-MISCs
d	Estab Rptg	31	Establishment Reporting in effect
e	Emp Opt Loc	32-34	Location of employee-level options
%	Fica Error	35	Severity of FICA over/under withholding errors
			Activate Queues
f	Fed Queue	36	Produce output from Federal Queue
g	S/L Queue	37	Produce output from State/Local Queue
h	Emp Queue	38	Produce forms from Employee Queue
			Federal Options
i	Tape	41	Produce Federal magnetic media
k	W-2	46	Produce Federal forms
			Form Type
u	Puerto Rico	47	Puerto Rico form type
v	1099R	48	1099R form type
			Federal Sort Options
w	Fed Major	49	Optional major sort for Federal forms
			State/Local Options
l	Tape	51	Produce state/local magnetic media
m	Forms	56	Produce state/local forms
			State/Local Sort Options
n	S/L Major	57	Optional major sort for state/local forms
s	S/L Minor	58	Optional minor sort for state/local forms
			Employee Options
x	Distribution Line	59	Print distribution lines on employee forms
y	Special Handling	60	Activate Employee Forms special handling files
o	Form Type	61	W-2 form type
			Optional Sorts for Employee Queue:
p	Emp Major	62	Optional major sort for employee forms

Field ID	Field Label	Position	Purpose
q	Emp Inter	63	Optional intermediate sort for employee forms
r	Emp Minor	64	Optional minor sort for employee forms
			Special Options
x	Banner Print	65	Print optional forms banners
#	FICA Tolerance	67-69	Tolerance Amounts for FICA Over/Under Withholding Discrepancies
*		70-75	Organization (Control 1-2) for storage of options for magnetic media A and B transmitter records
@		76-79	Calendar year for taxes processed

Setting organization level options - panel 1

To complete the transactions for the Year-End Processor, you can enter WL transactions or complete the Year-End Processor forms (W2CSCR and W2CSC2). When you click Save or press Enter on a Year-end Processor form, the processor creates the WL transactions for you. To complete the WLFDW2 Organization Level Options using forms, you must complete the tasks that follow.

See also:

- **WLFDW2 Organization Level Options: Transaction Layout** ***(on page 119)***
For the transaction created by the two Year-End Organization Level Options forms (W2CSCR and W2CSC2).

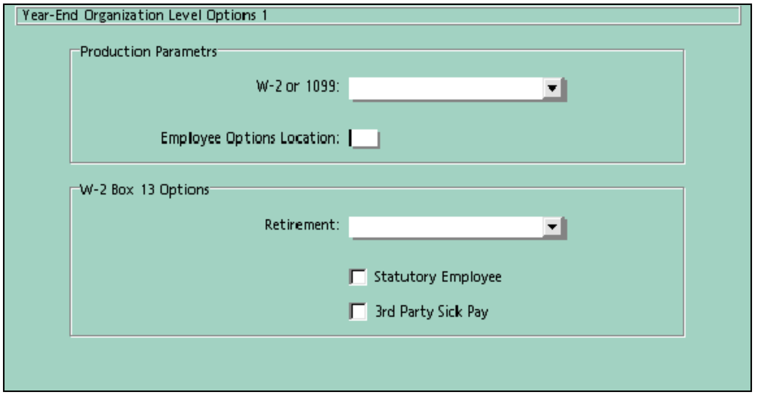
You must complete this form for each organization (control 1-2) for which you are doing year-end processing.

To set the year-end organization level options using the Year-End Organization Level Options—1 form (W2CSCR), follow these steps:

1. Access the Year-End Organization Level Options—1 form (W2CSCR)

Access the Year-End Organization Level Options—1 form (W2CSCR) by making the following selections:

Component: Payroll Year End
Process: Setup/Maintain Year-End Processing
Task: YE Org Level Options—1



2. Indicate whether to produce W-2s or 1099s or to bypass processing for the organization

Use this list box to specify whether to process the organization as an Employer and produce W-2s, as a Payer and produce 1099-Rs, or to bypass this organization when processing year-end information.

Note: *1099-MISC can be created in either type of company.*

Note: *If you choose to bypass processing for an organization,* ***no editing*** *of* ***employee*** *records is performed for the organization and no W-2 or 1099 outputs are produced. We recommend you bypass test organizations.*

Form Entry	**Explanation**	**Batch Value Pos. 28**
Bypass	Bypass this organization (Control 1-2) and produce no W-2s or 1099-Rs. Use this option for organizations such as applicant or test organizations and organizations where employees have no U. S. wages.	B
Employer (W2)	This organization is an Employer (produce W-2s).	Blank or E
Payer (1099R)	This organization is a Payer (produce 1099-Rs).	P

3. Select an Employee Options Location to override the location entered on the Run Control Options form (W2RSCR)

Use this text box to specify the location of employee-level options set up for this organization. The entered number specifies the F1 location where the employee options are stored.

Note: *If this text box is blank and you specified a location on the Year-End Run Control Options - 1 form (W2RSCR), the run-level entry controls employee-level option processing.*

Form Entry	Explanation	Batch Value Pos. 29-31
Blank	The location of employee-level options is **not** defined at the organization level.	Blank
002-998	This is the F1 location where employee level options will be stored.	002-998

The remainder of the options on this form relate to information contained in Box 13 of the employees' W-2s.

4. Indicate whether employees in the organization participate in a Retirement plan

Use this list box to indicate whether all employees in the organization participate in a retirement plan.

Under certain conditions, the Year-End Processor automatically selects the Retirement Plan for an employee. If there are any year-to-date amounts in HEDs for Box 12 Codes D, E, F, H, and S in an employee's record, the processor marks the Retirement Plan box with an X automatically for the employee. These codes refer to the section 401(k), 403(b), 408(k)(6), 501(c)(18)(D), and 408(p) plans, respectively.

Note: *You can override this selection at the employee level.*

Form Entry	Explanation	Batch Value Pos. 35
No or (None)	No specification at the Organization level (automatic marking with an X is not overridden).	Blank or N
Use PB Pension Code	Use the value of the PENSION CODE field on the Benefits Information form (PB-SCR)/PB L segment of the employee's master file to determine whether the employee is participating in a Retirement Plan.	C
Yes	Select the Retirement Plan for ALL employees in this organization (overrides automatic X).	Y

If you select Use PB Pension Code C, the table that follows shows how your choice affects the Retirement Plan Check box of the W-2.

PB RETIRE CODE Value	Box 13 Retirement Plan Check Box Xing
Y: Yes, employee is in a retirement plan	An X appears in the Box 13 Retirement Plan check box.
N: No, employee is not in a retirement plan	Box 13 Retirement Plan check box is set to a blank, overriding any automatic marking with an X.
R: Eligible employee refused to participate in a pension plan	An X appears in the check box.
Blank and any other value	An X does not appear in the check box, and automatic marking with an X is NOT overridden.

If your organization uses a field in employee records other than PENSION CODE to store employee pension status information, you should use this pension status field instead of the PENSION CODE value. This requires a modification to the W-2 Processor that we recommend your organization **not** attempt on its own.

Note: *According to Federal standards, Box 12-G amounts (section 457 plans) do not trigger an X in this box.*

5. Indicate whether to select employees as statutory employees

Use this check box to indicate whether all employees in the organization are statutory employees.

Note: *You can override this selection at the employee level on the Year-end Employee Level Options form (W2ESCR).*

Form Entry	Explanation	Batch Value Pos. 33
Checked	Select the Statutory Employee check box for ALL employees in this organization.	Y
Blank	Do NOT select the Statutory Employee check box for ALL employees in this organization.	Blank or N

6. Indicate whether any pay was Third Party Sick Pay

Use the list box to indicate whether the employees in this organization have any Third Party Sick Pay.

Form Entry	Explanation	Batch Value Pos. 34
Checked	Select the Third Party Sick Pay check box for ALL employees in this organization.	Y
Blank	Do NOT select the Third Party Sick Pay check box for ALL employees in this organization.	Blank or N

☞ *Refer to the Employer's Supplemental Tax Guide, Publication 15A, for detailed information on Statutory Employee and Third Party Sick Pay.*

☞ *If you checked this box to indicate Third Party Sick Pay, refer to Chapter 9:* **Setting Optional Parameters** *(on page 189). Enter the record maintenance information needed to report the income tax withheld.*

7. Click Save or press Enter

Click Save or press Enter to process the information on the form.

See also:

- **Year-End Organization Level Options** ***(on page 85)***

For more information about bypassing processing for an organization.

Setting organization level options—panel 2

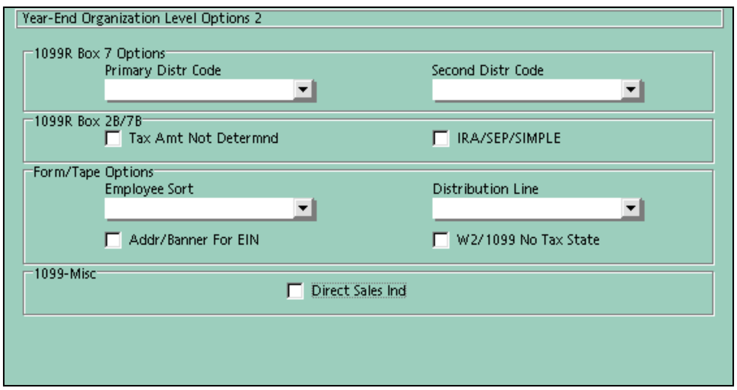
You must complete this form for each organization (Control 1-2) for which you are doing year-end processing.

To set the remaining organization level options using the Year-End Organization Level Options—2 form (W2CSC2), follow these steps:

1. Access the Year-End Organization Level Options 2 form (W2CSC2)

Access the Year-End Run Organization Level Options 2 form (W2CSC2) by clicking Continue With More Options on Panel 1 or by making the following selections:

Component:	Payroll Year End
Process:	Setup/Maintain Year-End Processing
Task:	YE Org Level Options - 2



Use the form to enter choices for this organization that override the choices entered at the run control level.

2. Select the Primary Distr Code

Use this list box to specify the distribution code to be reported in Box 7 on 1099-R forms for **all** pensioners in the organization. The default is Normal Distribution.

Box 7 of the 1099-R form **must** contain a code to identify the type of distribution being reported. If no code is entered for this option and no employee-level options are entered for Box 7, the code for Normal Distribution (the number 7) is always placed in the box.

Certain types of distributions require a second code to qualify and fully explain the nature of the distribution. If the distribution code you select falls in this category, qualify it by selecting the applicable secondary distribution code from among the defined values. Both the primary and secondary distribution code values will be reported in Box 7 of the 1099-R.

Note: *You can override this option at the employee level on the 1099 Employee Level Options form (WRESCR).*

Form Entry	**Explanation**	**Batch Value {Pos. 45 or 63 depending on form}**	**Used with Code…(if applicable)**
Early Distribution	Early (premature) distribution - no known exception (Code 1)	1	8, D, L, or P
Early Dist Exc Appl	Early (premature) distribution - exception applies other than disability or death (Code 2)	2	8, D, or P
Disability	Disability (Code 3)	3	None
Death	Death (includes payments to a beneficiary) (Code 4)	4	8, A, D, G, L, or P
Prohibited Trans	Prohibited transaction (Code 5)	5	J
Section 1035 Exchg	Section 1035 Exchange (Code 6)	6	None
Normal Distribution	Normal distribution (Code 7)	7	A
Excess Contr Curr Yr	Excess contributions plus earnings/excess deferrals and/or earnings taxable in the current year (Code 8)	8	1, 2, 4, or J
PS 58 Costs	PS 58 costs (Code 9)	9	None
Qual 10 Yr Avg	Qualifies for ten-year averaging (Code A) and can be specified only when the Box 7 Primary distribution code is numeric	A	4 or 7
Excess Contr 2Yr ago	Excess contributions plus earnings/excess deferrals taxable two years ago (Code D)	D	
Excess Additions 415	Excess annual additions under section 415 (Code E)	E	
Charit Gift-Annuity	Charitable gift annuity (Code F)	F	
Dir Roll & Roll Cont	Direct rollover & Rollover Contrib to a Qual. Plan (Code G)	G	4

Form Entry	Explanation	Batch Value {Pos. 45 or 63 depending on form}	Used with Code…(if applicable)
Roth IRA distrib	Early distribution from a Roth IRA, no known exception (Code J)	J	J, 8, or P
Loans Deemed Distrib	Loans treated as deemed distributions under section 72(p) (Code L)	L	1 or 4
Rechar IRA Contrib	Recharacterized IRA contribution made for 2004 (Code R)	N	None
Excess Contr last Yr	Excess contributions plus earnings/excess deferrals taxable last year (Code P)	P	1, 2, 4, or J
Qual Roth IRA	Qualified Distribution from a Roth IRA (Code Q)	Q	J, 8, or P
Rechar IRA Contrib	Recharacterized IRA contribution made for 2003 (Code R)	R	None
Early Simple Yr 1-2	Early distribution from a SIMPLE IRA in the first two years (no known exception) (Code S)	S	None
Roth IRA except	Roth IRA distribution, exception applies (Code T)	T	J, 8, or P

3. Enter the Second Distribution Code

Use this list box to enter a second code, if any, that should appear in Box 7 of the 1099-R form to further define a distribution type. Choose from the drop down list only if you selected a primary distribution code and a second code is required to fully explain the nature of a distribution specified in the primary distribution code.

Note: *According to Federal government specifications, only three numeric combinations are permitted: Codes 8 and 1, codes 8 and 2, or codes 8 and 4.*

Form Entry	Explanation	Batch Value {Pos. 45 or 63 depending on form}	Used with Code…(if applicable)
Early Distribution	Early (premature) distribution - no known exception (Code 1)	1	8, D, L, or P
Early Dist Exc Appl	Early (premature) distribution - exception applies other than disability or death (Code 2)	2	8, D, or P
Disability	Disability (Code 3)	3	None
Death	Death (includes payments to a beneficiary) (Code 4)	4	8, A, D, G, L, or P
Prohibited Trans	Prohibited transaction (Code 5)	5	J or T
Section 1035 Exchg	Section 1035 Exchange (Code 6)	6	None

Form Entry	Explanation	Batch Value {Pos. 45 or 63 depending on form}	Used with Code…(if applicable)
Normal Distribution	Normal distribution (Code 7)	7	A
Excess Contr Curr Yr	Excess contributions plus earnings/excess deferrals and/or earnings taxable in the current year (Code 8)	8	1, 2, 4, J, Q, or T
PS 58 Costs	PS 58 costs (Code 9)	9	None
(None)	Normal distribution (Code 7)	Blank	
Qual 10 Yr Avg	Qualifies for ten-year averaging (Code A) and can be specified only when the Box 7 Primary distribution code is numeric	A	4 or 7
Excess Contr 2Yr ago	Excess contributions plus earnings/excess deferrals taxable two years ago (Code D)	D	
Excess Additions 415	Excess annual additions under section 415 (Code E)	E	
Charit Gift-Annuity	Charitable gift annuity (Code F)	F	
Dir Roll & Roll Cont	Direct rollover & Rollover Contrib to a Qual. Plan (Code G)	G	4
Roth IRA distrib	Early distribution from a Roth IRA, no known exception (Code J)	J	5, 8, or P
Loans Deemed Distrib	Loans treated as deemed distributions under section 72(p) (Code L)	L	1 or 4
Rechar IRA 2004	Recharacterized IRA contribution made for 2004 (Code R)	N	None
Excess Contr last Yr	Excess contributions plus earnings/excess deferrals taxable last year (Code P)	P	1, 2, 4, J, Q, or T
Qual Roth IRA	Qualified Distribution from a Roth IRA (Code Q)	Q	8 or P
Rechar IRA Contrib	Recharacterized IRA contribution made for 2003 (Code R)	R	None
Early Simple Yr 1-2	Early distribution from a SIMPLE IRA in the first two years (no known exception) (Code S)	S	None
Roth IRA except	Roth IRA distribution, exception applies (Code T)	T	5, 8, or P

4. Indicate whether the Tax Amt Not Determined applies to this organization's pensioners

Use this check box to indicate whether or not the tax amount has been determined for all pensioners in this organization.

Note: If you check this box, the Year-End Processor forces Box 2a, Taxable Amount, to be blank.

Form Entry	**Explanation**	**Batch Value Pos. 38**
Checked	Select the Tax Amount Not Determined check box for ALL pensioners in this organization.	Y
Blank	Do NOT select the Tax Amount Not Determined check box of the 1099-R (Box 2-b) for ALL pensioners in this organization.	Blank or N

5. Indicate whether the IRA/SEP/SIMPLE applies to all pensioners in this organization

Use this check box to indicate whether the IRA/SEP/SIMPLE applies to all pensioners in this organization.

Form Entry	**Explanation**	**Batch Value Pos. 39**
Checked	Select the IRA/SEP/SIMPLE check box of the 1099-R for ALL pensioners in this organization.	Y
Blank	Do NOT select the IRA/SEP/SIMPLE check box in Box 7 of the 1099-R for ALL pensioners in this organization.	Blank or N

6. Select the Employee Sort sequence for the organization

Use this drop down list box to override, for this organization, the selection you made for the Intermediate sort of the Employee Queue on the Year-End Run Control Options -2 form (W2RSC2).

See also:

- **Year-End Organization Level Options** ***(on page 85)***

For more information on employee sort sequences.

To override the Run Control specification for the intermediate sort use one of the following values:

Form Entry	**Explanation**	**Batch Value Pos. 52**
No Optional Sort	Do NOT do an optional intermediate sort for the Employee Queue.	0

Form Entry	Explanation	Batch Value Pos. 52
(None)	Use the specification given on the run control transaction for the intermediate sort of the employee queue.	Blank
Control 3	Sort by Control 3.	1
Control 3 and 4	Sort by Control 3 and 4.	2
Control 3 thru 5	Sort by Control 3 thru 5.	3
Control 3 thru 6	Sort by Control 3 thru 6.	4
Control 4	Sort by Control 4.	5
Control 4 and 5	Sort by Control 4 and 5.	6
Control 4 thru 6	Sort by Control 4 thru 6.	7
Control 5	Sort by Control 5.	8
Control 5 and 6	Sort by Control 5 and 6.	9
Control 6	Sort by Control 6.	A
Function	Sort by Function (from the Payroll Home Location/Pay Allocations form (GG-SCR).	B
Pay Frequency	Sort by employee Frequency (from the Employee Information form (EF-SCR).	J
Shift Code	Sort by employee Normal Shift (from the Employee Information form (EG-SCR).	L
State & User E Code	Sort by resident state, then employee User Field (from the Employee Information form (EG-SCR).	F
State & Zip + 4	Sort by resident state, then ZIP+4 code.	E
State & Zip Code	Sort by resident state, then ZIP code.	D
State of Residency	Sort by employee resident state.	C
Status Code	Sort by employee FLSA Status (from the Employee Information form (EF-SCR).	K
Union Code	Sort by employee Union (from the Employee Information form (EG-SCR).	M
User Defined Sort	User-defined sort sequence: for implementing customer-defined sorts, you must request Special Technical Consulting Services.	U
User E Code	Sort by employee User Field (from the Employee Information form (EG-SCR).	I
Zip + 4	Sort by employee ZIP + 4 Code.	H
Zip Code	Sort by employee ZIP Code.	G

7. Indicate whether to print the Distribution Line for this organization

Use this drop down list box to override for this organization the selection you made on the Year-End Run Control Options—2 form (W2RSC2) for Distribution Line.

Form Entry	Explanation	Batch Value Pos. 59
Do Not Print	Do NOT print a distribution line in the employee address block, Box f, of W-2 forms from the Employee Queue.	D
Print Int Sort Only	Print a distribution line, containing only the contents of the intermediate and minor sort key, in the employee address block of Employee Queue W-2s. This option prevents the major sort from printing.	Y
Print Maj Int Sorts	Print a distribution line, containing the contents of the major and intermediate sort keys, in the employee address block of Employee Queue W-2s. Under certain conditions it is possible that the last two characters of the minor sort will not print.	B
Do Not Ovrd Run Spec	Use the distribution line options set on Year-End Run Control Options -2 form (W2RSC2).	N
Print Maj Only Sort	Print a distribution line, containing only the contents of the major sort key, in the employee address block of Employee Queue W-2s. This option prevents the minor and intermediate sort from printing.	M
Print Min Only Sort	Print a distribution line, containing only the contents of the minor sort key, in the employee address block of Employee Queue W-2s. This option prevents the minor and intermediate sort from printing.	R
Seq/Int/Min	Print a consecutive sequence number starting with 1 and print a distribution line, containing only the contents of the intermediate and minor sort key, in the employee address block of Employee Queue W-2s. This option prevents the major sort from printing.	C
Sequence Only	Print a consecutive sequence number starting with 1 in the employee address block of Employee Queue W-2s.	E

Form Entry	Explanation	Batch Value Pos. 59
Seq/Int	Print a consecutive sequence number starting with 1 and print a distribution line, containing only the contents of the intermediate sort key, in the employee address block of Employee Queue W-2s. This option prevents the major and minor sort from printing.	F

Note: *If you choose to print a sequence number, a major sort will not print.*

8. Indicate whether to print the Addr/Banner for EIN

Use this check box to designate one organization on the year-end master file to serve as the source for the employer name and address that appears in the magnetic media RE record for the federal or state tax filing number. This EIN prints on all W-2 or 1099 forms for the EIN and can be useful when there are several organizations within the same Federal or state tax filing number. The designated organization's ID appears on banner forms, together with the Federal or state tax filing number.

This option applies to all magnetic media and forms for all W-2 or 1099 output files when Federal or state tax filing number is the major sort key.

Note: *Using Report Generator 6F6F you can generate the report, Year-End EIN Name and Address Source Organization Report, which will show the EIN for the RE record.*

The information in the designated organization supplies the following:

- Employer name and address for the magnetic media RE records for the Federal or state tax filing number.
- Employer/payer name and address on all Federal, state, local and employee W-2 or 1099 forms for the Federal or state tax filing number, but only when the Federal or state tax filing number is the major sort key.
- Organization value to print with the Federal or state tax filing number on banner forms. Banner forms separate Federal or state tax filing number groupings on forms produced from the Federal, State/Local, and Employee Queues.

If there is more than one organization for a Federal or state tax filing number and an organization is not designated by using this check box, the employer name and address used for magnetic media and forms and the organization ID for banner forms come from the **last organization** processed by the Year-End Processor for the Federal or state tax filing number. The last organization is the one with the **highest** organization ID value, as determined by your computer's collating sequence.

Note: *This option has no effect on forms (Federal, State/Local, or Employee) when they are sorted first by organization. This is also true for employee forms when their major sort is organization within Federal or state tax filing number (Emp Major list box on the Year-End Run Control Options—2 form (W2RSC2)).*

Form Entry	Explanation	Batch Value Pos 51
Checked	Use this organization as the source for employer address and banner information for the Federal or state tax filing number.	Y
Blank	Do NOT use this organization as the source for employer address and banner information for the Federal or state tax filing number.	Blank or N

9. Indicate whether to produce W-2/1099-R for No Tax States

Use this check box to specify whether to print an employee W-2 or 1099-R for any no-tax states for which the employee has accumulated wages. **This option affects the Employee Queue only.**

The Year-End Processor, by default, does not generate W-2s or 1099-Rs for states that do not levy an income tax. Regardless of this, the processor does produce the W-2 or 1099-R copies required for employee filing to Federal and all other applicable state and local tax authorities.

This option can be useful in helping employees who work in multiple states reconcile their total income for tax filing purposes as required by certain states (for example, New York). If this option is activated, employee W-2s or 1099-Rs are produced for **all** states for which employees have accumulated wages, including no-tax states.

Form Entry	Explanation	Batch Value Pos. 53
Checked	Produce employee W-2s or 1099-Rs, showing state wages (field #119, TAX WAGES) for states that do not levy an income tax.	Y
Blank	Do NOT produce employee W-2s or 1099-Rs for states that do not levy an income tax.	Blank or N

10. Indicate whether payer made direct sales of $5,000 or more of consumer products to a buyer for resale

Use this check box to indicate whether the payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale.

Form Entry	Explanation	Batch Value Pos. 50
Checked	Places a checks Box 9 of 1099 MISC to indicate direct sales of $5,000 or more for resale	Y

11. Click Save or press Enter

Click Save or press Enter to save your entries.

WLFDW2 Organization Level Options: Transaction Layout

Following are the transaction layouts for the transactions that make up the two Year-End Organization Level Options forms (W2CSCR and W2CSC2).

Complete one W-2 Organization Level Options transaction for each organization on the file. If none is completed for an organization, the processor uses the defined defaults.

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 CONTROL1-2 OPTIONS  abbb def  ij     no    pqruv
```

Field ID	Field Label	Position	Purpose
			Production Parameters
a	W-2 or 1099	28	Produce W-2s or 1099s or bypass Organization
b	Employee Options Location	29-31	Location of employee-level options for Organization
			W-2 Box 13 Options
d	Statutory Employee	33	Statutory Employee
e	Third Party Sick Pay	34	Third Party Sick Pay
f	Retirement Plan	35	Retirement Plan
			1099-R Box 2B/7B
i	Tax Amt Not Determined	38	Tax Amt Not Determined (Box 2b)
j	IRA/SEP/SIMPLE	39	IRA/SEP/SIMPLE (Box 7)
			1099-R Box 7 Options
n	Primary Distr Code	45	Box 7 primary distribution code for Organization
o	Second Distr Code	46	Second Box 7 distribution code, if any
			Form/Magnetic Media Options
p	Addr/Banner for EIN	51	Supply employer address and banner information for EIN
q	Employee Sort	52	Override run-level intermediate sort for Employee Queue
r	W2/1099 No Tax State	53	Produce W-2s for states with no income tax

Field ID	Field Label	Position	Purpose
u	Distribution Line	54	Override run-level specification for printing distribution line on employee forms
			1099-MISC
v	Direct Sales Ind	55	Indicates direct sales of $5,000 or more of consumer products by payee to a buyer for resale

Federal 1099MISC 1 - Contact Phone Number Transaction Layout

If you are producing 1099-MISC output, you must create a WLFDW2 1099 MISC 1 transaction. The transaction layout and entries follow.

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 1099MISC 1          aaaaaaaaaaaaaaa
```

Field ID	Position	Description
a	28-42	Enter the telephone number of the person providing payee statements.

Setting HED specifications

Both the W-2 HED Specification Record form (W2HSCR) and the 1099 HED Specification Record form (WRHSCR) create the same batch transaction, WLFDW2HED. Please be aware of this if you review your transactions in batch.

You must match HED numbers you defined in The Solution Series with boxes on W-2s, W2PRs (Puerto Rico), and 1099s. Descriptor codes for the W-2 or 1099 box item link the applicable HED to the appropriate W-2 or 1099 box. To match the HED to the appropriate box you can use the two forms provided or use the WLFDW2 HED transaction. The forms are:

- W-2 HED Specification Record form (W2HSCR)
- 1099 HED Specification Record form (WRHSCR)

See also:

- Descriptor codes and HED ranges for W-2 boxes ***(on page 122) and*** descriptor codes and HED ranges for 1099 boxes ***(on page 125)***

For the HED to box ranges for these codes.

Note: *The 1099 HED Specification Record form (WRHSCR) is used for both 1099-R and 1099-MISC.*

This is an organization level function. Each organization will probably use multiple W-2 HED Specification Record forms (W2HSCR) and 1099 HED Specification Record forms (WRHSCR). There are 24 possible box items that must be specified on a separate instance of the W-2, six separate items that can be related to W-2PR (Puerto Rico) boxes, ten items that can be related to the 1099-MISC, and five items that can be related to the 1099-R. Set up only the codes that your organization uses.

The Year-End Processor edits the HED transactions to help ensure that the information entered on them is correct and that an HED number is not associated with more than one descriptor code.

See also:

- **WLFDW2 HED-to-Box Specification: Transaction Layout** ***(on page 128)***

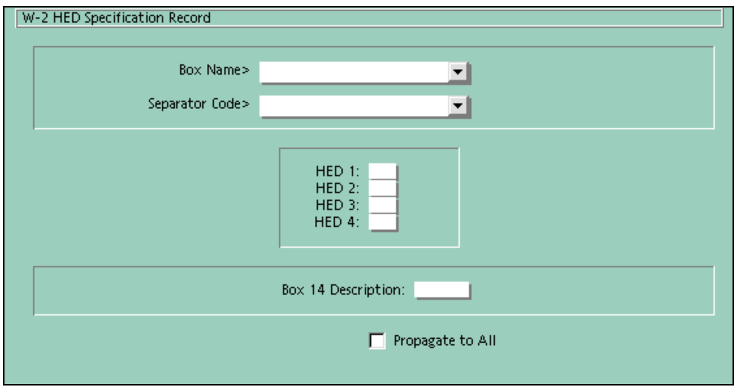
For the transaction created by either the W-2 HED Specification Record form (W2HSCR) or the 1099 HED Specification Record form (WRHSCR).

To set the year-end W-2 HED Specifications using either the W-2 HED Specification Record form (W2HSCR) or the 1099 HED Specification Record form (WRHSCR) follow these steps.

1. Access the W-2 HED Specification Record form (W2HSCR) or 1099 HED Specification Record form (WRHSCR)

Access the W-2 HED Specification Record form (W2HSCR) by making the following selections:

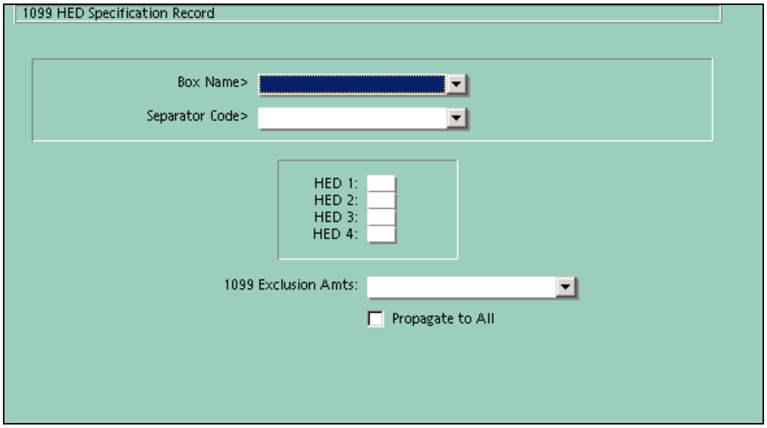
Component: Payroll **Y**ear End
Process: **S**etup/Maintain Year-End Processing
Task: Specify W-2 HEDs



OR

Access the 1099 HED Specification Record form (WRHSCR) by making the following selections:

Component: Payroll **Y**ear End
Process: **S**etup/Maintain Year-End Processing
Task: Specify 1099 HE**D**s



Note: *The WRHSCR is used for both 1099-R and 1099-MISC.*

2. Select the Box Name

Select an entry to associate a descriptor code to a W-2 or 1099 box. A descriptor code is assigned to each information item needed for year-end box reporting. Refer to the list of descriptor codes and related box items in the lists below. One of the listed descriptor codes must be entered in the Box Name field on each W-2 or 1099 HED Specification Record form (W2HSCR).

You can specify a maximum of four HED numbers on one form. Each set of up-to-four HEDs is associated with the entered descriptor code and, in turn, with its related W-2 or 1099 box item. If you need to associate more than four HED numbers with a descriptor code, use additional forms with the same descriptor code. A separator code (a digit from 1-9) distinguishes multiple forms with the same descriptor code.

Note: *As you view the selections in the Box Name box, you can see the corresponding Descriptor Code in the status bar below the form.*

Descriptor codes and HED ranges for W-2 boxes

Descriptor Code	Related Box	HED Range
ALLOCTIPS	Box 8, Allocated Tips	004-500
DEPENDCARE	Box 10, Dependent Care Benefits	004-990
NQUAL457	Box 11, Nonqualified Plans (457 plans)	004-500
NQUALOTHER	Box 11, Nonqualified Plans (not 457)	004-990

Descriptor Code	Related Box	HED Range
EXSGRPLIFE	Box 12-C, Cost of Group Term Life Insurance over $50,000	004-500
401K	Box 12-D, 401(k) Elective Deferrals	004-990
403B	Box 12-E, 403(b) Elective Deferrals	004-990
408K6	Box 12-F, 408(k)(6) Elective Deferrals	004-990
457	Box 12-G, 457 Elective Deferrals	004-990
501C18D*	Box 12-H, 501(c)(18)(D) Elective Deferrals	004-990
NOTAX-SICK	Box 12-J, Nontaxable Sick Pay	004-500
EXSGLDPARA	Box 12-K, 20% Excise Tax on Excess Golden Parachute Payments	004-990
BUSEXPGRTE	Box 12-L, Substantiated Business Expense Reimbursement	004-500
UNCL-OA-GT	Box 12-M, Uncollected FICA-OASDI on Excess Group-Term Life Insurance (Former Employees)	004-990
UNCL-HI-GT	Box 12-N, Uncollected FICA-HI on Excess Group-Term Life Insurance (Former Employees)	004-990
EXCL-RELOC	Box 12-P, Excludable Moving Expense Reimbursement	004-500
ERCONTMEDS	Box 12-R, Employer contributions to a medical savings account (MSA)	004-500
EESALREDUC	Box 12-S, Employee salary reduction contributions to a section 408(p) SIMPLE	004-990
ADOPTEXPNS	Box 12-T, Adoption benefits	004-500
EXNONSTOCK	Box 12-V, Income from the exercise of non-statutory stock options	004-500
HSA	Box 12-W, Employer Contributions to a Health Savings Account	004-990
ER-PENPYMT**	Automatic Xing of Retirement Plan check box in Box 13 (use for 100% employer-paid pensions to cause Pension check box to be Xed)	004-990
BOX14-A (highest priority)	Box 14, Optional Items	004-990
PROV-VEHCL	Box 14, 100% Lease Value of Provided Vehicle	004-500

Descriptor Code	Related Box	HED Range
BOX14-B BOX14-Z (lowest)	A maximum of 26 optional items can be specified for each Organization; however, the maximum number reportable for any one employee for Box 14 is five items. The letter at the end of the code--A through Z-- indicates the priority order in which the Box 14 item is to be reported relative to all other Box 14 items to be reported, when an employee's record contains HED information for more than one Box 14 item.	004-990
KS-CTRRETS	This descriptor code is not associated with any box. The information appears only on the MMREF RS record for Kansas (2KS).	004-990
MA-CTRPENS	This descriptor code is not associated with any box. The information appears only on the MMREF RS record for Massachusetts (2MA).	004-990
COL-XCOMP	Columbus, Ohio medical exclusion compensation. This descriptor code is for magnetic media only and is not associated with any box.	004-500
COL-XDEFER	Columbus, Ohio employee deferral medical exclusion. This descriptor code is for magnetic media only and is not associated with any box.	004-990
COL-XORD	Columbus, Ohio ordinary income medical exclusion. This descriptor code is for magnetic media only and is not associated with any box.	004-500
COL-XUICOM	Columbus, Ohio supplemental UC medical exclusion. This descriptor code is for magnetic media only and is not associated with any box.	004-500
WI-CNTRHSA#	Wisconsin health savings account	004-990
Maryland## MD-STPUAMT	State Pension fund 'State Pickup Amount for RS record locations 202 - 211'	004-990

*Employee contributions to Section 501C18D are added to the tax record 102, field 199 (Wages, Tips & Other Compensation).

** The ER-PENPYMT (Employer Pension Payment) descriptor code causes the Year-End Processor to automatically check the Retirement Plan box in Box 13 when your organization makes contributions to a retirement plan that is completely employer-funded, such as a money purchase plan.

#If you use this descriptor code, the year-end processor adds the money contributed for health savings accounts into state taxable wages for Wisconsin. If you have already complied with the Wisconsin law that treats money contributed for Health Savings Accounts as taxable, you do not need to use this descriptor code.

##For Maryland you must enter the amount into a Memo HED for each employee.

Descriptor codes and HED ranges for Puerto Rico

Descriptor Code	Related Box	HED Range
PR-CSTPENS	Box 7, Cost of pension or annuity	004-990
PR-COMMS	Box 9, Commissions	004-500
PR-ALLOWS	Box 10, Allowance	004-500
PR-REIMBXP	Box 13, Reimbursed expenses	004-500
PR-RETFUND	Box 15, Retirement fund	004-990
PR-CONCODA	Box 16, CODA plans	004-990

One of the listed descriptor codes must be entered in the Box Name field on each W-2 HED Specification Record form (W2HSCR).

☞ *Refer to Appendix F:* **Year-End Worksheets** *(on page 389) for detailed information on how HED amounts are related to W-2 boxes and how reporting is done.*

Descriptor codes and HED ranges for 1099 boxes

Five separate items can be related to 1099-R Boxes and ten separate items can be related to 1099-MISC Boxes. See the descriptor code list in this section. Enter as many item descriptor codes, with their associated HEDs, as apply to your reporting situation. With HED-to-Box forms, HED numbers are matched to the boxes on 1099s. The year-to-date amounts for all of the HEDs specified for an item are summed, and the result reported in the appropriate boxes. The HED year-to-date amount is the Year To-Date Amts/ Hours field on the HEDs To-Date Inquiry form (HT-SCR) for the HED. The descriptor code for the 1099 box item links the applicable HED to the appropriate 1099 box.

Each Organization may have multiple 1099 HED Specification Record forms (WRHSCR) since each of the five possible box items must be specified on a separate form. There might also be several forms for each box item, since a maximum of four HEDs can be specified on each form.

An employee with any of these HEDs will receive a 1099-R.

Descriptor codes and HED ranges for 1099-R boxes

Descriptor Code	Related Box	HED Range
99RBOX3	Box 3, Capital Gains	004-500
99RBOX5	Box 5, Employee Contribution	004-500
99RBOX6	Box 6, Net Unreal Appreciation	004-500
99RBOX8	Box 8, Other $	004-500
99RBOX9	Box 9b, Total Employee Contributions	004-500

An employee with any of these HEDs will receive a 1099-MISC even if the employee has regular pay. A 1099-MISC employee must be separate from a W-2 employee but can be in either a regular or a 1099-R company.

Descriptor codes and HED ranges for 1099-MISC boxes

Descriptor Code	Related Box	HED Range
1099M RENT	Box 1, Rents	004-500
1099M ROYAL	Box 2, Royalties	004-500
1099M OTRCMP	Box 3, Other Income	004-500
1099M FISHNG	Box 5, Fishing Boat	004-500
1099M MEDHLT	Box 6, Med & Health	004-500
1099M NON-EE	Box 7, Non-employee Compensation	004-500
1099M SUBPAY	Box 8, Sub payments	004-500
1099M CRPINS	Box 10, Crop Insurance	004-500
1099M EXCSGP	Box 13, Excess Golden Parachute Payments	004-500
1099M ATTRNY	Box 14, Attrny proc	004-500

3. Select the Separator Code

Select a Separator Code based on the number of times you used the form to enter the same descriptor code in the Box Name list box. Each form with the same descriptor code should have a unique separator code.

On the W-2 HED Specification Record form (W2HSCR) if you are entering a Box 14 description in the bottom portion of the form, you must use a separator code of 1st Occurrence (1).

4. Enter HED 1

Enter the first HED number to be associated with the item identified by the descriptor code.

5. Enter HED 2

Enter the second HED number to be associated with the item identified by the descriptor code.

6. Enter HED 3

Enter the third HED number to be associated with the item identified by the descriptor code.

7. Enter HED 4

Enter the fourth HED number to be associated with the item identified by the descriptor code.

8. On W-2 only, enter the Box 14 Description

For Box 14 items only, enter the description to appear on the W-2. Enter a maximum of six characters; **when you specify the description, the form on which it appears must have a separator code of 1 (1st Occurrence)**.

You can specify a maximum of 26 items for Box 14 reporting. Box 14 items appear **only** on forms from the Employee Queue and only on the first form for each employee. This information 'shows through' to other copies of the first form when printing on employee mailer forms. Box 14 is provided for reporting such items as union dues and educational assistance payments.

Box 14 is used to report the lease value of a vehicle (PROV-VEHCL) where one is provided to an employee as well as special taxes and optional information you may want to provide. The description for PROV-VEHCL in Box 14 is: BOX 14-100% ANNUAL LEASE VALUE-COMP. PROVIDED VEHICLE. Provided Vehicle (PROV-VEHCL) takes the entire Box 14 due to required comments. If other Box 14 items in addition to PROV-VEHCL exist, an overflow W-2 is created.

If an employee has HED amounts for more than five Box 14 items, only the five with the highest priorities are printed in Box 14. The priority of Box 14 items is specified by the letter included at the end of the Box 14 descriptor code in the Box Name field, with A indicating the highest priority item and Z the lowest. If additional Box 14 items do not fit in Box 14, no overflow W-2 forms will be created. A warning message appears on the Exceptions Report in this case.

For Box 14 items only, you should enter an up-to-six-character description to appear with the reported amount. Box 14 item descriptions must always be entered on a form having a first occurrence.

Note: *If you are processing Railroad Retirement Tax, it will automatically override the items in Box 14.*

Note: *If no item description is entered for a Box 14 item, the HED total amount prints in Box 14 with no identifying tag.*

Box 14 information prints only on forms from the Employee queue. A maximum of five lines per employee may be printed in the box. This allows five separate items to be reported.

Each line may contain the following:

- The first six characters are for a user-defined description. These characters are entered on a processing form or transaction.
- The last 12 characters are for an HED amount (format 9999999.99, right-justified).

For an item to print on an employee's W-2, at least one of the designated HEDs for the item must contain a year-to-date amount in the employee's record. Any items printed appear one under another, with no blank lines between them. The items appear in ascending order according to an alphabetic priority that is entered in the processing form.

It is possible for you to designate up to 26 items at the organization (Control 1-2) level for inclusion in Box 14. If an employee's record contains year-to-date amounts relating to more than five of the defined items, only the five highest priority items will appear.

9. Indicate the 1099 Exclusion Amts

Use the drop down box to set the amount the year end processor includes for 1099-MISC payments.

Form Entry	Explanation	Batch Value Pos. 51
Report All Amounts	1099-MISC forms are generated when any amount appears in the entered HED	#
Report Amts >$9.99	1099-MISC forms are generated if an amount greater than $9.99 appears in the entered HED	1
Report Amts >$599.99	1099-MISC forms are generated if an amount greater than $599.99 appears in the entered HED	2

10. Indicate whether to propagate to all

Click this box if your HEDs are consistent across organizations and you want the information you entered on the form to propagate to all organizations (Control 1-2s). You must have selected W-2 or 1099 on the Year-End Organization Level Options form (W2CSCR) before completing this form.

Note: *When you select 'Propagate to All' on the W-2 HED Specification Record form (W2HSCR), the HEDs specified propagate only to W-2 companies. When you select 'Propagate to All' on the 1099 HED Specification Record form (WRHSCR), the HEDs specified propagate only to 1099 companies.*

11. Click Save or press Enter

Click Save or press Enter to process the information on the form.

12. Review all HED to box entries

To review all entries made using this form, click this button.

WLFDW2 HED-to-Box Specification: Transaction Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 HED aaaaaaaaaab     cccdddeeefff     hhhhhhg
```

Field ID	Field Label	Position	Purpose
a	Box Name	12-21	Descriptor code designating an item to be reported in a year-end box. See the List of ***Descriptor Codes*** (see "Descriptor codes and HED ranges for W-2 boxes" on page 122) in Step 2.

Field ID	Field Label	Position	Purpose
b	Separator Code	22	The separator code, a unique digit from 1 to 9, is needed if more than one transaction has the same descriptor code. Each transaction with the same descriptor code should have a unique separator code.
c	HED 1	28-30	First HED number to be associated with the item identified by the descriptor code.
d	HED 2	31-33	Second HED number to be associated with the item identified by the descriptor code.
e	HED 3	34-36	Third HED number to be associated with the item identified by the descriptor code.
f	HED 4	37-39	Fourth HED number to be associated with the item identified by the descriptor code.
g	1099 Exclusion Amts	51	Sets the parameters for the payment amounts reported on the 1099
h	**(For W-2 Only):** Box 14 Descriptor	45-50	For W-2 Box 14 items only: description to appear on W-2 (maximum of six characters; when description is specified; it must have a separator code of 1).

Setting W-2 employee level options

At the organization level, you can specify that a check box be marked with an X for all employees or pensioners and specify the 1099-R Box 7 Distribution Codes for all employees or pensioners. An entry for an employee or pensioner in an employee-level option overrides any related specification at the organization level.

The W-2 Employee Level Options form (W2ESCR) and the 1099-R Employee Level Options form (WRESCR) supply specifications for an individual employee. Entries on these forms override any higher-level specifications made at the run control or organization level for W-2s or 1099-Rs respectively. Employee-level options contain year-end control information and data for reporting that is specific to an employee. Employee level options serve these major purposes:

- Place an X in the check boxes found in W-2 Box 13 for an employee and in 1099-R Boxes 2b and 7 for a pensioner.

OR do one of the following

- Indicate that a box should not be marked with an X for the employee or pensioner
- Indicate the 1099-R Box 7 Distribution Code(s) for a pensioner and indicate the percentages to be printed in Boxes 8 and 9.
- Indicate that a replacement W-2 or 1099-R form is to be produced for the employee or pensioner.

Entries for employee-level options are made in F1 transactions. Enter one F1 transaction for each employee for whom you are specifying options.

See also:

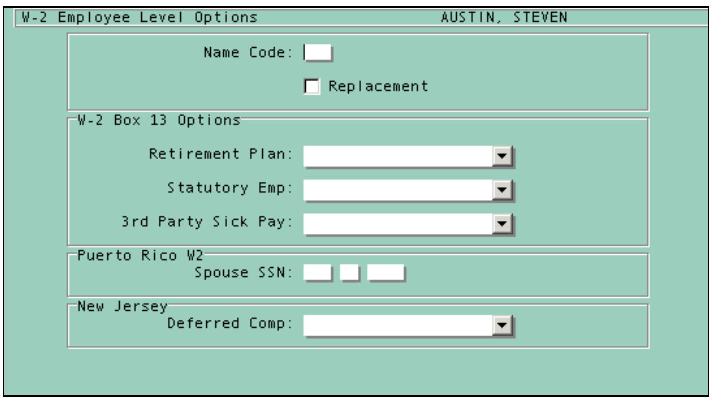
■ **F1 Employee Level Options: Transaction Layout** ***(on page 142)***
For the transaction created by either the W-2 Employee Level Options form (W2ESCR) or the 1099-R Employee Level Options form (WRESCR).

To set the employee level options using the Year-End W-2 Employee Level Options—1 form (W2ESCR), follow these steps:

1. Access the W-2 Employee Level Options form (W2ESCR)

Access the W-2 Employee Level Options form (W2ESCR) by making the following selections:

Component:	Payroll Year End
Process:	**S**etup/Maintain Year-End Processing
Task:	W-2 Employee Override



2. Enter the Name Code

The Name Code identifies the location where employee-level options are to be stored. The location is automatically supplied by the system based on the entries you make on the Year-End Run Control Options - 1 form (W2RSCR) and/or the Year-End Organization Level Options - 1 form (W2CSCR) specifying the location of employee-level options (Emp Opt Loc). **Do not change the entry in this box.**

Form Entry	Explanation	Batch Value Pos. 13-15
002-998	ADDRESS CODE of the F record being used to store employee-level options. **Do not change this entry.**	002-998

Note: *The Name Code identifies for the W-2 Processor which Employee Information form (EF-SCR)/F1 ADDRESS record has been used to store employee-level options.*

The Name/Address section of the Employee Information form (EF-SCR) is a multiple-occurrence record. Records with Name Codes of 002-998 are customer-defined. You should designate a single code in this range, which is not being used for another purpose, as the location of employee-level options. The number of this choice for Name Code is the entry for this option.

You can override the location of employee-level options specified for the run with an organization level option. See the Emp Opt Location field on the Year-End Organization Level Options form (W2CSCR) for more information.

Note: *To simplify data entry and management, we recommend that you use the same location code for all organizations on the file and make this specification at the run level.*

3. Indicate whether this is a Replacement

Select the Replacement check box only if you are producing a replacement W-2 for an employee. For this option to be active, the run must be designated as a replacement run by selecting Replacement Run in the Run Type field on the Year-end Run Control Options—1 form (W2RSCR).

Note: *For the replacement run, the Year-End Processor produces W-2 output only for employees with a check entered in this field. This information is generated in the employee queue, and the word, 'Reissued', appears on the W-2.*

Note: *We recommend that Replacement Runs be done using changes to batch transactions rather than by entries on online forms.*

Form Entry	Explanation	Batch Value Pos. 75
Checked	Issue this employee or pensioner a replacement W-2.	Y
Blank	Do NOT issue this employee or pensioner a replacement W-2.	Blank or N

4. Indicate whether this employee participates in a Retirement plan

Select an entry only if you want to override, for this employee, the information you entered at the organization level.

Form Entry	Explanation	Batch Value Pos. 48
(None)	Take no action at the employee level. The specification in effect at the Organization level applies to this employee.	Blank
No	Do not place an X in the Retirement Plan box for this employee. Overrides an automatic X at the organization or run control level.	N
Yes	Place an X in the Retirement Plan box for this employee.	Y

5. Indicate whether this is a Statutory Employee

Select an entry only if you want to override, for this employee, the information you entered at the organization level.

Form Entry	Explanation	Batch Value Pos. 46
(None)	Take no action at the employee level. The specification in effect at the Organization level applies to this employee.	Blank
No	Do not place an X in the Statutory employee box for this employee.	N
Yes	Place an X in the Statutory employee box for this employee.	Y

6. Indicate whether any pay was Third Party Sick Pay

Select an entry only if you want to override, for this employee, the information you entered at the organization level.

Form Entry	Explanation	Batch Value Pos. 47
(None)	Take no action at the employee level. The specification in effect at the Organization level applies to this employee.	Blank
No	Do not place an X in the Third Party Sick Pay box for this employee.	N
Yes	Place an X in the Third Party Sick Pay box for this employee.	Y

Note: *If you checked this box to indicate Third Party Sick Pay, refer to* **Setting Optional Parameters** *(on page 189).*

7. Enter the spouse's SSN

Enter the Spouse's Social Security Number (used for Puerto Rico W-2s); omit all dashes. This option places the spouse's Social Security Number in the correct box of Puerto Rico W-2PRs.

Form Entry	**Explanation**	**Batch Value Pos. 66-74**
Blank	Not applicable.	Blank
nnnnnnnnn	Spouse's Social Security Number that is required on Puerto Rico W-2s. Omit dashes.	nnnnnnnnn

8. Indicate whether the employee received deferred compensation

Check this box if you report earnings in New Jersey for this employee and the employee had deferred compensation.

Form Entry	**Explanation**	**Batch Value Pos. 51**
(None)	Take no action at the employee level. The specification in effect at the Organization level applies to this employee.	Blank
No	Do not place an X in the New Jersey Deferred Comp box for this employee.	N
Yes	Place an X in the New Jersey Deferred Comp box for this employee.	Y

9. Click Save or press Enter

Click Save or press Enter to process the information on the form.

See also:

- Year-End Run Control Options ***(on page 85)***

For more information on the Year-End Processor run types.

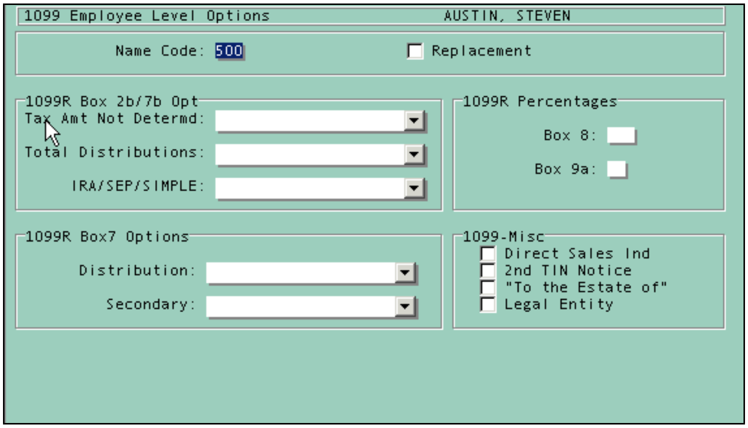
Setting 1099 employee level options

To set the 1099 employee level options using the Year-End 1099 Employee Level Options form (WRESCR), follow these steps:

1. Access the 1099 Employee Level Options form (WRESCR)

Access the 1099 Employee Level Options form (WRESCR) by making the following selections:

Component:	Payroll Year End
Process:	**S**etup/Maintain Year-End Processing
Task:	1099 Employee Override



2. Verify the Name Code

The Name Code identifies the location where employee-level options are to be stored. The location is automatically supplied by the system based on the entries you make on the Year-End Run Control Options1 form (W2RSCR) and/or the Year-End Organization Level Options1 form (W2CSCR) specifying the location of employee-level options. **You do not need to make an entry in this text box.**

Form Entry	Explanation	Batch Value Pos. 13-15
002-998	ADDRESS CODE of the F record being used to store employee-level options. The contents of the Name Code are supplied by the system automatically, based on the information entered in the Year-End Run Control Options1 form (W2RSCR), Employee Opt Loc field (run level) or the Year-End Organization Level Options1 form (W2CSCR), Emp Opt Location field (Organization level). **Do not change this**.	002-998

3. Indicate whether this is a Replacement

Check this box to indicate that you are creating a replacement 1099-R for the pensioner. For this option to be active, the run must be designated as a replacement run by selecting Replacement Run in the Run Type field on the Year-End Run Control Options 1 form (W2RSCR). For the replacement run, the Year-End Processor produces 1099-R output only for pensioners with a check entered in this field.

Note: *For the replacement run, the Year-End Processor produces 1099-R output only for employees with a check entered in this field. This information is generated in the employee queue, and the word, 'Reissued', appears on the 1099-R.*

Note: *We recommend that replacement runs be done using changes to batch transactions rather than by entries on online forms.*

Form Entry	Explanation	Batch Value Pos. 75
Checked	Issue this employee or pensioner a replacement 1099-R.	Y
Blank	Do NOT issue this employee or pensioner a replacement 1099-R.	Blank or N

4. Indicate whether the Tax Amt Not Determd

The entry in this list box indicates whether you want an X to appear in the Tax Amt Not Determined (Box 2b) for this pensioner. This entry overrides for this pensioner any entry made at the organization level.

Form Entry	Explanation	Batch Value Pos. 60
(None)	Take no action at the employee level. The specification in effect at the organization level applies to this pensioner. Xs may be specified for all pensioners at the organization level, or no specification may be made.	Blank
No	Do not select the Tax Amt Not Determined box of the 1099-R for this pensioner.	N
Yes	Select the Tax Amt Not Determined box of the 1099-R for this pensioner.	Y

5. Indicate whether this is a Total Distribution

Use this list box to indicate whether an X should appear in the Total Distribution box on the 1099-R for this pensioner.

Form Entry	Explanation	Batch Value Pos. 61
(None)	Take no action at the employee level. The specification in effect at the organization level applies to this pensioner. Xs may be specified for all pensioners at the organization level, or no specification may be made.	Blank
No	Do not select the Total Distribution box of the 1099-R for this pensioner.	N
Yes	Select the Total Distribution box of the 1099-R for this pensioner.	Y

6. Indicate whether this is an IRA/SEP/SIMPLE distribution

Use this list box to indicate whether an X should appear in the IRA/SEP/SIMPLE box on the 1099-R for this pensioner.

Form Entry	Explanation	Batch Value Pos. 62
(None)	Take no action at the employee level. The specification in effect at the Organization level applies to this pensioner. Xs may be specified for all pensioners at the Organization level, or no specification may be made.	Blank
No	Do not select the IRA/SEP/SIMPLE box of the 1099-R for this pensioner.	N
Yes	Select the IRA/SEP/SIMPLE box of the 1099-R for this pensioner.	Y

Complete the 1099-R Box 7 Options portion of the form

The 1099-R Box 7 distribution and secondary codes specify the code(s) that are to appear in Box 7, Distribution Code, of the 1099-R.

These employee-level entries override any specifications at the organization level made in the Primary Distr Code and Second Distr Code list boxes on the Year-End Organization Level Options - 2 form (W2CSC2).

Enter a distribution code on this form to override a distribution code specified at the organization level in the Primary Distr Code list box. If you specified a second Box 7 distribution code at the organization level and it also applies for this pensioner, you must again specify the secondary code on this form.

If no entry is made for the Box 7 distribution codes either at the employee level or the organization level, the Year-End Processor places a 7 for Normal Distribution in the box.

7. Indicate the type of Distribution

Select a Distribution Code for Box 7 for this pensioner to override an entry at the organization level. Box 7 of the 1099-R form **must** contain a code to identify the type of distribution being reported. If no code is entered for this option and no employee-level options are entered for Box 7, the code for Normal Distribution (the number 7) is always placed in the box.

Certain types of distributions require a second code to qualify and fully explain the nature of the distribution. If the distribution code you select falls in this category, qualify it by selecting the applicable secondary distribution code from among the values in the 1099R Box 7 Options - Secondary field. Both the primary and secondary distribution code values will be reported in Box 7 of the 1099-R.

Form Entry	**Explanation**	**Batch Value {Pos. 45 or 63 depending on form}**	**Used with Code…(if applicable)**
Early Distribution	Early (premature) distribution - no known exception (Code 1)	1	8, D, L, or P
Early Dist Exc Appl	Early (premature) distribution - exception applies other than disability or death (Code 2)	2	8, D, or P
Disability	Disability (Code 3)	3	None
Death	Death (includes payments to a beneficiary) (Code 4)	4	8, A, D, G, L, or P
Prohibited Trans	Prohibited transaction (Code 5)	5	None
Section 1035 Exchg	Section 1035 Exchange (Code 6)	6	None
Normal Distribution	Normal distribution (Code 7)	7	A
Excess Contr Curr Yr	Excess contributions plus earnings/excess deferrals and/or earnings taxable in the current year (Code 8)	8	1, 2, 4, or J
PS 58 Costs	PS 58 costs (Code 9)	9	None
(None)	Normal distribution (Code 7)	Blank	A
Qual 10 Yr Avg	Qualifies for ten-year averaging (Code A) and can be specified only when the Box 7 Primary distribution code is numeric	A	4 or 7
Excess Contr 2Yr ago	Excess contributions plus earnings/excess deferrals taxable two years ago (Code D)	D	1, 2, or 4
Excess Additions 415	Excess annual additions under section 415 (Code E)	E	None
Charit Gift-Annuity	Charitable gift annuity (Code F)	F	None
Dir Roll & Roll Cont	Direct rollover & Rollover Contrib to a Qual. Plan (Code G)	G	4
Roth IRA distrib	Early distribution from a Roth IRA, no known exception (Code J)	J	8 or P
Loans Deemed Distrib	Loans treated as deemed distributions under section 72(p) (Code L)	L	1 or 4
Rechar IRA Contrib	Recharacterized IRA contribution made for 2004 (Code R)	N	None

Form Entry	Explanation	Batch Value {Pos. 45 or 63 depending on form}	Used with Code…(if applicable)
Excess Contr last Yr	Excess contributions plus earnings/excess deferrals taxable last year (Code P)	P	1, 2, 4, or J
Qual Roth IRA	Qualified Distribution from a Roth IRA (Code Q)	Q	None
Rechar IRA Contrib	Recharacterized IRA contribution made for 2003 (Code R)	R	None
Early Simple Yr 1-2	Early distribution from a SIMPLE IRA in the first two years (no known exception) (Code S)	S	None
Roth IRA except	Roth IRA distribution, exception applies (Code T)	T	None

8. Indicate a Secondary distribution code

Specify a second Distribution Code for Box 7, if applicable. This option is used to place a second code, when required, in Box 7 for an individual pensioner. Do not specify this option unless you also specify a value in the Distribution list box.

Note: According to Federal government specifications, Code A can be specified only when the primary Box 7 code is specified as numeric.

Form Entry	Explanation	Batch Value {Pos. 45 or 63 depending on form}	Used with Code…(if applicable)
Early Distribution	Early (premature) distribution - no known exception (Code 1)	1	8, D, L, or P
Early Dist Exc Appl	Early (premature) distribution - exception applies other than disability or death (Code 2)	2	8, D, or P
Disability	Disability (Code 3)	3	None
Death	Death (includes payments to a beneficiary) (Code 4)	4	8, A, D, G, L, or P
Prohibited Trans	Prohibited transaction (Code 5)	5	None
Section 1035 Exchg	Section 1035 Exchange (Code 6)	6	None
Normal Distribution	Normal distribution (Code 7)	7	A
Excess Contr Curr Yr	Excess contributions plus earnings/excess deferrals and/or earnings taxable in the current year (Code 8)	8	1, 2, 4, or J
PS 58 Costs	PS 58 costs (Code 9)	9	None
(None)	Normal distribution (Code 7)	Blank	A

Form Entry	Explanation	Batch Value {Pos. 45 or 63 depending on form}	Used with Code…(if applicable)
Qual 10 Yr Avg	Qualifies for ten-year averaging (Code A) and can be specified only when the Box 7 Primary distribution code is numeric	A	4 or 7
Excess Contr 2Yr ago	Excess contributions plus earnings/excess deferrals taxable two years ago (Code D)	D	1, 2, or 4
Excess Additions 415	Excess annual additions under section 415 (Code E)	E	None
Charit Gift-Annuity	Charitable gift annuity (Code F)	F	None
Dir Roll & Roll Cont	Direct rollover & Rollover Contrib to a Qual. Plan (Code G)	G	4
Roth IRA distrib	Early distribution from a Roth IRA, no known exception (Code J)	J	8 or P
Loans Deemed Distrib	Loans treated as deemed distributions under section 72(p) (Code L)	L	1 or 4
Rechar IRA Contrib	Recharacterized IRA contribution made for 2004 (Code R)	N	None
Excess Contr last Yr	Excess contributions plus earnings/excess deferrals taxable last year (Code P)	P	1, 2, 4, or J
Qual Roth IRA	Qualified Distribution from a Roth IRA (Code Q)	Q	None
Rechar IRA Contrib	Recharacterized IRA contribution made for 2003 (Code R)	R	None
Early Simple Yr 1-2	Early distribution from a SIMPLE IRA in the first two years (no known exception) (Code S)	S	None
Roth IRA except	Roth IRA distribution, exception applies (Code T)	T	None

9. Enter a percentage value for Box 8

Enter the percentage value of the total annuity contract that this 1099-R represents if the annuity contract is part of a multiple recipient lump-sum distribution. Your organization will determine how this box will be populated.

Form Entry	Explanation	Batch Value Pos. 52-54
Locally Defined	Your organization will determine how this box will be populated.	Locally Defined

10. Enter a percentage value for Box 9a

Enter the percent of the total distribution received if the total distribution was made to more than one person. Your organization will determine how this box will be populated.

Form Entry	Explanation	Batch Value Pos.
Locally Defined	Your organization will determine how this box will be populated.	Locally Defined

11. Indicate whether the employee had direct sales of over $5,000

Check this box if the employee had direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale. Checking this box overrides, for this employee, your entry in the Direct Sales Ind check box on the Year-End Organization Level Options 2 form (W2CSC2).

Form Entry	Explanation	Batch Value Pos. 50
Checked	This employee had direct sales of $5,000 or more	Y
Blank	This employee did not have direct sales of $5,000 or more	Blank or N

12. Indicate whether the employee has received two TIN Notices

Check this box if you were notified by the IRS twice within three calendar years that the payee provided an incorrect TIN (Taxpayer Identification Number). If you mark this box, the IRS will not send you any further notices about this account.

Form Entry	Explanation	Batch Value Pos. 49
Checked	This employee has received two TIN Notices.	Y
Blank	This employee has not received two TIN Notices.	Blank or N

13. Indicate whether the recipient of the 1099 is an estate

Check this box if the recipient of the 1099 is an estate rather than an individual. Leave the box blank if the recipient is an individual.

14. Indicate whether the recipient of the 1099 is a legal entity

Check this box if the recipient of the 1099 is a legal entity such as a company or corporation rather than an individual. Leave the box blank if the recipient is an individual.

15. Click Save or press Enter

Click Save or press Enter to process the information on the form.

F1 Employee level options: Transaction Layout

Following is the transaction layout for the transaction that reflects the two Employee Level Options forms (W2ESCR and WRESCR).

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
F1aaaaaaaaaabbbW-2, PROCESSOR EMP OPTIONSst  cderopfff gg  hijkl mmmmmmmmmn
```

Field ID	Field Description	Position	Purpose
			Employee Level Options
a		3-12	Employee Number
b	Name Code	13-15	Name Code/ADDRESS CODE specifying location of employee-level options
		16-41	Required entry in the NAME field (see note)
			New Jersey
p	Deferred Comp	51	X Employee had New Jersey deferred compensation
			W-2 Box 13 Options
c		46	X or do not X Statutory employee box for employee
d		47	X or do not X Third Party Sick Pay
e		48	X or do not X Retirement Plan box for employee
			1099-R Percentages
f		52-54	Percentage value of 'Other' (Box 8%)
g		56-57	Percentage value of 'Your Percentage of Total Distribution' (Box 9a)
			1099-R Box 2b/7 Options
h	Tax Amt Not Determd	60	X Tax Amt Not Determined (1099-R, Box 2b)
i	Total Distributions	61	X Total Distribution Box (1099-R, Box 7)
j	IRA/SEP/SIMPLE	62	X IRA/SEP/SIMPLE (1099-R, Box 7)
			1099R Box 7 Options
k	Distribution	63	Specify a distribution code for Box 7 for employee

Field ID	Field Description	Position	Purpose
l	Secondary	64	Specify a second distribution code for Box 7, if applicable
			PR Spouse SSN
m		66-74	Spouse's Social Security Number (used for Puerto Rico W-2s); omit all dashes
			Replacement W-2/1099-R
n		75	Issue employee or pensioner a replacement W-2 or 1099-R.
			1099MISC Options
o	Direct Sales Ind	50	X Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale (1099MISC, Box 9)
r	2nd TIN Notice	49	X in 2nd TIN Not box
			1099 Print Options
s	"To the Estate of"	42	Prints To the Estate of preceding the name of the 1099 recipient
t	Legal Entity	43	Formats the name of the legal entity in the name box of the 1099

Review of Questions Answered

1. What is the relationship between the year-end processing forms at the run control, organization, and employee levels?

2. In what organization should I enter the MMREF-RA Submitter Information forms when I am ready to set W-2 Magnetic Media Parameters?

3. What is the only Year-End form that can only be entered once?

4. What form(s) may be entered only once, that is on what form(s) can a choice be made to propagate to other organizations on file?

5. If there are three organizations on file and two of the organizations should have an intermediate sort of Control 3 and one organization on file should be sorted by zip code, what forms would be used to enter this information?

CHAPTER 7

Setting W-2 Magnetic Media Parameters

In This Chapter

Introduction

This section describes the forms and transactions used for entering the basic parameters for magnetic media output.

Entries for the year-end processing options are made on The Solution Series year-end forms or in your year-end batch environment using WL transactions. These entries result in the placement of the control parameters for year-end processing on your year-end Master File.

Tasks

This section explains the following:

- Setting Submitter Information
- Setting State/Local Magnetic Media Information
- Setting State Magnetic Media Information
- Setting Employer Information

Prerequisites

Before you can set the W-2 magnetic media parameters, you must have done the following in The Solution Series:

- Prepared your year-end Master File (P20)
- Completed setting up the Year-End online environment
- Set the primary parameters

☞ *Refer to Chapter 5:* **Setting Up the Online Environment** *(on page 61) for more information on preparing to run the Year-End Processor.*

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for more information on setting the options that make up the primary parameters.*

Questions answered

The following questions are answered in this section:

1. What is the format for all data reported to the Federal and state governments?
2. What form or series of transactions are used if you are producing state/local magnetic media?

Magnetic media production

The MMREF format for year-end Federal reporting became mandatory beginning with tax year 2002. It replaced the TIB-4 format and contains much more information as well as supporting larger dollar fields. MMREF is created by the Year-End Processor when you enter information on forms that create WL records. The processor reads the records to determine the output to produce.

To produce W-2 or 1099 magnetic media output, you must complete the forms or WL transactions with the required record information. The MMREF-RA Submitter Information forms WMASCR, WMASC2, and WMASC3 provide the RA Submitter, Company, and Contact Information. These forms must be entered if you produce any W-2 magnetic media output.

The Year-End State/Local Magnetic Media Information form (WMSSCR) or the WLFDW2 RS series of transactions are used if you are producing state/local magnetic media. The MMREF-RS State Magnetic Media Information form (WMSSC2) provides supplemental data for MMREF magnetic media at the state level. You must specify those tax authorities for which magnetic media rather than forms are to be produced. Finally, the Employer Information form (WMESCR) provides employer information for the RE record.

Summary of MMREF Output Record Types

Below is a list of the record types provided on W-2 magnetic media in MMREF format.

Record Type	**Description**
RA	The Submitter record is the first record on the file. It contains the information about the company transmitting or submitting the MMREF output. The data for this record is entered into three forms beginning with the MMREF – RA Submitter Information Part 1form (WMASCR) and continuing to the second and third panels, WMASC2 and WMASC3.
RE	The Employer record is the second record type on the magnetic media. There can be multiple RE records on the magnetic media because there is one RE record for each EIN. The data for the record is taken from the Company Name and Address form (AA-SCR) and from a optional RE Employer Information form form (WMESCR).
RW	The Employee Wage record follows the RE record for all employees with wages in all organizations for the EIN being reported. This is a mandatory record and contains all the wage and tax information as well as all deferred compensation, fringe benefits, Group Term Life over 50K, and employee indicators. All information for this record is taken from the employee record.

Record Type	Description
RO	This Employee Wage record is required only if an employee has tips, an MSA (Medical Savings Account), an SRA (Simple Retirement Account), qualified adoption expenses, or has wages/taxes for Puerto Rico, Virgin Islands, or Guam. All information for the RO record is also taken from the employee record.
RS	The State record is not read by the Social Security Administration or the Internal Revenue Service. It follows the RW record and is created when a state magnetic media is requested. Information for this record is taken from the employee record and the Year-End State/Local Magnetic Media Information form (WMSSCR). Use this form, to request all state magnetic media. The correct output will be created based on each state's requirements.
RT	The Total record follows all employee records for an EIN and is a total of all employee RW records for the EIN. There is one RT record for each RE record.
RU	The second Total record, which follows the RT record, contains a total of all employee RO records for the EIN.
RF	The final record is the last record on the output and contains only the total number of RW records on the MMREF output.

Certain states define variations in the records they require and/or the contents of these records. The Year-End Processor automatically produces magnetic media with the required modifications and generates only those records specifically required by the state.

Note: *Local magnetic media produced by the Year-End Processor default to Federal MMREF format. Refer to Appendix H:* **Special Considerations for Magnetic Media Filing** *(on page 433) for information on state and local taxing authorities with special requirements.*

Detailed Directions

This section provides detailed instructions for the tasks summarized in this section.

Tasks

Setting submitter information part 1

To complete the transactions for the Year-End Processor, you can enter WL transactions or complete the Year End Processor forms. When you click OK on a Year-end Processor form, the WL transactions are created. Each form creates multiple transactions.

The MMREF - RA Submitter Information forms (WMASCR, WMASC2, and WMASC3) and corresponding transactions contain information required for the RA submitter records that can appear on all magnetic media. Use these forms or WL transactions to enter the information.

See also:

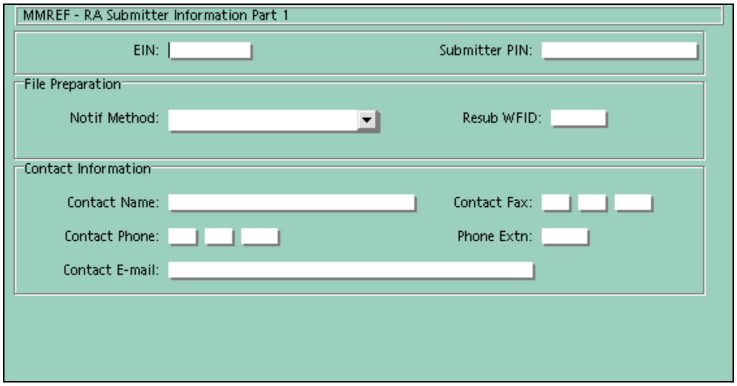
- **RA Transmitter Record Part 1: Transaction Layout** ***(on page 151)***
For the transaction created by the RA Submitter Information Part 1 form (WMASCR).

To set the year-end MMREF - RA Submitter Information using the Year-End MMREF - RA Submitter Information Part 1 form (WMASCR), follow these steps:

1. Access the MMREF - RA Submitter Information Part 1 form (WMASCR)

Access the MMREF - RA Submitter Information Part 1 form (WMASCR) by making the following selections:

Component: Payroll Year End
Process: Setup/Maintain Year-End Processing
Task: W2 Submitter Info - 1



Note: *All MMREF RA Submitter Information must be entered for the organization that you specify on the Year-End Run Control Options - 1 form (W2RSCR).*

2. Enter the EIN

Enter the numeric employer identification number (EIN). Omit any dashes in the number.

3. Enter the Submitter PIN

Enter the assigned personal identification number (PIN).

4. Select the Notification Method

Select the code that indicates the method by which you would like to receive notification of any problems.

Form Entry	Explanation	Batch Value Pos. 57
Blank or (None)	No entry will go to the RA record on the magnetic media. This is a required magnetic media record.	Blank
Email/Internet	Notification will be Email over the Internet	1
Postal Service	Notification will be by postal service	2

5. Enter the Resub WFID

If you are resubmitting the year-end information to the Social Security Administration, enter the WFID (Wage File Identifier) on the notice they sent you. If this is the first submission of the information, leave this text box blank.

6. Enter the Contact Name

Enter the name of the person the Social Security Administration should contact concerning any problems in processing your information.

7. Enter the Contact Fax

Enter the fax number of the person the Social Security Administration should contact concerning any problems in processing your information.

8. Enter the Contact Phone

Enter the phone number of the person the Social Security Administration should contact concerning any problems in processing your information.

9. Enter the Phone Extension

Enter the phone extension, if any, of the person the Social Security Administration should contact concerning any problems in processing your information.

10. Enter the Contact E-mail

If email is your preferred method of contact, enter the email address of the person the Social Security Administration should contact concerning any problems in processing your information.

11. Click Save or press Enter

Click Save or press Enter to process the information on the form.

RA Transmitter Record Part 1: Transaction Layout

If you completed the RA Submitter Information Part 1 form (WMASCR), you created the following transactions: WLFDW2 RA01, 02, and 03. These **required** transactions are entered to the organization (Control 1-2) that you specify by RA Rec Org on the WLFDW2 RUN CONTROL transaction.

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 RA01                ааааааааabbbbbbbbbbbbbbbbb   cdddddd
WLFDW2 RA02                eeeeeeeeeeeeeeeeeeeeeeeeeeefffffffffgggggggg
WLFDW2 RA03                hhhhhiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii
```

Field ID	Field Label	Position	Description
			RA01 Transaction
a	EIN	28-36	EIN
b	Submitter PIN	37-53	Submitter PIN
c	Notif Method	57	Preferred method of problem notification
d	Resub WFID	58-63	Resubmitted WFID
			RA02 Transaction
e	Contact Name	28-54	Name of person to contact if a problem occurs
f	Contact Fax	55-64	Fax of the person to contact if a problem occurs

Field ID	Field Label	Position	Description
g	Contact Phone	65-74	Phone number of the person to contact if a problem occurs
			RA03 Transaction
h	Phone Ext.	28-32	Phone extension, if applicable, of person to contact if a problem occurs
i	Contact E-mail	33-72	Email address, if applicable, of person to contact if a problem occurs

Setting submitter information part 2

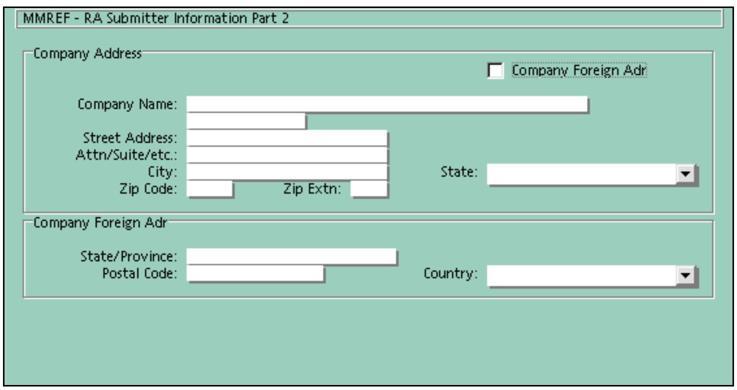
The MMREF - RA Submitter Information - Part 2 form (WMASC2) and corresponding transactions contain information required for the RA submitter records that can appear on all magnetic media. The information on this form refers to the company whose information is contained on the magnetic media.

To continue to set the year-end run MMREF - RA Submitter Information using the Year-End MMREF - RA Submitter Information form (WMASC2), follow these steps:

1. Access the MMREF - RA Submitter Information form (WMASC2)

Access the MMREF - RA Submitter Information Part 2 form (WMASC2) by making the following selections:

Component: Payroll Year End
Process: Setup/Maintain Year-End Processing
Task: W2 Submitter Info - 2



Note: All MMREF - RA Submitter Information must be entered for the organization that you specify on the Year-End Run Control Options1 form (W2RSCR).

2. Indicate whether the company has a foreign address

Check the Company Foreign Address box if the company whose information appears on the magnetic media has an address outside the United States.

3. Enter the Company Name

Enter the name of the company (up to 30 characters) whose information appears on the magnetic media and to whom MMREF-1 annual filing instructions should be sent. Enter the remainder of the name (up to 14 characters) if it did not fit in the previous text box.

4. Enter the company address

Enter the address (up to 22 characters) of the company whose information appears on the magnetic media and to whom MMREF-1 annual filing instructions should be sent.

5. Enter the second line of the company address if applicable

Enter the remainder of the company address (up to 22 characters) if it did not fit in the previous text box.

6. Enter the City

Enter the name of the city (up to 22 characters) for the company whose information appears on the magnetic media and to whom MMREF-1 annual filing instructions should be sent.

7. Select the State

Select the state for the company address.

Form Entry	Explanation	Batch Value Pos. 50-51
State Name	Two-character abbreviation of the state for the company address	State Postal Abbrev

8. Enter the Zip Code

Enter the ZIP code for the company address. For a foreign address leave this field blank.

9. Enter the Zip Extn

Enter the ZIP code extension for the address. If not applicable, leave this field blank.

Note: If the company is located outside the United States, complete the Company Foreign Address portion of the form.

10. Enter the foreign State/Province

Enter the foreign state or province if applicable. If this is not a foreign address, leave this field blank.

11. Enter the foreign Postal Code

Enter the foreign postal code if applicable.

12. Select the Country abbreviation

Select the country abbreviation for the company's foreign address if the address is **not**:

- A Military Post Office (MPO)
- American Samoa
- Guam
- Northern Mariana Islands
- Puerto Rico
- Virgin Islands

13. Click Save or press Enter

Click Save or press Enter to process the information on the form.

RA Submitter Record Part 2: Transaction Layout

The WMASC2 creates the WLFDW2 RA04, 05, 06, 07 and 08 transactions. These **required** transactions are entered to the organization that you specify on the WLFDW2 RUN CONTROL transaction.

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7  7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 RA04                abbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbb
WLFDW2 RA05                ccccccccccccc
WLFDW2 RA06                ddddddddddddddddddddddeeeeeeeeeeeeeeeeeeeeee
WLFDW2 RA07                ffffffffffffffffffffffgghhhhhiiii
WLFDW2 RA08                jjjjjjjjjjjjjjjjjjjjjjkkkkkkkkkkkkkkkll
```

Field ID	Field Label	Position	Description
			RA04
a	Company foreign adr	28	Company foreign address indicator
b	Company Name	29-72	Company's name
			RA05
c		28-40	Company's name continued
			RA06
d	Street Address	28-49	Company's delivery street address
e	Attn/Suite/etc.	50-71	Company's location address (attention, suite, etc.)
			RA07
f	City	28-49	Company's city
g	State	50-51	Two character abbreviation of the state in which the company is located
h	Zip Code	52-56	Company's ZIP code
i	Zip Ext	57-60	Company's ZIP code extension

Field ID	Field Label	Position	Description
			RA08
j	State/Province	28-50	If a foreign address, company's state or province
k	Postal code	51-65	If a foreign address, company's postal code
l	Country	66-67	If a foreign address, company's country code

Setting submitter information part 3

The MMREF - RA Submitter Information - Part 3 form (WMASC3) and corresponding transactions contain information required for the RA submitter records that can appear on all magnetic media. The information on this form is for the company submitting the magnetic media. Depending whether you are an agency submitting information or an organization submitting your own information, this may or may not be the same information entered on the Part 2 form.

See also:

- **RA Transmitter Record Part 3: Transaction Layout** ***(on page 157)***

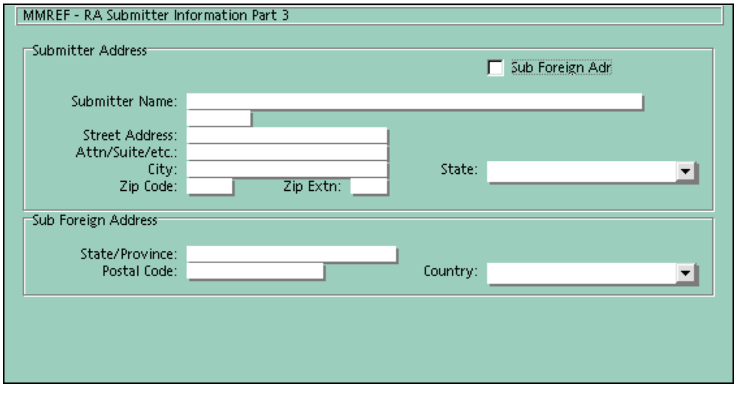
For the transaction created by the RA Submitter Information Part 3 form (WMASC3).

To continue to set the year-end MMREF - RA Submitter Information using the Year-End MMREF - RA Submitter Information form (WMASC3), follow these steps:

1. Access the MMREF - RA Submitter Information Part 3 form (WMASC3)

Access the MMREF - RA Submitter Information Part 3 form (WMASC3) by making the following selections:

Component: Payroll Year End
Process: Setup/Maintain Year-End Processing
Task: W2 Submitter Info - 3



2. **Indicate whether the submitter has a foreign address**
   Check the Company Foreign Address box if the company submitting the magnetic media has an address outside the United States.
3. **Enter the Submitter Name**
   Enter the name of the organization to which a notification of unprocessable data should be sent.
4. **Enter the remainder of the name if it did not fit in the previous text box**
   Enter the remainder of the company name (up to 14 characters) for the submitter if it did not fit in the previous text box.
5. **Enter the submitter's Street Address**
   Enter the address (up to 22 characters) of the organization to which a notification of unprocessable data should be sent.
6. **Enter the second line of the submitter's address if applicable**
   Enter the remainder of the submitter's address (up to 22 characters) if it did not fit in the previous text box.
7. **Enter the City**
   Enter the name of the city (up to 22 characters) for the submitter's address.
8. **Select the State**
   Select the state for the submitter's address.
9. **Enter the Zip Code**
   Enter the ZIP code for the submitter's address. For a foreign address leave this field blank.
10. **Enter the submitter's Zip Extn**
    Enter the submitter's ZIP code extension. If not applicable, leave this field blank.

Note: If the submitter is located outside the United States, complete the Submitter Foreign Address portion of the form.

11. **Enter the foreign State/Province**
    Enter the foreign state province if applicable. If this is not a foreign address, leave this field blank.
12. **Enter the foreign Postal Code**
    Enter the foreign postal code if applicable.

13. Select the Country abbreviation

Select the country abbreviation for the company's foreign address if the address is **not**:

- A Military Post Office (MPO)
- American Samoa
- Guam
- Northern Mariana Islands
- Puerto Rico
- Virgin Islands

14. Click Save or press Enter

Click Save or press Enter to process the information on the form.

RA Transmitter Record Part 3: Transaction Layout

The MMREF - RA Submitter Information Part 3 form (WMASC3) creates the RA09, 10, 11 and 12 transactions. These **required** transactions are entered to the Organization that you specify on the WLFDW2 RUN CONTROL transaction.

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 RA09                abbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbb
WLFDW2 RA10                cccccccddddddddddddddddddddddeeeeeeeeeeeeeeeeeeeeee
WLFDW2 RA11                ffffffffffffffffffffffgghhhhhiiii
WLFDW2 RA12                jjjjjjjjjjjjjjjjjjjjjjjkkkkkkkkkkkkkkkll
```

Field ID	Field Label	Position	Description
			RA09
a	Sub Foreign Addr	28	Submitter foreign address indicator
b	Submitter Name	29-78	Submitter's name
			RA10
c		28-34	Submitter's name continued
d	Street Address	35-56	Submitter's street address
e	Attn/Suite/etc.	57-78	Submitter's address 2
			RA11
f	City	28-49	Submitter's city
g	State	50-51	Two character abbreviation of the state in which the submitter is located
h	Zip code	52-56	Submitter's ZIP code
i	Zip Ext	57-60	Submitter's ZIP code extension
			RA12
j	State/province	28-50	Submitter's state/province if a foreign address

Field ID	Field Label	Position	Description
k	Postal Code	51-65	Submitter's postal code if a foreign address
l	Country	66-67	Submitter's country if a foreign address

Setting state/local magnetic media information

For the State/Local Queue, enter one Year-End State/Local Magnetic Media Information form (WMSSCR) for each state and local tax authority for which you want magnetic media produced. Enter this information for each organization. The form does not retain your information after you click Save or press Enter.

See Appendix H: **Special Considerations for Magnetic Media Filing** *(on page 433) for information on requirements for specific states.*

See also:

- **State Magnetic Media: Transaction Layouts *(on page 161)***

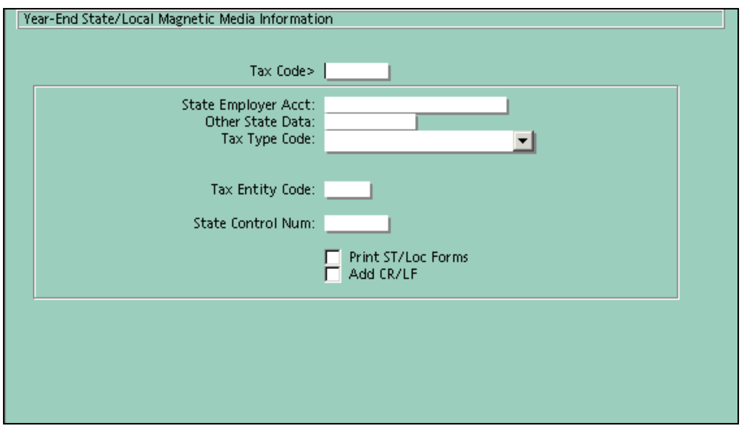
For the transaction created by the MMREF - RS State Magnetic Media Information form (WMSSCR) and the MMREF - RS State Tape Information form (WMSSC2).

To set the year-end run State/Local Magnetic Media Information using the Year-End State/Local Magnetic Media Information form (WMSSCR), follow these steps:

1. Access the Year-End State/Local Magnetic Media Information form (WMSSCR)

Access the Year-End State/Local Magnetic Media Information form (WMSSCR) by making the following selections:

Component: Payroll Year End
Process: Setup/Maintain Year-End Processing
Task: YE State/Local Info - 1



2. Enter the Tax Code

Enter the Tax code ID using the following rules:

- For a state tax authority, enter the three-character state tax code, for example, 2IL.
- For a local tax authority, enter the seven-character local tax code, for example, 4OHREAD.

This is a required field; all other fields on this form are optional.

3. Enter the State Employer Acct

Enter the State Employer ID Number. Certain states require a variant format of the state ID for state magnetic media reporting. This entry populates the State Employer Account Number field, positions 248-267, of the MMREF RS (state) record. If you do not enter a State Employer Account in this text box, the year-end processor uses the Tax Filing Nbr from the Tax Specification Information form (T1-SCR) to populate the MMREF RS (state) record.

4. Enter Other State Data

Enter any other State-Defined Data.

5. Select the Tax Type Code

Select the Local Tax Type Code: City Income Tax, County Income Tax, School District Income Tax, or Other Income Tax.

Form Entry	Explanation	Batch Value Pos. 58
Blank or (None)	Income tax levied by a state	Blank
City Income Tax	Income tax levied by a city	C
County Income Tax	Income tax levied by a county	D
Other Income Tax	Income tax levied by another government body	F
School Dist Inc Tax	Income tax levied by a school district	E

6. Enter the Tax Entity Code

Enter the Local Taxing Entity Code.

7. Enter the State Control Num

Enter the state-defined Control Number if applicable.

8. Indicate whether to print State/Local forms

Check this box if you want the processor to create printed forms for state and local output as well as magnetic media.

9. (Windows and UNIX platforms only) Indicate whether to add Carriage Return/Line Feed delimiters to the magnetic media file

Check this box if you want the processor to add carriage return/line feed delimiters to the records on the magnetic media.

10. Click Save or press Enter

Click Save or press Enter to process the information on the form.

Setting supplemental state magnetic media information

Use the MMREF - RS State Tape Information form (WMSSC2) to enter supplemental data for the RS State Magnetic Media record.

Note: *You must have entered information on the Year-End State/Local Magnetic Media Information form (WMSSCR) before using the RS State Tape Information form (WMSSC2) to enter supplemental information.*

See also:

- **State Magnetic Media: Transaction Layouts** ***(on page 161)***

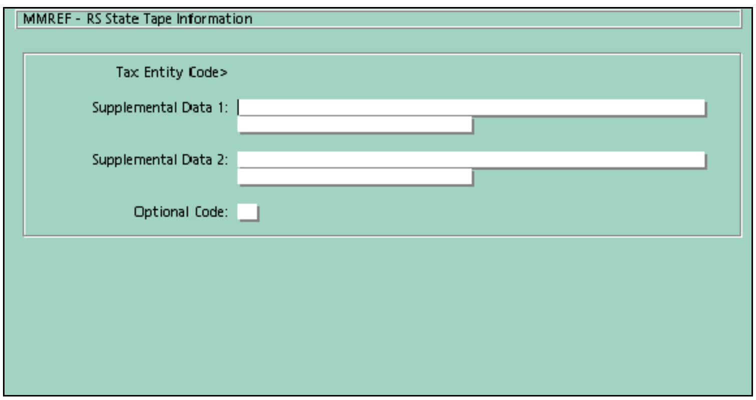
For the transaction created by the MMREF - RS State Magnetic Media Information forms (WMSSCR and WMSSC2).

To set the year-end run MMREF - RS Supplemental State Tape Information using the Year-End MMREF - RS State Tape Information form (WMSSC2), follow these steps:

1. Access the Year-End MMREF - RS State Tape Information form (WMSSC2)

Access the MMREF - RS State Tape Information form (WMSSC2) by making the following selections:

Component:	Payroll Year End
Process:	**S**etup/Maintain Year-End Processing
Task:	YE State/Local Info - 2



2. **Enter Supplemental Data 1**
   Enter any supplemental data required by the state.

3. **Enter Supplemental Data 2**
   Enter any additional supplemental data required by the state.

4. **Enter the Optional Code**
   Enter any optional code required by the state.

5. **Click Save or press Enter**
   Click Save or press Enter to process the information on the form.

State Magnetic Media: Transaction Layouts

Following is the transaction layout for the transaction that makes up the two year-end state/local magnetic media information forms (WMSSCR and WMSSC2).

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7  7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 RS aaaaaaa01        bbbbbbbbbbbbbbbbbbbbccccccccccdeeeeefffffffflm
WLFDW2 RS aaaaaaa02        ggggggggggggggggggggggggggggggggggggggggggg
WLFDW2 RS aaaaaaa03        hhhhhhhhhhhhhhhhhhhhhhhhh
WLFDW2 RS aaaaaaa04        iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii
WLFDW2 RS aaaaaaa05        jjjjjjjjjjjjjjjjjjjjjjjjjkk
```

Field ID	Field Label	Position	Description
			RS01
a	Tax Code	11-17	Three-character state tax code or seven-character local tax authority code
b	State Employer Acct	28-47	State employer ID number if applicable
c	Other State Data	48-57	Other state-defined data
d	Tax Type Code	58	Local income tax type code: city, county, school district, other
e	Tax entity code	59-63	Local taxing entity code
f	State Control Numb	64-70	State-defined control number
l	Print ST/Loc Forms	71	Indicates that the processor should produce state/local printed forms and magnetic media
m	Add CR/LF	72	Indicates that the processor should add a carriage return/line feed delimiter to the records in the magnetic media
			RS02
g	Supplemental Data 1	28-70	Supplemental Data 1
			RS03
h	Supplemental Data 1 – con't	28-52	Supplemental Data 1 continued
			RS04
i	Supplemental Data 2	28-70	Supplemental Data 2

			RS05
j	Supplemental Data 2 – con't	28-52	Supplemental Data 2 continued
k	Optional Code	53-54	Optional Code

Setting employer information

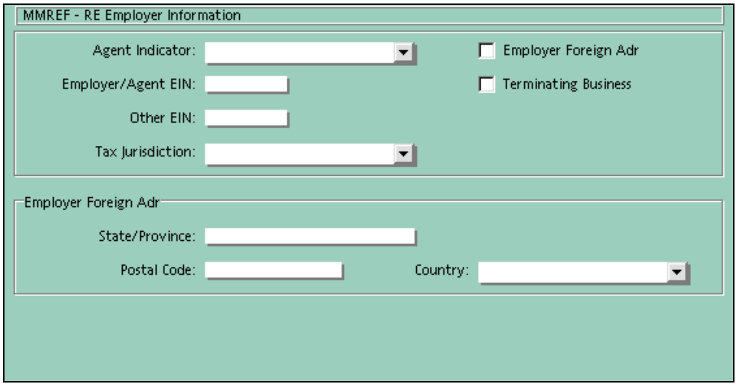
Use the Employer Information form (WMESCR) to enter employer data for the RE magnetic media record. The information on this form applies to all organizations (Control 1-2s) with the same EIN.

To set the year-end run Employer Information using the Employer Information form (WMESCR), follow these steps:

1. Access the Employer Information form (WMESCR)

Access the Employer Information form (WMESCR) by making the following selections:

Component: Payroll Year End
Process: **S**etup/Maintain Year-End Processing
Task: W2 Employer Info



2. Select the Agent Indicator

Select an Agent Indicator Code from the drop down list. If none of the codes is appropriate, leave this field blank.

Form Entry	Explanation	Batch Value Pos. 28
Blank or (None)	Neither a 2678 Agent or a Common Pay Master was used	Blank or (None)
2678 Agent	2678 Agent	1
Common Pay Master	Common Pay Master	2

3. Check Employer Foreign Address

If the employer's address is not in the United States, check the Foreign Address box.

4. Enter Employer/Agent EIN

If you are an agent, enter the Employer Identification Number (EIN).

5. Check Terminating Business if you terminated your business

If you terminated your business during this tax year, check this box.

6. Enter other EIN

For this tax year, if you submitted a form 941 or 943 to the Internal Revenue Service or W-2 data to the Social Security Administration and you used an Employer Identification Number (EIN) different from the EIN assigned to this organization, enter the EIN used. Otherwise leave the box blank.

7. Select Tax Jurisdiction

Select the appropriate tax jurisdiction code from the drop down list. If none of the codes apply, leave the field blank.

Note: *If the employer is located outside the United States, complete the Employer Foreign Address portion of the form.*

Form Entry	Explanation	Batch Value Pos. 71-79
Blank or (None)	None of the tax jurisdictions apply	Blank or (None)
American Samoa	American Samoa	S
Guam	Guam	G
North Mariana Islands	North Mariana Islands	N
Puerto Rico	Puerto Rico	P
Virgin Islands	Virgin Islands	V

8. Enter the foreign State/Province

Enter the foreign state province if applicable. If this is not a foreign address, leave this field blank.

9. Enter the foreign Postal Code

Enter the foreign postal code if applicable.

10. Select the Country abbreviation

Select the country abbreviation for the company's foreign address if the address is **not**:

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

11. Click Save or press Enter

Click save or press Enter to process the information on the form.

Employer Information: Transaction Layouts

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 RE01                abcccccccccdeeeeeeeeefg
WLFDW2 RE02                hhhhhhhhhhhhhhhhhhhhhhhiiiiiiiiiiiiiiijjk
```

Field ID	Field Label	Position	Description
			RE01
a	Agent Indicator	28	Agent indicator
b	Employer Foreign Adr	29	Employer foreign address indicator
c	Employer/Agent EIN	30-38	Agent for EIN
d	Terminating Business	39	Terminating business indicator
e	Other EIN	40-48	Other EIN
g	Tax Jurisdiction	50	Tax jurisdiction
			RE02
h	State/Province	28-50	Foreign employer state/province
i	Postal Code	51-65	Foreign employer postal code
j	Country	66-67	Foreign employer country code
k	New Jersey Deferred Compensation Ind	68	Deferred compensation paid in New Jersey

Review of Questions Answered

1. What is the format for all data reported to the Federal and state governments?

2. What form or series of transactions are used if you are producing state/local magnetic media?

CHAPTER 8

Setting 1099 Magnetic Media Parameters

In This Chapter

Introduction

This section describes the forms and transactions used to enter the transmitter record for 1099 magnetic media for year-end processing. Included on this magnetic media will be 1099-R for retirees and 1099-MISC for contractors.

Entries for the year-end processing options are made on The Solution Series year-end forms or in your year-end batch environment on WL transactions. These entries result in the placement of the control parameters for year-end processing on your year-end Master File.

Tasks

This section explains the following:

- Setting 1099 Magnetic Media Transmitter T Record
- Setting 1099 A-Record Information

Prerequisites

Before you can set the 1099 magnetic media parameters, you must have set up the following in The Solution Series:

- Prepared your year-end Master File (P20)
- Completed setting up the Year-End online environment
- Set the primary parameters

☞ *Refer to Chapter 5:* **Setting Up the Online Environment** *(on page 61) for more information on preparing to run the Year-End Processor.*

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for more information on setting the options that make up the primary parameters.*

Question answered

The following question is answered in this section:

Why must the Payer Amt Codes checked on the 1099 A-Record Information form (WR8SCR) match the totals on the Transmitter Totals report?

1099-R/1099-MISC magnetic media

The 1099 Magnetic Media Transmitter T Record-1 (WR1SCR), 1099 Magnetic Media Transmitter T Record-2 (WR2SCR), and the 1099 Magnetic Media Transmitter T Record-3 (WR3SCR) forms contain information required for the transmitter records that can appear on all magnetic media. These forms must be entered if you produce any 1099-R or 1099-MISC magnetic media output.

Note: *The 1099 Magnetic Media Transmitter T Record must be entered into a payer company defined on the Year End Organization Level Options 1 form (W2CSCR).*

1099 T records should only be entered for a single organization (Control 1-2), even if you are generating 1099s for multiple organizations. In the event that these forms are entered for multiple organizations, your T record could be incorrect.

Summary of 1099 magnetic media record types

Below is a list of all the record types that can be provided on 1099 magnetic media in Federal format and the method in which the Year-End Processor produces them.

Record Type	Definition
T	Transmitter Information Created from the 1099 Magnetic Media Transmitter T Record-1 form (WR1SCR), the 1099 Magnetic Media Transmitter T Record-2 form (WR2SCR), and the 1099 Magnetic Media Transmitter T Record-3 form (WR3SCR) or WLFDW2 1099-R T transactions.
A	Payer Information Created from the 1099 A-Record Information form (WR8SCR) or WLFDW2 1099-R ADDIT INFO, WLFDW2 1099-R ADDIT INFO 2, WLFDW2 TRANS AGENT 1, and WLFDW2 TRANS AGENT 2 transactions.
B	Payee Information Created automatically by the Year-End Processor.
C	End-of-Payer Record, with Totals Created automatically by the Year-End Processor.
F	End of Transmission Record Created automatically by the Year-End Processor.

Producing 1099-MISC output

To produce 1099-MISC output (forms or magnetic media) you must have a payer company already set up. However, the recipients of 1099-MISC output can be in either a 1099 (payer) company or a W-2 (employer) company. If you have an existing payer company with the same EIN as your W-2 company, you must create a WLFDW2 1099MISC 2 transaction to enter the payer amount codes for the 1099-MISC federal output. The transaction layout for the WLFDW2 1099MISC 2 transaction is the last transaction in this section.

If you do not have a payer company or do not have a payer company with the same EIN as your W-2 company and your 1099-MISC recipients are in a W-2 company, you must set up a payer company. In this case you must set up a payer company with at least one employee and with the same EIN as your W-2 company. Then complete the following forms and transactions for the newly created payer company:

- 1099 Magnetic Media Tansmitter T Record forms 1, 2, and 3 (WR1SCR, WR2SCR, and WR3SCR)
- 1099 A-Record Information form (WR8SCR)
- WLFDW2-1099MISC 2 transaction for the 1099-MISC payer amount codes (magnetic media)
- WLFDW2-1099MISC 1 transaction for the 1099-MISC contact phone number (forms)

Note: *You may already have created the* **WLFDW2 1099MISC 2 transaction** *(see "Federal 1099MISC 1 - Contact Phone Number Transaction Layout" on page 120) needed for forms when Setting Primary Parameters in Chapter 6.*

If you have three W-2 EINs and have 1099-MISC recipients within each EIN, you must set up three new payer companies, one for each EIN. You must then complete the preceding forms and transactions for each newly created payer company.

Note: *The new payer company or companies must be added to RPT20, the Organization Validation Table, to process 1099-MISC output.*

Detailed Directions

This section provides detailed instructions for the tasks summarized in the previous section.

Tasks

Setting 1099-R/MISC magnetic media transmitter T record - 1

To complete the transactions for the Year-End Processor, you can enter WL transactions or complete the Year-End Processor forms. When you click Save or press Enter on a Year-End Processor form, the processor creates the WL transactions for you.

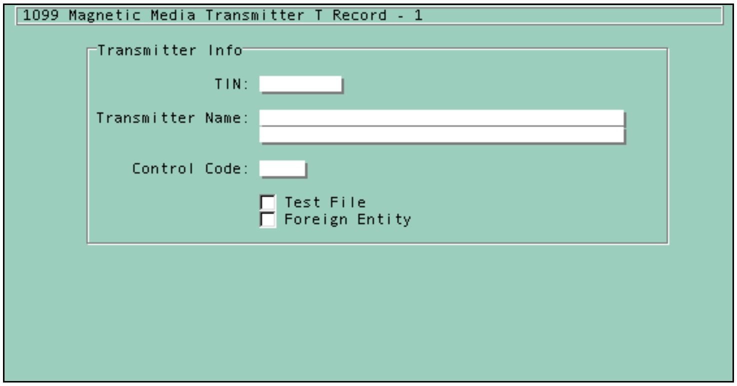
Perform this task to enter transactions for only a single organization (Control 1-2), even if you are generating 1099s for multiple organizations. In the event that the transactions created by these forms are entered for multiple organizations, your T records could be incorrect.

The 1099 Magnetic Media Transmitter T Record - 1 form (WR1SCR) contains information required for the T record that can appear on all magnetic media. To set the year-end run 1099 Magnetic Media Transmitter T Record using the Year-End 1099 Magnetic Media Transmitter T Record - 1 form (WR1SCR), follow these steps:

1. Access the 1099 Magnetic Media Transmitter T Record - 1 form (WR1SCR)

Access the 1099 Magnetic Media Transmitter T Record - 1 form (WR1SCR) by making the following selections:

Component: Payroll Year End
Process: Setup/Maintain Year-End Processing
Task: 1099 Transmitter Record - 1



2. **Enter the TIN**

Enter the Taxpayer Identification Number of the transmitter.

3. **Enter the transmitter's company name**

Enter the company name (up to 40 characters) of the transmitter, the company sending the magnetic media. On the following line enter the remainder (up to 40 characters) of the transmitter's company name if the name did not fit in the previous text box.

4. **Enter the transmitter's Control Code**

Enter the five position Transmitter's Control Code assigned by the Internal Revenue Service MCC.

5. **Indicate whether this is a Test File**

If this is a test file, check the Test File box. If this is not a test file, leave the box blank.

6. **Indicate whether the transmitter is a Foreign Entity**

If the company transmitting the magnetic media is located outside the U.S., check the Foreign Entity box. If not, leave the box blank.

7. **Click Save or press Enter**

Click Save or press Enter to process the information on the form.

1099 Transmitter Records T1 and T2: Transaction Layouts

The 1099 Magnetic Media Transmitter T Record transactions contain payer information required for the 1099 magnetic media Transmitter T record. The three T Records contain eight different transactions.

WLFDW2 1099 T1: Transaction Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 1099-R T1            aaaaaaaaabbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbb
```

Field ID	Field Label	Position	Description
a	TIN	29-37	The 9-position Transmitter's TIN. Required.
b	Trans-mitter Name	38-77	The first 40 positions of the Transmitter's Company Name. Required. This is the name of the company that is sending the magnetic media.

WLFDW2 1099-R T2: Transaction Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 1099-R T2           aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaabbbbbcd
```

Field ID	Field Label	Position	Description
a	Transmitter Name Continued	28-67	The last 40 positions of the Transmitter's Company Name. Optional.
b	Control Code	68-72	A five position Transmitter's Control Code assigned by the IRS/MCC. Required.
c	Test File	73	A one-position code required for test files only. Enter Y if this is a test file.
d	Foreign Entity	74	A one-position code used if the Transmitter is a Foreign Entity. Enter Y if Transmitter is a Foreign Entity.

Setting 1099-R/MISC magnetic media transmitter T record—2

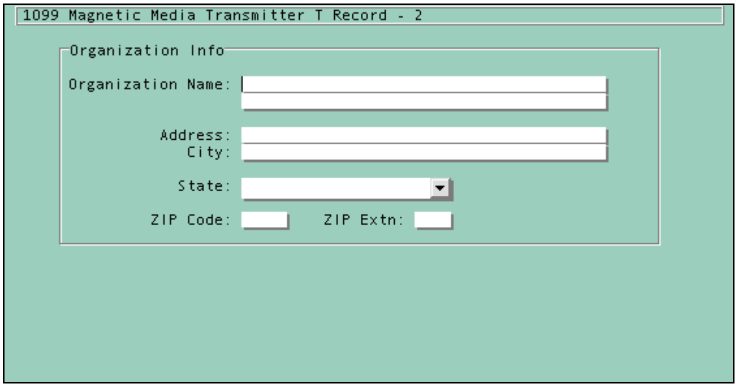
Perform this task to enter transactions for only a single organization (Control 1-2), even if you are generating 1099s for multiple organizations. In the event that the transactions created by these forms are entered for multiple organizations, your T records could be incorrect.

To set the year-end run 1099 Magnetic Media Transmitter T Record—2 using the Year-End 1099 Magnetic Media Transmitter T Record - 2 form (WR2SCR), follow these steps:

1. Access the 1099 Magnetic Media Transmitter T Record - 2 form (WR2SCR)

Access the 1099 Magnetic Media Transmitter T Record - 2 form (WR2SCR) by making the following selections:

Component: Payroll Year End
Process: Setup/Maintain Year-End Processing
Task: 1099 Transmitter Record - 2



2. Enter the transmitter's company name

Enter the name of the company that will serve as a mailing contact for the Internal Revenue Service (IRS). On the second line enter the remainder of the company name (up to 40 characters) if the name did not fit in the previous text box.

3. Enter the Address

Enter the mailing address of the company that will serve as a mailing contact for the Internal Revenue Service (IRS). This is a required field.

4. Enter the City

Enter the mailing address city of the company that will serve as a mailing contact for the Internal Revenue Service (IRS). This is a required field.

5. Select the State

Select the State for the address of the company that will serve as a mailing contact for the Internal Revenue Service (IRS). This is a required field.

6. Enter the Zip Code

Enter the mailing address ZIP code of the company that will serve as a mailing contact for the Internal Revenue Service (IRS). This is a required field.

7. Enter the Zip Code Extn

Enter the mailing address ZIP code extension of the company that will serve as a mailing contact for the Internal Revenue Service (IRS). This is a required field.

8. Click Save or press Enter

Click Save or press Enter to process the information on the form.

1099 Transmitter Record T3, T4, T5, and T6: Transaction Layouts

Following are the transaction layouts for the WLFD9 T3, T4, T5 and T6 Magnetic Media Transmitter T-Record Information.

These transactions must be entered for only a single organization, even if you are generating 1099s for multiple organizations. In the event that these transactions are entered for multiple organizations, the year-end processor will take T records from the last organization processed. The order by which organizations are processed varies based on your operating system and environment.

WLFDW2 1099 T3: Transaction Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 1099-R T3           aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa
```

Field ID	Field Label	Position	Description
a	Transmitter Name	28-67	The Company Name. Required. This is the Company that will serve as mailing contact for the IRS.

WLFDW2 1099 T4: Transaction Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 1099-R T4           aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa
```

Field ID	Field Label	Position	Description
a	Transmitter Name Continued	28-67	The last 40 positions of the Company Name. Optional.

WLFDW2 1099-R T5: Transaction Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 1099-R T5          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa
```

Field ID	Field Label	Position	Description
a	Address	28-67	The Mailing Address of the Transmitter Company. Required.

WLFDW2 1099-R T6: Transaction Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 1099-R T6          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaabbccccdddd
```

Field ID	Field Label	Position	Description
a	City	28-67	The Mailing City of the Transmitter Company. Required.
b	State	68-69	The Mailing State of the Transmitter Company. Required.
c	ZIP Code	70-74	The 5-position ZIP Code of the Transmitter Company. Required.
d	ZIP Extn	75-78	The 4-position Extended ZIP Code of the Transmitter Company.

WLFDW2 1099-MISC 2 Payer Amount Codes: Transaction Layout

Create and make entries in the 1099-MISC 2 transaction to provide the Payer Amount Box Codes for 1099-MISC output. These codes must match those in the IRS Publication 1220 and those that appear on the Transmitter Totals Report. If they do not, the government will reject the magnetic media.

☞ *Refer to Publication 1220–Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically or Magnetically for further explanation of amount codes.*

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 1099-MISC 2         12345678ABC
```

Field ID	Position	Description
123456 78ABC	28-39	1099-MISC Payer Amount Codes Enter the appropriate amount codes for the payment amounts being reported for this organization (Control 1-2). Valid values are 1, 2, 3, 4, 5, 6, 7, 8, A, B, and C. Enter sequentially with no blanks. Example: 4 5 3.5....0 1248A

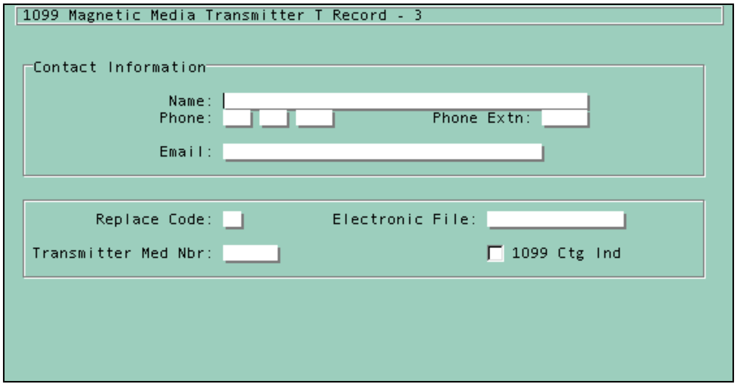
Setting 1099-R/MISC magnetic media transmitter T record—3

To set the year-end run 1099-R/MISC Magnetic Media Transmitter T Records using the Year-End 1099 Magnetic Media Transmitter T Record—3 form (WR3SCR), follow these steps:

1. Access the 1099 Magnetic Media Transmitter T Record - 3 form (WR3SCR)

Access the 1099 Magnetic Media Transmitter T Record - 3 form (WR3SCR) by making the following selections:

Component: Payroll Year End
Process: Setup/Maintain Year-End Processing
Task: 1099 Transmitter Record - 3



2. **Enter the Name of the contact person**
   Enter the name of the person to contact at the transmitter company. This is a required field.

3. **Enter the Phone**
   Enter the phone number, beginning with the area code prefix, of the person to contact at the transmitter company. This is a required field.

4. **Enter the Phone Extn**
   Enter the phone extension number of the person to contact at the transmitter company.

5. **Enter the Email address of the contact person**
   Enter the Email address of the person to contact at the transmitter company.

6. **Enter the Replace Code**
   If applicable, enter the two-position code provided by the IRS/MCC (Internal Revenue Service/Martinsburg Computer Center) and used when sending replacement files. If the original file was sent electronically and the replacement file is also being sent electronically, this field should be blank.

7. **Enter the Electronic File name**
   If you are filing electronically, enter the electronic file name assigned by the IRP-BBS (Information Reporting Program/Bulletin Board System). This field is required for original or correction electronic files when filing electronically. If you are not filing electronically, leave the field blank.

8. **Enter the transmitter media number**
   Enter the transmitter media number provided by the Internal Revenue Service.

9. **Enter the 1099 Cartridge Indicator**
   If you are filing with magnetic tape or magnetic tape cartridge, check this box.

10. Click Save or press Enter

Click Save or press Enter to process the information on the form.

1099 Transmitter RecordT7 and T8 Transaction Layouts

Following are the transaction layouts for the WLFDW2 1099 Transactions.

WLFDW2 1099-R T7: Transaction Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 1099-R T7           aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa
```

Field ID	Field Label	Position	Description
a	Name	28-67	The Contact Person for the Transmitter Company. Required.

WLFDW2 1099-R T8: Transaction Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 1099-R T8           aaabbbccccdddddeeeeeeeeeeeeeeeff
```

Field ID	Field Label	Position	Description
a	Phone Area Code	28-30	The Area Code of the Transmitter Contact Person. Required.
b	Phone Prefix	31-33	The telephone area code prefix of the Transmitter Contact Person. Required.
c	Phone Suffix	34-37	The telephone suffix number of the Transmitter Contact Person. Required.
d	Phone Ext	38-42	The extension number of the Transmitter Contact Person.
e	Electronic File	43-57	The electronic file name. Required for original or correction electronic files only if filing electronically. Assigned by IRP-BBS. If not filing electronically, leave blank.
f	Replace Code	58-59	A two-position code used when sending replacement files. Required if a replacement file. Value provided by IRS/MCC. If original file was sent electronically, and the replacement file is also being sent electronically, this field should be blank.

WLFDW2 1099-R T9: Transaction Layout

```
          1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 1099-R T9           aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaabbbbbbc
```

Field ID	Field Label	Position	Description
a	Email	28-62	Email address of the person to contact at the transmitter company
b	Transmitter Med Nbr	63-68	Number provided by the Internal Revenue Service
c	1099 Ctg Ind	69	Indicates filing a 1099 magnetic tape or magnetic tape cartridge

Setting 1099-R/MISC A-record information

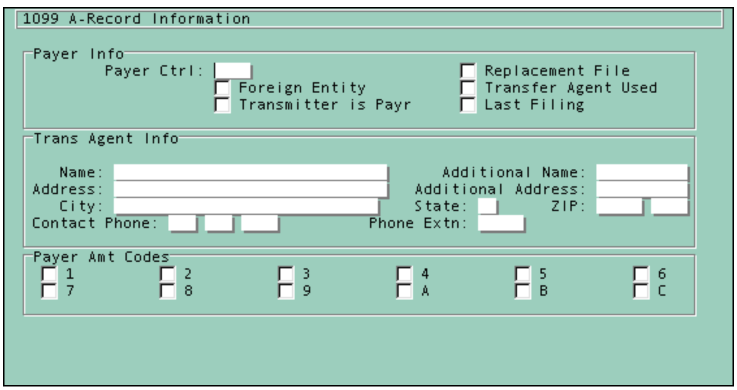
Use this form to enter 1099 A-Record transactions for each Pension organization (Control 1-2) that you want to report on the 1099 magnetic media.

To set the year-end run 1099 A-Record Information using the Year-End 1099-R A-Record Information form (WR8SCR), follow these steps:

1. Access the 1099 A-Record Information form (WR8SCR)

Access the 1099 A-Record Information form (WR8SCR) by making the following selections:

Component: Payroll Year End
Process: Setup/Maintain Year-End Processing
Task: 1099 Submitter Info



Note: The 1099 A-Record Information form must be entered for each organization (Control 1-2) that you want to report on the 1099 magnetic media.

2. **Enter the Payer Ctrl**

   Enter the Payer's Name Control information. You can obtain this from the mail label on the 1099 Package.

3. **Indicate whether this is a Replacement File**

   Check this box if this is a replacement magnetic media run. Otherwise, leave the box blank.

4. **Indicate whether the payer is a Foreign Entity**

   Check this box if the payer is a foreign corporation and income is paid by the corporation to a U.S. resident from sources outside of the United States.

5. **Indicate the use of a Transfer Agent**

   Check this box if the payer has engaged and authorized a transfer agent or paying agent to perform the services of paying and reporting backup withholding (Form 941). Leave this box blank if the payer has not contracted with a transfer agent or paying agent.

Note: *If the transfer agent indicator is checked, you must fill in the Optional Transfer Agent Information on this form.*

6. **Indicate whether the Transmitter is the Payer**

   Check this box if the transmitter is the same as the payer. Otherwise, leave this box blank.

7. **Indicate whether this is a Last Filing**

   Check this box if this is the last year the payer will file 1099s. Otherwise, leave this box blank.

8. **Enter the Transfer Agent's Name**

   Enter the name of the Transfer Agent.

9. **Enter Additional Name information if needed**

   Enter any additional name information for the transfer agent.

10. **Enter the Transfer Agent's Address**

    Enter the transfer agent's shipping address or the P.O. box of the transfer agent.

11. **Enter Additional Address information if needed**

    Enter any additional address information for the transfer agent.

12. **Enter the City for the address of the Transfer Agent**

    Enter the city of the transfer agent's shipping address.

13. **Enter the State for the address of the Transfer Agent**

    Enter the two-character abbreviation of the state in which the transfer agent is located.

14. **Enter the ZIP for the address of the Transfer Agent**

    Enter the five-character ZIP Code of the transfer agent followed by the four-character additional ZIP Code information (without a dash) if known.

15. **Enter the Contact Phone number for the Transfer Agent**

    Enter the contact person's phone number, area code first.

16. **Enter the Phone Extension if applicable**

    Enter the phone extension number of the transfer agent's contact person if applicable.

17. Check the appropriate Payer Amount Codes

Enter the appropriate codes for the payment amounts being reported for this organization (Control 1-2). Check each payment amount indicator field that will be reported for this organization. The system converts the checks to the appropriate codes. These codes must match those in the IRS Publication 1220 and those that appear on the Transmitter Totals Report. If they do not, the government will reject the magnetic media.

☞ *Refer to Publication 1220–Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically or Magnetically for further explanation of amount codes.*

18. Click Save or press Enter

Click Save or press Enter to process the information on the form.

WLFDW2 1099-R ADDIT INFO: Transaction Layout

Note: *The 1099 A-Record Information must be entered for each Pension organization (Control 1-2) that you want to report on the 1099 magnetic media.*

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7  7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 1099-R ADDIT INFO   aaaa c efgi hhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhh
```

Field ID	Field Label	Position	Magnetic Media Record Location	Description
a	Payer Ctrl	28-31	21-24	Payer's Name Control (obtained from the mail label on the Package 1099).
c	Replacement File	33	48	Original File Indicator. Enter R if this is a replacement run. Otherwise, leave blank.
e	Foreign Entity	35	52	Foreign Corporation Indicator. Enter 1 if the payer is a foreign corporation, and income is paid by the corporation to a U.S. resident from sources outside of the United States.

Field ID	Field Label	Position	Magnetic Media Record Location	Description
f	Transfer Agent Used	36	133	Transfer Agent Indicator. Enter 1 if the payer has engaged and authorized a transfer agent or paying agent to perform the services of paying and reporting backup withholding (Form 941).Leave blank if the payer has not contracted with a transfer agent or paying agent. *If the transfer agent indicator is 1, make an entry in field h on this transaction. You must also then make entries on the two remaining 1099-R transfer agent transactions.*
g	Transmitter is Payer	37	NA	Transmitter Same as Payer Indicator. Enter N if the transmitter is not the same as the payer. Otherwise, leave blank.
i	Last Filing	38	25	Last Filing Indicator. Enter 1 if this is the last year the payer will file 1099s. Otherwise, leave blank.
h	Transfer Agent Name	40-78	53-92	Transfer Agent Name. Make an entry only if the transfer agent indicator (field f) is 1. Enter the transfer agent name, left justified. (Up to 40 characters)

WLFDW2 1099-R ADDIT INFO 2: Transaction Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW21099-R ADDIT INFO 2  aaaaaaaaaaaaaaa12345689ABC
```

Field ID	Field Label	Position	Magnetic Media Record Location	Description
a	Contact Phone	28-42	225-239	Contact person's phone number and extension.
12345 689A BC	Payer Amt Codes	43-54	28-39	Enter the appropriate amount codes for the payment amounts being reported for this organization (Control 1-2). Valid values are 1, 2, 3, 4, 5, 6, 8, 9, A, B, and C. Enter sequentially with no blanks. Example: 4 5 3.5....0 1248A

Note: *These first two transactions, 1099 ADDIT INFO and 1099 ADDIT INFO 2, are* ***required*** *for 1099 magnetic media processing. Whether the remaining two transactions are required depends on the information you supply regarding the transfer indicator.*

WLFDW2 1099-R TRANS AGENT 1: Transaction Layout

Create and make entries in this transaction only if a transfer agent has been used, as indicated by an entry of 1 in field f on the 1099 ADDIT INFO transaction.

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 1099-R TRANS AGENT 1aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa
```

Field ID	Field Label	Position	Magnetic Media Record Location	Description
a	Address	28-67	134-173	If Transfer Agent Indicator (Field f on WLFDW2 1099-R ADDIT INFO transaction) is 1, enter the address or P.O. box of the transfer agent, left-justified (up to 40 characters).

WLFDW2 1099-R TRANS AGENT 2: Transaction Layout

Create and make entries in this transaction only if a transfer agent has been used, as indicated by an entry of 1 in field f on the 1099 ADDIT INFO transaction.

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 1099-R TRANS AGENT 2aaaaaaaaaaaaaaaaaaaaaaaaaaaaabbccccccccc
```

Field ID	Field Label	Position	Magnetic Media Record Location	Description
a	City	28-56	174-213	City of the transfer agent's shipping address, left-justified (up to 29 characters)
b	State	57-58	214-215	Two-character FIPS abbreviation of the state in which the transfer agent is located
c	Zip	59-67	216-224	ZIP Code of the transfer agent. Enter either the five-character ZIP code, left-justified, or the ZIP+4 (without a dash)

Review of Question Answered

Why must the Payer Amt Codes checked on the 1099 A-Record Information form (WR8SCR) match the totals on the Transmitter Totals report?

CHAPTER 9

Setting Optional Parameters

In This Chapter

Introduction

This section describes the forms and transactions used for entering optional parameters for year-end output. These include the set up for printing postal permit information, W-2 Special Tax information, and entering information unique to a particular Employer Identification Number (EIN). These forms or transactions are entered at the organization (Control 1-2) level.

Entries for the year-end processing options are made on The Solution Series year-end forms or in your year-end batch environment with WL transactions. These entries result in the placement of the control parameters for year-end processing on your year-end Master File.

Tasks

This section explains the following:

- Entering Year-End Postal Permit Information
- Entering W-2 Special Tax Information
- Entering Record Maintenance Information

Prerequisites

Before you can set the optional parameters, you must have set up the following in The Solution Series:

- Prepared your year-end Master File (P20)
- Completed setting up the Year-End online environment
- Set the primary parameters

☞ *Refer to Chapter 5:* **Setting Up the Online Environment** *(on page 61) for more information on preparing to run the Year-End Processor.*

☞ *Refer to Chapter 10:* **Setting Primary Parameters** *(on page 81) for more information on setting the options that make up the primary parameters.*

Question answered

The following question is answered in this section:

Why would you use the WL Record Maintenance form (WL-SCR)?

Optional Year-End Processor output

In addition to the output for the Federal, state, and local government and employee output, you can set optional parameters for printing postal permit information, W-2 Special Tax Information, and information that is unique to a particular Employer Identification Number (EIN).

Year-end postal permit information

Postal permit imprints indicate that postage for the material on which they appear has been paid under the permit imprint system. A maximum of five lines of information can print in postal permit boxes. Each line can contain up to 20 characters.

The Year-End Postal Permit Information form (W2PSCR) or WLFDW2 POSTAL PERMIT transaction allows you to specify postal permit information to print on employee mailer and pressure sealer forms.

See also

- **Entering Year-End Postal Permit Information (on page** *192***)**

For directions on entering information to print in the postal permit box on the self-mailer.

W-2 special tax information

The W-2 Special Tax Information form (W2SSCR) or WLFDW2 SPECIAL TAX transaction allows you to specify printing of tax information that normally does not have to be reported on W-2s. You can enter up to 26 forms indicating taxes and wage/tax amount fields for each organization (Control 1-2). However, only **one** amount can print on the W-2 for any employee. The tax reported is the one requested with the highest priority for which the requested wage/tax amount is present in the employee's record. The information prints as the last item in Box 14 of the W-2s and prints only on forms from the Employee Queue.

See also

- **Entering W-2 Special Tax Information** ***(on page 195)***

For directions on printing a tax accumulator amount for a tax that is not required by its tax authority.

WL Record Maintenance form (WL-SCR) or WLFDW2 EIN Data Transaction

The WL Record Maintenance form (WL-SCR) is used to enter information that is unique to a particular Employer Identification Number (EIN). The form is entered for employer address and banner purposes either into the organization (Control 1-2) that is the only organization for the EIN or the organization that has been selected to represent the EIN.

Detailed Directions

This section provides detailed instructions for the tasks summarized in this section.

Tasks

Entering year-end postal permit information

Use the Year-End Postal Permit Information form (W2PSCR) or WL transactions to enter the precise information to print in the postal permit box on the W-2 pressure seal, W-2 self-mailer or 1099 self-mailer. Each field represents one line to print in the postal permit area of the form and can contain up to 20 characters.

Following is an example of information that might print in a permit box:

FIRST-CLASS MAIL	Line 1
U.S. POSTAGE	Line 2
PAID	Line 3
NEW YORK, NY	Line 4
PERMIT NO. 1	Line 5

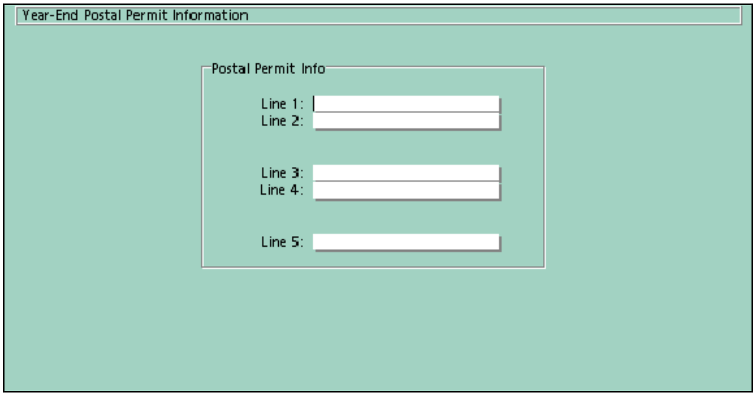
Note: *This is an organization (Control 1-2) level set of forms or transactions. This means that you must enter a set of forms or transactions for each organization for which you want postal permit information to print on the form.*

To set the year-end postal permit transactions created by the Year-End Postal Permit Information form (W2PSCR), follow these steps:

1. Access the Year-End Postal Permit Information form (W2PSCR)

Access the Year-End Postal Permit Information form (W2PSCR) by making the following selections:

Component: Payroll Year End
Process: **S**etup/Maintain Year-End Processing
Task: Specify YE Postal Permit Info



☞ *Refer to Appendix B:* **Entry Samples** *(on page 323) for samples of completed forms.*

2. Enter information for Line 1

Enter the information to appear on line 1 of the postal permit box on the self-mailer form.

3. Enter information for Line 2

Enter the information to appear on line 2 of the postal permit box on the self-mailer form.

4. Enter information for Line 3

Enter the information to appear on line 3 of the postal permit box on the self-mailer form.

5. Enter information for Line 4

Enter the information to appear on line 4 of the postal permit box on the self-mailer form.

6. Enter information for Line 5

Enter the information to appear on line 5 of the postal permit box on the self-mailer form.

7. Click Save or press Enter

Click Save or press Enter to process the information on the form.

WLFDW2 POSTAL PERMIT: Transaction Layouts

Following is the transaction layout for the WLFDW2 Postal Permit Transactions. Each field represents one line to print in the postal permit area of the form and can contain up to 20 characters.

Postal Permit 1: Transaction Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 POSTAL PERMIT 1     aaaaaaaaaaaaaaaaaaaa bbbbbbbbbbbbbbbbbbbb
```

Field ID	Field Label	Position	Description
a	Line 1	28-47	First line of postal permit information from Employee Queue, up to 20 characters.
b	Line 2	49-68	Second line of postal permit information, up to 20 characters.

Postal Permit 2: Transaction Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 POSTAL PERMIT 2     aaaaaaaaaaaaaaaaaaaa bbbbbbbbbbbbbbbbbbbb
```

Field ID	Field Label	Position	Description
a	Line 3	28-47	Third line of postal permit information from Employee Queue, up to 20 characters.
b	Line 4	49-68	Fourth line of postal permit information, up to 20 characters.

Postal Permit 3: Transaction Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 POSTAL PERMIT 3     aaaaaaaaaaaaaaaaaaaa
```

Field ID	Field Label	Position	Description
a	Line 5	28-47	Fifth line of postal permit information from Employee Queue, up to 20 characters.

Entering W-2 special tax information

This form enables you to print a tax accumulator amount for a tax that is **not** required by its tax authority to be reported on W-2s. This specified tax information prints only on W-2s from the Employee Queue.

Viewing existing report priority records

The initial execution of the W-2 Special Tax Record Information form (W2SSCR) always displays blank fields. This is the case even if you have Special Tax Record Information entered for one or more report priorities.

To view all the existing report priority records, access the (W2VIEW) form and make note of the existing report priority values. You will need these report priority values to access a specific report priority record.

Adding a new report priority record

To add a new Report Priority record, enter the Report Priority and the required fields, Tax Code, and Field Number. Tax Description is not a required field.

Maintaining existing report priority records

To maintain an existing record, make sure to clear all fields on the form. Then enter the Report Priority, and press Enter. Make changes to Tax Code, Field Number, or Tax Description fields. Press Enter to update the record.

If there is no existing record for a report priority record, the system tries to add a new record for this report priority and issues an Error message because the Tax Code and Field Number fields cannot be blank.

☞ *See Refer to Appendix B:* **Entry Samples** *(on page 323) for a sample completed form.*

Entering the information on the form

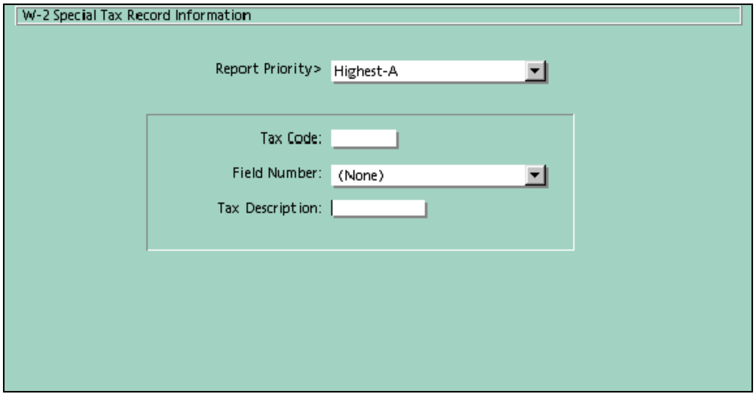
You can enter up to 26 forms indicating taxes and wage/tax amount fields for each organization (Control 1-2). However, only **one** amount can print on the W-2 for any employee. The tax reported is the one requested with the highest priority for which the requested wage/tax amount is present in the employee's record. The information prints in Box 14 of the W-2s and prints only on forms from the Employee Queue.

To enter W-2 Special Tax Information using form (W2SSCR), follow these steps:

1. Access the Year-End W-2 Special Tax Information form (W2SSCR)

Access the Year-End W-2 Special Tax Information form (W2SSCR) by making the following selections:

Component: Payroll Year End
Process: Setup/Maintain Year-End Processing
Task: W2 Special Tax Record Information



2. Select the Report Priority

For each tax code and wage amount field you enter, choose a priority letter from A to Z in the REPORT PRIORITY field (Position 20). A is the highest priority.

Note: *One special tax item can be reported on the employee's W-2, and it prints as the last item in Box 14.*

3. Enter the Tax Code

Enter the applicable tax code, for example, the California SDI code (4CASDI).

4. Select the Field Number

Select the three-digit field number for the tax accumulator amount to print in Box 14.

Form Entry	Batch Value Pos. 71-79	Explanation
None		
TAX WORK IN WAGES	117	These represent the possible entries for the wage/tax amount to be reported in a special box for the specified tax.
TAX LIVE IN WAGES	118	
TAX WAGES	119	
TAX AMOUNT	120	
TAX UNEMPLY WAGES	121	
TAX FICA/SDI (State Disability Insurance)	122	
TAX PREMIUM	123	
TAX WEEKS	124	

5. Enter the Tax Description

Enter a description of up-to-six-characters to print in Box 14.

6. Click Save or press Enter

Click Save or press Enter to process the information on the form.

WLFDW2 Special Tax Information: Transaction Layout

The W-2 Special Tax Information transaction enables the printing of a tax accumulator amount for a tax that is **not** required by its tax authority to be reported on W-2s.

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 SPECIAL TAX a       bbbbbbb ccc dddddd
```

Field ID	Field Label	Position	Description
a	Report Priority	20	Priority for reporting tax specified in positions 28-34 of the transaction. Enter a letter from A to Z (A is highest priority).
b	Tax Code	28-34	Tax code of the employee tax record containing the wage/tax amount to be reported in a Special Box.
c	Field Number	36-38	Batch payroll field number for the wage/tax amount to be reported in a Special Box for the specified tax.
d	Tax Description	40-45	User-defined description for wage/tax amount reported in the Special Boxes.

Entering record maintenance information

If you use forms to enter information for year end, the only WL transaction you must create is the third party payer tax withheld amount. This amount is included on the RT (total) record of the Federal magnetic media, and it is printed on the Transmitter Totals Report at the end of the W-2 Audit Report (P5W2AR). This provides Federal authorities a balancing entry to bring the W-2 submission into balance with the employer 941 tax deposits.

Note: *No negative amounts are allowed in this transaction. Assume two decimal positions, right justify, and zero fill. Do not allow any non-numeric positions in this transaction.*

Example *$123,456.78 Enter as: 000012345678*

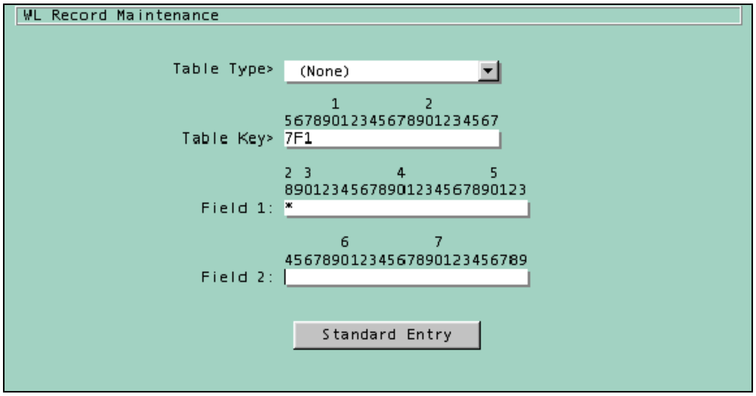
See also:

- **WLFDW2 EIN Data: Transaction Layout** ***(on page 199)***
For the EIN Data Transaction layout.

1. Access the WL Record Maintenance form (WL-SCR)

Access the WL Record Maintenance form (WL-SCR) by making the following selections:

Component: Payroll Year End
Process: Setup/Maintain Year-End Processing
Task: WL Record Maintenance



2. **Select the Table Type**
Select the Table Type from the drop down list.

3. **Enter the Table Key**
Enter the Table Key.

4. **Enter Field 1 information**
Enter the appropriate information in Field 1.

5. **Enter Field 2 Information**
Enter the appropriate information in Field 2.

6. **Click Save or press Enter**
Click Save or press Enter to process the information on the form.

WLFDW2 EIN Data: Transaction Layout

```
          1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 EIN DATA           aaaaaaaaaaaabbbbbbbbbbbbcccccccccccc
```

Field entry	Position	Description
a	28-39	Income tax withheld by third-party payer Employment type R - regular
b	40-51	Income tax withheld by third-party payer Employment type Q - Medicare qualified
c	52-63	Income tax withheld by third-party payer Employment type X - railroad

Review of Question Answered

Why would you use the WL Record Maintenance form (WL-SCR)?

PART 4

Completing the Year-End Process

In This Section

CHAPTER 10

Setting Up the Batch Environment

In This Chapter

Introduction

To complete year-end reporting you must complete the set up of your year-end environment, perform a test run of the processor, and examine the reports generated by the test run.

This section contains detailed information on completing the year-end environment and performing the test run of the processor.

Tasks

This section explains the following:

- Extracting and installing year-end generators
- Establishing the year-end programs and jobstreams
- Performing a test run of the year-end processor

Note: *You will use the files you downloaded to perform these tasks. The files are listed in Chapter 5:* **Setting Up the Online Environment** *(on page 61).*

Prerequisites

Before you can complete the set-up of the year-end environment and perform a test run of the Year-End Processor, you must have completed the following tasks:

- Prepared your year-end Master File (P20)
- Completed setting up the Year-End online environment
- Used forms or WL transactions to set up the options for year-end reporting

☞ *Refer to Chapter 5:* **Setting Up the Online Environment** *(on page 61) for more information on setting up the year-end environment.*

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81), Chapter 7:* **Setting W-2 Magnetic Media Parameters** *(on page 145), Chapter 8:* **Setting 1099 Magnetic Media Parameters** *(on page 169), and Chapter 9:* **Setting Optional Parameters** *(on page 189) for information on setting the options for year-end reporting.*

Questions answered

The following questions are answered in this section:

1. When should you load the Year-End generators?
2. If a company requires no magnetic media for local taxing authorities, how many state files can be produced on a single run?
3. What state's information will be in the file P5W2M5?
4. The standard maintenance run consists of three programs: P2EDIT, P4CALC, and P5PRNT. Which of these programs is replaced for Year-End processing and why?
5. Year-End output (W-2s, 1099s, forms, etc.) are created using the delivered jobstream JYEUSRUN. Should this jobstream be used for maintenance runs done to fix employee's numbers for year end?
6. Should all MMREF records be included for all states?

Preparing the environment to perform the first test run of the Year-End Processor

Performing test runs of the Year-End Processor can give you a head start on correcting any problems or errors before your normal year-end runs.

Before performing a test run, you must complete all the set-up tasks in Setting Up the Online Environment, Setting Primary Parameters, Setting W-2 Magnetic Media Parameters, Setting 1099 Magnetic Media Parameters, and Setting Optional Parameters. The tasks include:

- Setting up the environment and loading all the generators
- Setting all primary parameters
  - Run Control Options
  - Organization Level Options
  - HED Specifications
- Setting Employee Level Override Options
- Setting W-2 and/or 1099 Magnetic Media Parameters
- Setting any Optional Parameters applicable to your organization

The Year-End Processor does not perform any calculations. All the figures that appear on year-end output exist in the system at year-end. Perform test runs as soon as possible using the Year-End Processor and your updated year-end sequential Master File.

Test runs of the processor generate a number of reports. Use reports from test runs to verify the following:

- All generators loaded properly (PRINT1: Payroll Audit Trail Report).
- Sufficient space exists for processing (PRINT1: Payroll Audit Trail Report).
- The correct program version is being used (PRINT1: Payroll Audit Trail Report).
- No employee records have conditions that would preclude creation of a required W-2 or 1099 (PRINT2: Exceptions Report)
- Options for W-2s and 1099s are accurate (PRINT3: Options Report).
- Name and address is correct for the tax authority and EIN (PRINT3: Year End EIN Name & Address Source Organization Report)

Always print a copy of these reports. The paper copies will expedite the resolution of any problems.

Note: *When using the common tax company (control 1-2), that company must be present on the P20 file during the year-end run (jyeusrun)* ***and*** *all companies must have the 'Other' entry set to 'Print Every Run' for the 0101 report.*

You might want to print W-2s or 1099s on plain paper for review before printing the actual forms. However, you should plan on testing the formatting of the W-2 or 1099 forms on actual forms well in advance of year-end production runs. You can use the Print Utility (CYBPRUTL) to print and test the formatting.

Note: *You should run the Master File Status report (9E9E) throughout the year to identify out-of-balance FICA situations and correct them. Such situations typically occur for terminated employees, since FICA is automatically self-adjusted on each payroll run for active employees.*

Detailed Directions

This section provides detailed instructions for setting up the batch environment using the delivered scripts.

Tasks

Extracting and installing year-end generators

The year-end generators function as a unit and must be loaded for year-end processing. In addition, the Payroll Audit Trail (0101), Control Headers (0103), and Errors and Warnings (0100) generators are always loaded.

1. Run JXRPYEUS to extract the year-end generators and other transactions required for year-end processing, including D transactions

A script is delivered for extracting a file with a complete set of year-end generators, together with the D transactions to run them.

Edit the delivered P05RYEUS file and change the machine parameter, as appropriate for your installation. The resulting FILE1 (P05T80) output contains the complete set of report generators for the Year-End Processor, plus the D transactions to run them, which will be used in Step 3.

Note: *A set of the D transactions is included on the file that you extract from CYBYEUS in the process of updating the year-end Master File with the year-end generators. Therefore, you do not need to enter the transactions individually.*

Note: *If you run a separate H20 file containing your generators, along with a P20 file containing your organizations (Control 1-2s), you must follow a slightly different procedure: Extract the member T.W2MISC2, which contains the D transaction set to be used to update your P20 file. In a second run, extract the generators and load them to the H20 file.*

2. Review any non-year-end generators or method codes

For year-end processing, only the Year-End Processor generators extracted in the prior step are to be loaded. The three exceptions are Payroll Audit Trail (0101), Control Headers (0103), and Errors and Warnings (0100) generators, which are always loaded.

Check your latest production Payroll Audit Trail (0101) to see what other generators or generator subroutines will load by the matching process used to load year-end generators. A generator or generator subroutine will load on a year end run if its R0 transaction has a Y or a zero in the RUN SELECT field (position 20) on the Payroll Audit Trail (0101). If you have insufficient space to load the year-end generators, then you may need to delete generators.

If any of the generators have a Y or a zero in position 20, delete the generator or generator subroutine from your year-end Master File.

Example: From the Payroll Audit Trail (0101) report

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7    8
1...5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø
R05558    4                 LOADED     SAVINGS BOND PURCHASES V04.01      07/20/04 14:55:21
R05G1A             Y        NOT LOADED N.J.INCOME TAPE SUBRT              07/20/04 15:26:20
R05G1C             Y        NOT LOADED 9T9T SUBROUTINE.                   07/20/04 15:26:20
R05H5Z             4        NOT LOADED ON-LINE CSSS ROOT                  07/27/04 14:55:21
R06060 1234                 LOADED     DEPOSIT SLIP-COMB. REG. V04.01     09/27/04 14:55:21
R06161 1234                 LOADED     CHECK-COMBINED REGISTER V04.01     09/27/04 14:55:21
R08080       7     Y        LOADED     EEO-1 REPORT V01.01                09/27/04 14:55:21
R09E9E       7              LOADED     MASTER FILE STATUS (US) V04.01     09/27/04 14:55:21
POSITIONS LEFT IN DATA AREAS - REPORT AREA  53,258 PAYER AREA   1,264 TAX AREA  30,134
```

In the above example, generators 5G1A, 5G1C, and R08080 have a Y in position 20. If space is a problem, they should be deleted from the year-end Master File before installation of the Year-End Processor.

☞ *Refer to Chapter 11:* **Reviewing Year-End Reports** *(on page 223) for more information on the Payroll Audit Trail Report.*

To delete generators from your year-end Master File, enter valid S1 and R0 transactions, as in the following examples for generator 8080:

Example: Generator 8080

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5...9
BATCH999999YEDL Y
S18ØØØØ151
RØ8ØØØØ
```

To delete generator subroutines or method codes from your year-end Master File, enter R0 transactions, noting the sort in positions 64-65, as in the following example to delete subroutines 5G1A and 5G1C:

Example: Generator subroutines 5G1A and 5G1C

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5...9
BATCH999999YEDL Y
RØ1AØØØ                                                        5G
RØ1CØØØ                                                        5G
```

Note: *U.S. Year-End Report Generator 6262 has been replaced by Report Generator 6F6F. If you have Report Generator 6262 loaded in your production environment, delete this generator.*

3. Update the year-end Master File with the items you extracted

Update the Year-End Master File in a maintenance run, reading the extracted FILE1 (P05T80) from Step 1 as P05T80 or P05T81.

Note: *All maintenance runs should be performed using your normal maintenance jobstream—not the Year-End Processor jobstream.*

Warning: We will not provide support if you load the generators concurrently with the Year-End Processor run.

To update the file, do the following:

1. Run JPAYXTR for all organizations (Control 1-2s).
2. Run JMNTRUN (pointing to the P20 from the JPAYXTR) with the BATCH transaction in P05RDR set to read the P05T80 or P05T81 file (from Step 1).
3. Run JPAYMRG 1 7 1.

The updated year-end Master File now contains the Year-End Processor generators, the D transactions necessary to run them, and the AG* and AH* transactions required to provide working storage.

You should keep the Payroll Audit Trail (0101) report resulting from this maintenance run. It might help with troubleshooting if there are any problems in Year-End Processor runs.

Note: *The generators at this point will be listed as 'not loaded' but all generators should be listed.*

Establishing the year-end programs and jobstreams

To establish the year-end programs and jobstreams, follow these steps.

1. Check the size of the report batch area

The report batch area must be expanded by 20,000 characters or greater. If you have expanded the report batch area, go to Step 2; otherwise expand the report batch area and recompile P4CALC.

☞ *Refer to Chapter 14: Managing Working Storage in the Technical Administration of The Solution Series documentation for information on expanding storage.*

2. Extract, compile, and link P5W2PR

Run the delivered JXP5W2PR jobstream to compile the P5W2PR program. Be sure to carefully check the output listings from P9CNVT, the COBOL compiler, and the link step.

Note: *Customize the programs to point to the libraries appropriate for your organization.*

☞ *Refer to the installation instructions for your version of The Solution Series and your platform for instructions on modifying programs and jobstreams for your platform.*

Note: *If you are using The Solution Series V5.1, you must use the JXP5W2PR script delivered with the 2004 Year-End Processor.*

3. Establish the P5 control record within the JYEUSRUN jobstream

The P5 control record is an integral part of the P5W2PR program's processing. This record is entered to a P05RDR file and is used as input to the Year-End Processor P5W2PR program. It cannot be entered online.

A P05RDR Reader File, with P5 control records must be supplied to the Year-End Processor print program P5W2PR to indicate those state/local authorities for which magnetic media are to be produced on a given run of P5W2PR. Fifteen state and three local tax authorities (or additional states) can be placed on one P5 control record. As a result, more than one execution of P5W2PR is needed if you are producing additional state/local tapes.

P5 Control Record Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
P5zyxwvu  aa bb cc dd ee ff gg hh ii jj kk ll mm nn oo PPPPPPPQQQQQQQRRRRRRR
```

Field ID	Position	Description
z	3	For this run of P5W2PR, produce only the State/Local Magnetic Media specified on this P5 Control Record; suppress all other output. Enter one of the following codes as applicable: **Blank or N (Default)**: For this execution of P5W2PR, produce all specified W-2 outputs, both magnetic media and forms; do not suppress any W-2 outputs. **Y**: For this execution of P5W2PR, produce only the State/Local Magnetic Media specified on this P5 Control Record; suppress all other W-2 outputs.
y	4	FOR USERS OF XEROX LASER PRINTERS ONLY: **X:** For forms, format for Xerox Laser Printer—do not internally resolve the conflict between 300 DPI imaging and eight-lines-per-vertical-inch formatting **Blank (Default):** Do not format for Xerox Laser Printer.
x	5	Print 1 or 2 banner pages when printing forms if you selected Print Banner Pages on the Year-End Run Control Options-1 form (W2RSCR). **Y or blank (Default)**: Print 2 banner pages **N:** Print 1 banner page.
w	6	To prepare your magnetic media for transmittal to ezTaxreturn.com for display on the Internet **Y:** Prepare the magnetic media for ezTaxreturn.com **Blank:** Do not prepare the magnetic media for ezTaxreturn.com
v	7	Suppress the printing of Control Numbers on W-2s. **Y:** Print Control Numbers on W-2s **N:** Suppress the printing of Control Numbers
u	8	To produce the year-end interface file **Y:** Produce the interface file **N or Blank:** Do not produce the interface file

Field ID	Position	Description
a	11-12	State abbreviation (for example, AZ for Arizona) of the first state for which magnetic media is to be produced followed by a space
b	14-15	State abbreviation (for example, CA for California) of the second state for which magnetic media is to be produced followed by a space
c	17-18	State abbreviation (for example, IL for Illinois) of the third state for which magnetic media is to be produced followed by a space
d	20-21	State abbreviation (for example, IN for Indiana) of the fourth state for which magnetic media is to be produced followed by a space
e	23-24	State abbreviation (for example, KS for Kansas) of the fifth state for which magnetic media is to be produced followed by a space
f	26-27	State abbreviation (for example, MA for Massachusetts) of the sixth state for which magnetic media is to be produced followed by a space
g	29-30	State abbreviation (for example, MI for Michigan) of the seventh state for which magnetic media is to be produced followed by a space
h	32-33	State abbreviation (for example, NJ for New Jersey) of the eighth state for which magnetic media is to be produced
i	35-36	State abbreviation (for example, OR for Oregon) of the ninth state for which magnetic media is to be produced followed by a space
j	38-39	State abbreviation (for example, PA for Pennsylvania) of the tenth state for which magnetic media is to be produced followed by a space
k	41-42	State abbreviation (for example, OH for Ohio) of the 11th state for which magnetic media is to be produced followed by a space
l	44-45	State abbreviation (for example, VA for Virginia) of the 12th state for which magnetic media is to be produced followed by a space
m	47-48	State abbreviation (for example, WY for Wyoming) of the 13th state for which magnetic media is to be produced followed by a space
n	50-51	State abbreviation (for example, WI for Wisconsin) of the 14th state for which magnetic media is to be produced followed by a space

Field ID	Position	Description
o	53-54	State abbreviation (for example, VA for Virginia) of the 15th state for which magnetic media is to be produced followed by a space
P	56-62	Tax code (for example, 2PA or 4PAADA2) applicable to a state or local tax authority for which magnetic media is to be produced
Q	63-69	Tax code (for example, 2PA or 4OHRITA) applicable to a state or local tax authority for which magnetic media is to be produced
R	70-76	Tax code (for example, 2PA or 4PAPHIL) applicable to a state or local tax authority for which magnetic media is to be produced

Printing control and sequence numbers

For Federal, state, local, 1099-MISC forms and the W2 mailer, you must select the control number option (v in position 7) on the P5 control card to print the control number in the control number box. This prints consecutive numbers beginning with one (1) in the control box. The print queues are as follows:

- P5W2FF
- P5W2SF
- P5W2LF
- P5W2EM
- P5W2SM
- P599MM

The new options on the distribution line to print a sequence number, prints the same number on the employee forms: (P5W2ES/SS/EM/ES/EP/SP and P599EM/SM/ES/SS).

Note: *To print the number on the 1099MISC, you must use the P5 option; the distribution sequence number options do not currently apply to 1099MISC. On the 1099MISC, the control number prints above the recipients name.*

Year-End Processor Output Files

File ID	File Description
PRINT1	Payroll Audit Trail
PRINT2	Exceptions Report
PRINT3	Year-End Processing Diagnostic Reports (Options Report, FICA Over/Under Withholding, and Year End EIN Name and Address Source Organization Report)
PRINT4	Balancing Report
P5W2AR	Year-End Processing Audit Report, Transmitter Totals Report, Tapes Disposition Report

File ID	File Description
P5W2FF	Federal Queue W-2 Forms
P5W2SF	State Queue W-2 Forms
P5W2LF	Local Queue W-2 Forms
P5W2EE	Employee Queue W-2
P5W2ES	Employee Queue W-2 - Special Handling
P599FF	Federal Queue 1099-R Forms
P599SF	State Queue 1099-R Forms
P599LF	Local Queue 1099-R Forms
P599EE	Employee Queue 1099-R
P599ES	Employee Queue 1099-R - Special Handling
P599MM	1099-MISC Forms
P5W2PF	Puerto Rico W-2PR Forms
P5W2VI	Virgin Islands W-2 Forms
P5W2GU	Guam W-2 Forms
P5W2MF	Federal W-2 Magnetic Media
P5W2M1	State Tape #1 (contents determined by P5 Control Record entry position 11-12)
P5W2M2	State Tape #2 (contents determined by P5 Control Record entry position 14-15)
P5W2M3	State Tape #3 (contents determined by P5 Control Record entry position 17-18)
P5W2M4	State Tape #4 (contents determined by P5 Control Record entry position 20-21)
P5W2M5	State Tape #5 (contents determined by P5 Control Record entry position 23-24)
P5W2M6	State Tape #6 (contents determined by P5 Control Record entry position 26-27)
P5W2M7	State Tape #7 (contents determined by P5 Control Record entry position 29-30)
P5W2M8	State Tape #8 (contents determined by P5 Control Record entry position 32-33)
P5W2M9	State Tape #9 (contents determined by P5 Control Record entry position 35-36)
P5W2M0	State Tape #10 (contents determined by P5 Control Record entry position 38-39)
P5W2MA	State Tape #11 (contents determined by P5 Control Record entry position 41-42)
P5W2MB	State Tape #12 (contents determined by P5 Control Record entry position 44-45)

File ID	File Description
P5W2MC	State Tape #13 (contents determined by P5 Control Record entry position 47-48)
P5W2MD	State Tape #14 (contents determined by P5 Control Record entry position 50-51)
P5W2ME	State Tape #15 (contents determined by P5 Control Record entry position 53-54)
P5W2MG	State/Local Tape (contents determined by P5 Control Record entry position 56-62)
P5W2MH	State/Local Tape (contents determined by P5 Control Record entry position 63-69)
P5W2MI	State/Local Tape (contents determined by P5 Control Record entry position 70-76)
P5W2MJ	Puerto Rico Territorial Tape
P5W2CB	Columbus, Ohio Tape
P5YEHT	W2 Employee Interface File
P599FT	Federal 1099-R/MISC Magnetic Tape

Contents of state/local magnetic media

For each run of the year-end processor the state/local tax authorities for which you produce information may differ based on the P5 control records. In addition, the contents produced for each state/local tax authority will vary according to individual specifications you entered on the forms for setting parameters. For example, the year-end processor can produce state/local forms output on the same run as state/local magnetic media. However, if no state/local magnetic media information was requested on the Year-End State/Local Magnetic Media Information form (WMSSCR) or the WLFDW2 RS series of transactions, output will be limited to printed forms.

If you run P5W2PR more than once creating multiple year-end outputs, be sure you do not overwrite the output on an existing file with the new output from the next run.

For states: State W-2 magnetic media meet the requirements of the applicable states, both as to the records present on the magnetic media and the format and content of these records.

For local authorities: All records for local authority magnetic media will be in the standard Federal (MMREF) format. This includes the RS records, which contain the local authority tax information for individual employees.

Note: *1099-MISCs are NOT produced for local tax bodies.*

☞ *Refer to Appendix H:* **Special Considerations for Magnetic Media Filing** *(on page 433) for a list of the magnetic media records produced and the individual record content variations for state and local tax authorities.*

4. Review the delivered year-end jobstream (JYEUSRUN)

Performing a test run of the Year-End Processor

After you complete the tasks in Setting Up the Online Environment, Setting Primary Parameters, Setting W-2 Magnetic Media Parameters, Setting 1099 Magnetic Media Parameters, and Setting Optional Parameters and the previous two tasks, perform a test run of the Year-End Processor using your updated year end Sequential Master File. This allows you to verify your installation and output.

1. Access the Year-end Run Control Options - 1 form (W2RSCR)

Access the Year-End Run Control Options - 1 form (W2RSCR) by making the following selections:

Component: Payroll Year End
Process: Setup/Maintain Year-End Processing
Task: YE Run Control Options - 1

2. Select Test Run for the Run Type

Verify that the Run Type field is Test Run or that there is a T in position 28 on the WLFDW2 RUN CONTROL transaction.

3. Run a Pay Extract

Run the JPAYXTR jobstream in your Year-End environment.

4. Run the Year-End Processor

Run the JYEUSRUN jobstream you set up in Establishing the year-end programs and jobstreams.

5. Check that all W-2 generators are properly loaded

Your test run created a Payroll Audit Trail (0101) Report. Examine the beginning of the report to be sure that all Year-End Processor generators loaded for year-end. All LOADED generators on your report (except Payroll Audit Trail Report (0101), Control Headers Report (0103), and Errors and Warnings (0100)) should have the same V04.01 designation and date as shown on the sample. This ensures that you have all that you need, only those that you need, and all are the current version.

Generator Programs

505C	Housekeeping		505M	Local W-2 Records
505D	Edit/Load Options		505N	Employee Queue State/Local Records
505E	Format Options Report		505O	State/Local Queue Magnetic Media/Form E Records
505F	Miscellaneous Editing		505P	Territorial W-2s
505H	Analyzer		505Q	State/Local Magnetic Media W/S Records
505I	Balancing Report Output Records		505R	Federal Magnetic Media W Records
505J	R and A Records		505T	MMREF RO Record
505K	Federal W-2 Records		505Y	1099-MISC magnetic media
505L	State W-2 Records			

Report Generators

51BR	W-2 Balancing Report - Tax Filing Section		5U5U	Options Report
51BT	W-2 Balancing Report - Transmitter Section		5V5V	Exceptions Report
5M53	W-2 Audit Report		5X5X	W-2 FICA Over/Under Withholding Report
6F6F	Year-End EIN Name and Address Source Report			

Subgenerators

5G5S	5GBL	5GE1	5GEE	5GEF	5GET	5GFC	5GFE
5GFF	5GFT	5GFW	5GHI	5GH2	5GH3	5GH4	5GH5
5GIR	5GIT	5GLA	5GLF	5GMR	5GP7	5GPR	5GPS
5GPT	5GS2	5GS4	5GSF	5GSL	5GW4	5GW5	5GW6
5GWR							

6. Check that there is sufficient space for processing

Verify on the Payroll Audit Trail Report (0101) that there is still space left in AREAW. After every maintenance run or Year-End Processor run, examine the Payroll Audit Trail Report (0101) carefully to verify that no problems are encountered. Failure to do so might result in lost time and effort in tracking down a problem at a later stage in processing.

7. Review the program version on the Audit Trail Report (0101)

On the first page of the Audit Trail report (0101), the version (i.e., YE 04) prints. This verifies that you have the correct P5W2PR program.

Payroll Audit Trail (0101)

```
1                                                            PAYROLL AUDIT TRAIL    REPT                 FILE VERSION     PAGE      1
                                                                                    0101                 TIME 09:16:23 DATE 10/21/04
0CC   EMPLOYEE IDENT-   FLD FIELD               FIELD OR CARD CONTENTS         CARD  MESSAGE                                   BATCH    CARD
       NUMBER  IFIER    NBR NAME                                               COLS.                                           NBR.     NBR.
0PROGRAM VERS.  YE 04        *COPYRIGHT (C) 1989 - 2003 CYBORG SYSTEMS, INC.
 H2          O  Y
 P4Y
 R0  0A            2           NOT LOADED                    PERMANENT CONSTANTS                                     07/20/04 12:13:35
 R0  0G            2           NOT LOADED                    VARIABLE CONSTANTS  V1.0                                07/20/04 12:13:35
 R0  0O            2           NOT LOADED                    WRKFLDS                                                 07/20/04 12:13:35
 R0  0P            2           NOT LOADED                    PAY CONSTANTS                                           07/20/04 12:13:35
 R0  17            2           NOT LOADED                    EDIT ERROR MESSAGES 1.0                                 07/20/04 12:13:35
 R0  18            2           NOT LOADED                    ROUTINE NUMBERS 000-099                                 07/20/04 12:13:35
 R0  19            2           NOT LOADED                    ROUTINE NUMBERS 100-255                                 07/20/04 12:13:35
 R0  20            2           NOT LOADED                    DEFINE USER EDIT TABLES                                 08/26/04 11:08:38
 R0  21            2           NOT LOADED                    FIELD NUMBERS 1-100                                     07/20/04 12:13:35
 R0  22            2           NOT LOADED                    FIELD NUMBERS 101-200                                   07/20/04 12:13:35
 R0  23            2           NOT LOADED                    FIELD NUMBERS 201-300                                   07/23/04 09:57:57
 R0  24            2           NOT LOADED                    FIELD NUMBERS 301-400                                   07/20/04 12:13:35
 R0  25            2           NOT LOADED                    FIELD NUMBERS 401-500                                   07/20/04 12:13:35
 R0  26            2           NOT LOADED                    FIELD NUMBERS 501-600                                   07/20/04 12:13:35
 R0  27            2           NOT LOADED                    FIELD NUMBERS 601-700                                   07/20/04 12:13:35
 R0  28            2           NOT LOADED                    FIELD NUMBERS 701-800                                   07/20/04 12:13:35
 R0  29            2           NOT LOADED                    FIELD NUMS 801-900  V1.0                                07/20/04 12:13:35
 R00100            0           LOADED                        ERRORS AND WARNINGS 1.0                                 07/20/04 12:13:35
 R00101          O 0           LOADED                        PAYROLL AUDIT TRAIL                                     07/20/04 12:13:35
 R00103       CT O 0           LOADED                        W2 CNTRL HEADERS  V04.01                                10/15/04 15:00:58
 R00202       7                NOT LOADED                    MASTER FILE PRINT   V1.1                                07/20/04 12:13:35
 R00505       7                NOT LOADED                    ACCRUAL REPORT v1.01                                    07/20/04 12:13:35
 R01C1C  234XXX    H           NOT LOADED                    PAY RECONCILIATION V1.00                                07/20/04 12:13:35
 R01H1H 1234   C   H           NOT LOADED                    HISTORY REPORT      V5.1                                07/20/04 12:13:35
 R01L1L          L L           NOT LOADED                    LABOR REPORT 40.0                                       07/20/04 12:13:35
 R01M1M 1234567                NOT LOADED                    Flat Rate Tax Filing Rpt                                07/23/04 09:57:57
 R02H2H 1234   C               NOT LOADED                    HED'S-COMB REG LARGE 1.1                                07/23/04 09:57:57
 R02M2M 1234   C               NOT LOADED                    MEMO HED'S LARGE                                        07/20/04 12:13:35
 R02T2T 1234   C               NOT LOADED                    TAXES-COMB REGISTER V1.1                                07/23/04 09:57:57
 R02222                        NOT LOADED                    COMBINED REGISTER                                       07/20/04 12:13:35
 R05GBL            Y           LOADED                        W2 GENBALTYP 1236 V04.01                                10/15/04 15:00:58
 R05GEE       7     Y           LOADED                        W2 EDT EMPY LVL OPV04.01                                10/15/04 15:00:58
 R05GEF       7     Y           LOADED                        W2 SRTKEY EE FORM V04.01                                10/15/04 15:00:58
 R05GET       7     Y           LOADED                        W2 EDT WL VS T1'S V04.01                                10/15/04 15:00:58
 R05GE1            Y           LOADED                        W2 FEDERAL E RECS V04.01                                10/15/04 15:00:58
 R05GFC            Y           LOADED                        W2 FRMT LN2 CHKBX V04.01                                10/15/04 15:00:58
 R05GFE       7     Y           LOADED                        W2 FRMT EMPR ADDR V04.01                                10/15/04 15:00:58
 R05GFF       7     Y           LOADED                        W2 SRTKEY FED FRM V04.01                                10/15/04 15:00:58
 R05GFT       7     Y           LOADED                        W2 SRTKEY FED TPE V04.01                                10/15/04 15:00:58
 R05GFW       7     Y           LOADED                        W2 MISC OPUT RTNS V04.01                                10/15/04 15:00:58
 R05GHR            Y           LOADED                        W2 RA EXTR RECS   V04.01                                10/15/04 15:00:58
 R05GH1       7     Y           LOADED                        W2 PROC HED WL'S  V04.01                                10/15/04 15:00:58
 R05GH2       7     Y           LOADED                        W2 BLD ANLYZR MAP V04.01                                10/15/04 15:00:58
```

```
R05GH3       7     Y            LOADED                       W2 TAX ANALYZER   V04.01                             10/15/04 15:00:58
R05GH4       7     Y            LOADED                       W2 SELCT SPCL TAX V04.01                             10/15/04 15:00:58
R05GH5       7     Y            LOADED                       W2 99R MINILYZER  V04.01                             10/15/04 15:00:58
R05GIR       7     Y            LOADED                       W2 51BR MAJ KEY   V04.01                             10/15/04 15:00:58
R05GIT       7     Y            LOADED                       W2 51BT MAJ KEY   V04.01                             10/15/04 15:00:58
```

8. Review all error messages on the Exceptions Report

On the PRINT2 Exceptions report, review all error messages.

☞ *Refer to Appendix G:* **Exceptions Report Messages** *(on page 405) for more information on interpreting Exceptions Report messages.*

9. Review the Options Report

On the PRINT3 Options report, check that all the options are correct.

10. Repeat the test run

Continue performing test runs of the Year-End Processor until all errors on the Exceptions Report are resolved and the Options Report accurately reflects your parameters for the Year-End Processor production run.

Once the test runs are completed, change the Run Type field on the Year-end Run Control Options -1 form (W2RSCR) to Normal Run or enter N in position 28 of the WLFDW2 RUN CONTROL transaction. N is the entry for normal production runs.

If you are producing magnetic media, make sure that you complete all of the steps for running Federal magnetic media and/or state and local magnetic media.

Review of Questions Answered

1. When should you load the Year-End generators?

2. If a company requires no magnetic media for local taxing authorities, how many state tapes can be produced on a single run?

3. What state's information will be in the file P5W2M5?

4. The standard maintenance run consists of three programs: P2EDIT, P4CALC, and P5PRNT. Which of these programs is replaced for Year-End processing and why?

5. Year-End output (W-2s, 1099s, forms, etc.) are created using the delivered jobstream JYEUSRUN. Should this jobstream be used for maintenance runs done to fix employee's numbers for year end?

6. Should all MMREF records be included for all states?

CHAPTER 11

Reviewing Year-End Reports

In This Chapter

Introduction

This section contains descriptions and samples of the reports that support year-end processing. The report samples will help you understand the information on each report. The descriptions explain how you can best use the reports.

Tasks

This section explains the following:

- Understanding the Options Report
- Understanding the Exceptions Report
- Understanding the FICA Over/Under Withholding Report
- Understanding the Year-End Processing Audit Report
- Understanding the Transmitter Totals Report
- Understanding the Tapes Disposition Report
- Understanding the Year-End EIN Name and Address Source Report
- Understanding the Year-End Processing Balancing Report

Prerequisites

Before you can generate and review the year-end reports, you must have completed the following tasks:

- Created your year-end environment
- Prepared your year-end Master File
- Installed the year-end processor
- Replaced year-end 2003 records with year-end 2004 records
- Extracted and installed year-end generators
- Established the year-end jobstreams and programs
- Performed a test run of the year-end processor

☞ *Refer to Chapter 5:* **Setting Up the Online Environment** *(on page 61) and Chapter 10:* **Setting Up the Batch Environment** *(on page 203) for more information on setting up the year-end environment.*

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81), Chapter 7:* **Setting W-2 Magnetic Media Parameters** *(on page 145), Chapter 8:* **Setting 1099 Magnetic Media Parameters** *(on page 169), and Chapter 9:* **Setting Optional Parameters** *(on page 189) for information on setting the options for year-end reporting.*

Question answered

The following question is answered in this section:

1. How can you check what state's output will be in which of the P5W2Mx files?
2. What are the queues, and what reports are generated from each queue?
3. How can we identify which organization's (Control 1-2) information has been reported on the magnetic media?

Reviewing year-end reports

The following reports are produced by the Year-End Processor and directly support the year-end process:

1. Options Report (5U5U)
2. Exceptions Report (5V5V)
3. FICA Over/Under Withholding Report (5X5X)
4. Year-End Processing Audit Report (5W5W)
5. Transmitter Totals Report (5W5W)
6. Tapes Disposition Report (5W5W)
7. Year End EIN Name and Address Source Organization Reports (6F6F)
8. Year-End Processing Balancing Report (51BR)

- The Options, Exceptions and FICA Over/Under Withholding are produced on all runs of the Year-End Processor, including test runs. They are basic troubleshooting tools in preparation for year-end production.
- The Year-End Processing Audit, Transmitter Totals, and Tape Disposition Reports are produced on all normal year-end runs, but not test runs. The Year-End Processing Audit Report shows the contents of W-2s and 1099-Rs, both forms and magnetic media, produced from a Year-End Processor run. The Transmitter Totals Report develops totals for all the amount fields from the year-end output reported on the preceding Year-End Processing Audit Report.
- The Year End EIN Name and Address Source Organization Report is produced on all runs and shows the organization from which the employer name and address will be taken when more than one organization has the same federal or state EIN. Companies bypassed do not appear on this report.
- The Year-End Processing Balancing Report is produced on all normal runs. It permits you to balance tax authority wage and tax amounts from tax filing reports to the wage and tax amounts contained on the year-end adjusted master file and those submitted to tax authorities on W-2s and 1099-Rs.
- The standard Payroll Audit Trail Report (0101), the Errors and Warnings Report (0100), and the Control Headers Report (0103) are produced on all runs.

Here is a list of the output files in which the reports appear:

PRINT1	Payroll Audit Trail, Errors and Warnings Report, and Control Headers Report
PRINT2	Exceptions Report
PRINT3	Options, FICA Over/Under Withholding, and Year End EIN Name and Address Source Organization Reports
PRINT4	Year-End Processing Balancing Report
P5W2AR	Year-End Processing Audit, Transmitter Totals, and Tapes Disposition Reports

In this section we examine year-end reports.

☞ *Refer to Appendix D:* **Year-End Balancing Report** *(see "Year End Balancing Report" on page 359) for detailed instructions on checking your year-end balancing report, which you must review using your own year-end data.*

Detailed Directions

This section provides detailed instructions for the tasks summarized in the previous section.

Tasks

Understanding the Options Report

The Options Report (5U5U) summarizes the options in effect for a run of the Year-End Processor. It lists the information you have entered on year-end forms or year-end WL transactions. An Options Report is produced for each organization (Control 1-2).

Description

- The Options Report (5U5U) lists all parameters controlling the run of the Year-End Processor. It reports all the information that you have entered, except for employee-level information. One application of the Options Report is at the run control level. You can tell from which queues output is being produced, what type of output is being produced (for example, forms or magnetic media), and the sort options that are in effect. For each organization (Control 1-2), you can check the options controlling the Xing of W-2 Box 15 items and of 1099-R Box 2 and Box 7 items, as well as the HEDs that are being related to W-2, 1099-R, and 1099-MISC boxes.
- The Options Reports (5U5U) are in output file PRINT3 along with the FICA Over/Under Withholding, and Year End EIN Name and Address Source Organization Reports. Options Reports for all organizations (Control 1-2s) are together, sequenced in organization (Control 1-2) order.

Contents

The main categories of information on the Options Report are:

- **Run Level Options:** list of the run-control level options in effect, entered on the Year-end Run Control Options - 1 form (W2RSCR) and Year-end Run Control Options - 2 form (W2RSC2) or the WLFDW2 RUN CONTROL transaction.
  All options that can be entered on the form or transaction appear on the report. For your convenience the values allowed for many of the options are translated into a more readable format.
  The run-control information reported should be the same for all organizations (Control 1-2s) on the file. If it is not, the results of the processing are unpredictable.

- **MMREF Magnetic Media Submitter Record Data:** information you have entered to a designated organization (Control 1-2) to appear on magnetic media records.
  The information includes all data that has been entered on the MMREF RA Submitter Information Part 1 form (WMASCR), MMREF RA Submitter Information Part 2 form (WMASC2), MMREF RA Submitter Information Part 3 form (WMASC3), MMREF RE Employer Information form (WMESCR) or WLFDW2 RA01through WLFDW2 RA12 and WLFDW2 RE01 and WLFDW2 RE02 transactions.
- **Organization (Control 1-2) Options:** list of options entered for the Control 1-2 on the Year-End Organization Level Options -1 form (W2CSCR) and Year-End Organization Level Options -2 form (W2CSC2) or WLFDW2 CONTROL1-2 OPTIONS transaction.
  All options that can be entered on the form or transaction appear on the report. For your convenience the values allowed for many of the options are translated into a more readable format.
- **W-2 State/Local Magnetic Media:** list of all tax authorities for which magnetic media production has been requested by the Year-End State/Local Magnetic Media Information form (WMSSCR) and RS transactions.
- **HED-to-Box Name Specifications:** information on HED-to-Box specifications in place for the organization (Control 1-2) as entered on W-2 HED Specification Record forms (W2HSCR) or WLFDW2 HED transactions.
- **Optional Information for Employee Forms:** information for printing of postal permits as entered on Year-End Postal Permit Information form (W2PSCR) and of a special tax authority as entered on W-2 Special Tax Record Information form (W2SSCR).
- **1099-R Federal Magnetic Media:** all information entered for the organization (Control 1-2) on the 1099-R A-Record Information form (WR8SCR), 1099-R A-Record Information form (WR8SCR), 1099-R Magnetic Media Transmitter T Record-1 form (WR1SCR), 1099-R Magnetic Media Transmitter T Record-2 form (WR2SCR), and 1099-R Magnetic Media Transmitter T Record-3 form (WR3SCR), or WLFDW2 1099-R ADDIT INFO and WLFDW2 1099-R ADDIT INFO 2, WLFDW2 1099-R TRANS AGENT 1, WLFDW2 1099-R TRANS AGENT 2, WLFDW2 1099-R T1, WLFDW2 1099-R T2, WLFDW2 1099-R T3, WLFDW2 1099-R T4, WLFDW2 1099-R T5, WLFDW2 1099-R T6, WLFDW2 1099-R T7, and WLFDW2 1099-R T8 transactions.

Sample Options Report

```
1CORPORATION  01   01ATLA - CALLA SYSTEMS            YEAR END PROCESSING            REPT                  FILE VERSION 13  PAGE     1
 DIVISION     ATLA 01ATLA - PAYROLL TEST COMPANY       OPTIONS REPORT               5U5U                  TIME 12:35:26 DATE 10/08/04
0                                                     RUN LEVEL OPTIONS
0---------- GENERAL OPTIONS -----------        -------- ACTIVATE OUTPUT QUEUES -------         -------- FEDERAL TAPE OPTIONS --------
 RUN TYPE                        NORMAL        FEDERAL DISTRIBUTION QUEUE         YES         CREATE FEDERAL TAPE                YES
 PROCESS W-2                        YES        STATE/LOCAL DISTRIBUTION QUEUE     YES
 PROCESS 1099                       YES        EMPLOYEE DISTRIBUTION QUEUE        YES
 ESTABLISHMENT REPORTING             NO
 EMPLOYEE OPTIONS ADDRESS           500        ------- SPECIAL FEATURE OPTIONS -------
 TYPE ERR FOR FICA TAX NOT= DUE ERRS  W        BANNER FORMS PRINT CNTROL - ALL FRMS  N
 MAGTPE RA TRANSMITR RECS IN C12 01W2US        FICA OVR/UNDR WTHHLDNG TOLERANCE  $9.99
 CALENDAR YEAR FOR TAXES PROCESSED 2004
-------- FEDERAL FORMS OPTIONS --------        ------- STATE/LOCAL QUEUE OPTIONS -----         ------- EMPLOYEE FORMS OPTIONS -------
 PRINT FEDERAL FORMS                YES        CREATE STATE/LOCAL TAPES           YES         W2 FORMS TYPE                   P-SEAL
 MAJOR SORT SEQUENCE                  1        PRINT STATE/LOCAL FORMS            YES         1099-R FORMS TYPE               MAILER
                                               MAJOR SORT SEQUENCE                  1         1099-M FORMS TYPE                LASER
                                               MINOR SORT SEQUENCE                  3         MAJOR SORT SEQUENCE                  1
                                               PUERTO RICO FORMS TYPE          IMPACT         INTERMEDIATE SORT SEQUENCE           2
                                                                                              MINOR SORT SEQUENCE                  1
                                                                                              ACTIVATE SPECIAL HANDLING FILES    YES
                                                                                              PRINT DISTRIBUTION LINE  N-DON'T PRINT
-                                                        CONTROL 1-2 OPTIONS
0--- PRODUCTION PARAMETERS ---     -- CHK ALL EMPS BOX 13 FOR: -     - CHK ALL RECIPS BOXES FOR: -
 EMPLR/PAYER/BY-PASS  EMPLOYER     STATUTORY EMPLOYEE         NO     2B-TAX AMT NOT DETERMINED  NO
 EMPLOYEE OPTIONS ADDRESS  500     3RD PARTY SICK PAY        YES     7B-IRA/SEP                 NO
                                   RETIREMENT PLAN            NO
--- FED TAPE SPECIFICATIONS --                                       ----- 1099-R BOX 7 CODE -----     -- SPCL FORM & TAPE OPTIONS --
 FOREIGN ADDRESS INDICATOR                                           PRIMARY DISTRIBUTION CODE   7     CNTRL1-2 SRCE OF EIN DATA   NO
 OTHER EIN                                                           SECONDARY DISTRIBUTION CD         C12 OVRRIDE EMPLE INTR SORT  0
                                                                                                       EMP W2S FOR NO-TAX STATES   NO
                                                                                                       C12 OVRRIDE DISTR LNE CNTRL  N
-                                     --------- W-2 STATE/LOCAL MAGNETIC TAPES ---------
                                      OPTIONAL S RECORD DATA SUPPLIED BY WLFDW2 RS RECORDS
0                              1         2         3         4         5         6         7        7
                      1---+----0----+----0----+----0----+----0----+----0----+----0----+----0----+---9
0                     WLFDW2 RS 2AK    01       AK-SUINO                           6879
                      WLFDW2 RS 2AK    02
                      WLFDW2 RS 2AK    03
                      WLFDW2 RS 2AK    04
                      WLFDW2 RS 2AK    05
                      WLFDW2 RS 2AL    01       AL-019810
                      WLFDW2 RS 2AL    02
                      WLFDW2 RS 2AL    03
                      WLFDW2 RS 2AL    04
```

Uses

- Profile the options set up for a run
- Summarize the processing options for each organization (Control 1-2) that you have entered
- Serve as a primary troubleshooting tool for problems encountered on a run. For example, if you are not getting the output or results you want, you can check this report to see if all the required options are activated.

Troubleshooting with the Options Report

In the Year-End Processor setup, sets of options are related. The Options Report gives you the opportunity to check at a glance that all the options are set up as you want them.

Example

You are not receiving expected Federal W-2 Magnetic Media output from a run. Check for the following related options:

Under Run Level Options:

- General Options: PROCESS W-2 should be YES, indicating W-2 output is activated.
- Activate Output Queues: FEDERAL DISTRIBUTION QUEUE should be YES, indicating Federal output is activated.
- Federal Tape Options: CREATE FEDERAL MAGNETIC MEDIA should be YES, indicating Federal Magnetic Media output is activated.

Under W-2/1099-R Magnetic Media Options:

- For the organization (Control 1-2) designated by the MAGTPE TRNSMTTR RA RECS IN C12 report item under RUN LEVEL OPTIONS, make sure the required Transmitter R and A record transactions are listed under the W-2/1099-R MAGNETIC MEDIA heading.

Under Control 1-2 Options:

- Production Parameters: EMPLR/PAYER/BY-PASS should be EMPLOYER indicating that W-2s are specified for this organization (Control 1-2).

This operates similarly for the other queues and output types. For any 'lower-level' option (for example, State/Local Magnetic Media) to be in effect, the 'higher-level' option (State/ Local Queue, W-2 output, and so on) must be activated. The Options Report allows you to review the output in effect for the run and organization (Control 1-2) to see that all of the higher-level options have been properly entered to enable the lower-level ones.

Understanding the Exceptions Report

The Exceptions Report (5V5V) lists the errors or problem situations that the Year-End Processor encounters during its extensive edit processing.

Description

- More than 50 possible exceptions or problem conditions can appear on the Exceptions Report, including:
  - negative earnings or taxes
  - uncollected employee FICA tax on earnings other than tips
  - taxes with zero wages and tax
  - FICA tax greater than the maximum
  - over/under withheld FICA taxes
  - address format not according to option specified

☞ *Refer to Appendix G:* **Exceptions Report Messages** *(on page 405) for a complete list of messages.* *This section contains the exact text of the message, a full description of the problem, and, when appropriate, suggestions on how to correct the problem.*

- There is a separate Exceptions report for each organization (Control 1-2). The Exceptions Reports are in the PRINT2 file. The Exceptions Reports are sequenced by Control 1-2.
- The report is produced only if errors are found for an organization (Control 1-2).
- There are three types of messages on the Exceptions Report, indicating three severity levels: **Fatal** (F), **Error** (E), and **Warning** (W).

Sample Exceptions Report

```
CORPORATION  03   MANAGEMENT SUPPORT SERVICES       YEAR END PROCESSING           REPT                   FILE VERSION 09  PAGE     1
DIVISION     TEST SUPPLY DIVISION                    EXCEPTIONS REPORT            5V5V                   TIME 15:29:38 DATE 10/06/04

  EMP NO     TYPE     ITEM    LVL                    M E S S A G E                                                     VALUE

2624           MISC                     E    EE SSN INVALID, SSA SPECIFICALLY DISALLOWS VALUE AT RIGHT.  NO W2S PRINTED FOR EE  919-19-2333

2625         TAX               E  EMPLOYEE HAS TAX RECORD, BUT NO C1-2 TAX SPEC 2AR OR 101

2625         MISC              W  WARNING! ONE OR MORE OF ADDR/CITY/STATE/ZIP BLANK OR NOT FORMATTED AS SPECIFIED

3203         TAX               W  EMPLOYEE MQGE FICA UNDER WITHHELD BY $       14.01

3306         TAX               E  EMPLOYEE EIC EXCEEDS FEDERAL EIC MAXIMUM BY $       10.00

3610         TAX               W  EMPLOYEE HI UNDER WITHHELD, EVEN AFTER UNCOL TIP TAX & GTI TAX - $      199.38
```

Contents

HEADING	DESCRIPTION
EMP NO	Optional: number of the employee whose record contains a potential problem. If there is no entry in this column for a message, the problem is an organization (Control 1-2) or run-level one.
TYPE	This column indicates the nature of the problem: OPTN indicates a problem with an option you have entered TAX indicates a problem with an employee tax record or a tax specification record for the organization (Control 1-2) MISC indicates a problem encountered during miscellaneous editing of organization (Control 1-2) or employee data; for example, an invalid employee Social Security Number
ITEM	This column contains a further identification of the potential problem. It typically lists a WLFDW2 transaction or a descriptor code from the WLFDW2 HED transaction.
LVL	This column indicates the severity level of the problem. There are three severity levels: F for Fatal errors, E for serious employee-level errors, and W for employee-level warning messages. A Fatal (F-level) message is usually encountered at the run-control or organization (Control 1-2) level. The Year-End Processor stops producing W-2 or 1099 output at the point at which the error is encountered. The processor generally continues its editing function. No W-2 or 1099 output is produced during a run in which an F-level message occurs. You should review the supporting reports before the next run, however, to determine if any other serious problems have occurred to also correct them before rerunning. Error (E-level) messages occur at the employee level and do not disrupt processing for W-2 or 1099 output. No W-2s or 1099-Rs are produced for an employee whose record is in question. A Warning (W-level) message indicates that you must review employee data to determine if a problem exists. Processing continues and W-2s or 1099s are produced for the employee.
MESSAGE	This column contains a description of the detected error. The message refers to the contents of the ITEM column, at left, or the VALUE column, at right, to detail the error.
VALUE	This column can contain specifics related to the error, such as the positions within a WL transaction containing the error.

Uses

- Identifies all errors or other exception conditions encountered during each year-end processing run.
- Allows you to correct errors or problems in employee records before W-2s or 1099s are printed.
  Any employee for whom an E appears in column LVL will not have any W-2s or 1099s produced. The message shows the condition in the record that caused the problem. Check and correct the employee's record if that employee needs to have W-2s or 1099s.
- Serves as a reference for use in conjunction with the Year-End Processing Balancing Report to reconcile tax and wage totals.
  You may need to refer to the Exceptions Report when there are discrepancies between totals from your standard tax filing reports (2T2T or 9091) and Year-End Processing Balancing Report totals from the Year-End Processor run. The primary use of the Exceptions Report in this process is to identify employees for whom W-2s or 1099s were not produced because of problems with their records. The report shows an E-level error for these employees.

☞ *Refer to Appendix D:* **Year-End Balancing Report** *(see "Year End Balancing Report" on page 359) for information on how to use the Exceptions Report in connection with the Year-End Processing Balancing Report..*

☞ *Refer to Appendix G:* **Exceptions Report Messages** *(on page 405) for an explanation of all error messages. To look up an error message:*
1. Turn to the section of Exceptions Report Messages that deals with the severity of the message (LVL column). Three sections describe messages on the Exceptions Report: Fatal Messages (F), Error Messages (E) or Warning Messages (W).
2. Locate within that section the subsection for the type of message (TYPE column). Each subsection is divided into OPTN, TAX or MISC. All messages are listed in alphabetical order within the subsection.
3. Use the text of the message to locate the specific message within the subsection.

Since FICA Over/Under Withholding error messages can be either E or W level messages, they have been placed in a separate section at the end of the section.

Understanding the FICA Over/Under Withholding Report

The FICA Over/Under Withholding Report (5X5X) lists employees whose FICA HI and/or FICA OASDI taxes have been over- or under-withheld. This report contains those employees with FICA discrepancies that fall within the tolerance that you established on the Year-end Run Control Options - 2 form (W2RSC2) in the FICA Tolerance field on the WLFDW2 RUN CONTROL transaction. Any employees who have been over- or under-withheld beyond that tolerance appear instead on the W-2 Exceptions Report with either an E-level or W-level message. The message level is determined by your entry on the Year-end Run Control Options - 2 form (W2RSC2) in the FICA Error field on the WLFDW2 RUN CONTROL transaction.

The FICA Over/Under Withholding Report (5X5X) shows totals by Payer type within Federal EIN. For reconciling ease, the report contains the employee's organization (Control 1-2) and employee number on the right side, under the heading 'For Employer's Internal Use Only.'

Description

- Details each employee who has a FICA discrepancy less than or equal to the tolerance amount specified in the FICA Tolerance field
- Organized by employee Social Security Number within Payer type within Federal EIN, with totals by Payer type for each EIN
- Lists the employee's organization (Control 1-2) and employee number as a cross-reference
- Lists Payer using the following codes:
  - R = Regular payer or 941/941E
  - X = Railroad payer
  - Q = Medical/Government

Contents

HEADING	DESCRIPTION
EMPLOYEE SSN	This column contains the Social Security Number (SSN) of the employee who has a FICA withholding discrepancy within the tolerance established in the FICA Tolerance field.
EMPLOYEE NAME	This column contains the employee's name as it appears on the Employee Database (Master File; FILE02).
OASDI DUE	This column indicates the FICA-OASDI tax due, from the employees tax record 101.
OASDI W/H	This column contains the actual FICA-OASDI tax withheld, from the employee's tax record 101.
UNCOLL TIPS	This column indicates any uncollectible FICA-OASDI tax due on FICA-OASDI taxable tips, as calculated by the Year-End Processor. This is based on the employee's year-end balances for any tips HEDs (category 08 and 09).

HEADING	DESCRIPTION
UNDER W/H	This column indicates any over- or under-withheld FICA-OASDI tax, as calculated by the Year-End Processor. Unsigned amounts indicate under-withholding and negative amounts indicate over-withholding. The Year-End Processor calculates OASDI over/under withholding as: OASDI DUE -OASDI W/H -UNCOLL TIPS =UNDER W/H
HI DUE	This column indicates the FICA-HI tax due, from the employee's tax record 103.
HI W/H	This column contains the actual FICA-HI tax withheld, from the employee's tax record 103.
UNCOLL TIPS	This column indicates any uncollectible FICA-HI tax due on FICA-HI taxable tips, as calculated by the Year-End Processor. This is based on the employee's year-end balances for any tips HEDs (category 08 and 09).
UNDER W/H	This column indicates any over- or under-withheld FICA-HI tax, as calculated by the Year-End Processor. Unsigned amounts indicate under withholding and negative amounts indicate over withholding. The Year-End Processor calculates HI over/under withholding as: HI DUE -HI W/H -UNCOLL TIPS =UNDER W/H
FOR EMPLOYER'S INTERNAL USE ONLY	This column lists the employee's assigned organization (Control 1-2) and employee number. This helps to cross-reference the employee Social Security Number used in the first column to the Employee Number used on the Employee Database (Master File; FILE02).

Key Points

- Calculation of FICA over/under withholding takes into account maximum tax and uncollectible FICA tax due on tips.
- Determination of whether an employee appears on this report is based on the calculated over/under withholding for **both** FICA-OASDI and FICA-HI taxes. Neither calculated amount may exceed the customer-specified tolerance amount in the FICA Tolerance field.
- The comparison between the over/under withheld tax amounts and the tolerance amount determines if the employee appears on this report. This comparison takes place between the absolute value of the withholding discrepancy (regardless of its sign) and the unsigned amount entered as the tolerance.

Applications

- The FICA Over/Under Withholding Report documents any minor FICA withholding discrepancies based on your established tolerance amount. These discrepancies are usually penny differences related to last-minute adjustments. You can specify a tolerance of $9.99 or less for the system to consider minor. Typically, a tolerance of less than $1.00 is used.
- This report could be sent to the Social Security Administration with your W-2 or 1099-R submission to justify the total amount of a FICA discrepancy associated with your magnetic media or forms.
  - The SSA calculates total FICA tax due from total reported FICA wages. They compare this with total FICA taxes withheld to determine any discrepancies in employer submissions. A large dollar amount discrepancy could develop from a large number of individual penny differences. Because the FICA Over/Under Withholding Report supplies a total that is substantiated by individual employee detail, this report can quickly establish that a large FICA discrepancy has in fact been caused by minor penny-level rounding-type differences.
  - The SSA may accept this report as justification for a FICA discrepancy rather than requiring additional activity and correspondence from your organization.
- This report can be used to eliminate minor FICA withholding discrepancies from the Exceptions Report that would otherwise show up as errors or warnings. This can help highlight the larger FICA discrepancies requiring more serious attention.

Sample FICA Over/Under Withholding Report

EIN: 04-0202889 FEDERAL W-2 SUBMISSION FILE VERSION 07 PAGE 1
FICA UNDER WITHHOLDING REPORT (OVER W/H SHOWN AS -) TIME 15:29:38 DATE 10/06/04

EMPLOYEE SSN	EMPLOYEE NAME	OASDI DUE	=	OASDI W/H	+	UNCOLL TIPS	UNDER + W/H	HI DUE	=	HI W/H	+	UNCOLL TIPS	UNDER + W/H	FOR EMPLOYER'S INTERNAL USE ONLY
421-99-9999	DE JONG, ROB	2,325.00		2,324.38			.62	543.75		543.61			.14	04-TEST 8421
575-83-9999	DOLAN, JAMES	2,337.40		2,336.91			.49	546.65		546.54			.11	04-TEST 7583
*	PAYER: R	4,662.40		4,661.29			1.11	1,090.40		1,090.15			.25	
* FEDERAL EIN:	04-0202889	4,662.40		4,661.29			1.11	1,090.40		1,090.15			.25	

Understanding the Year-End Processing Audit Report

The Year-End Processing Audit Report (5W5W) shows the W-2/1099-R output from a run of the Year-End Processor for review and archive purposes. It includes detail lines for each employee. The reports are grouped by output type, and by the breaks and sorts in effect for the queues.

Description

- This report contains detail lines for each employee with all the information shown on the W-2/1099-R, except the employer name and address.
- There are separate reports for each year-end output type on a run. These are Federal Forms, Federal Magnetic Media, State/Local Magnetic Media and Forms (typically one report per tax authority), Puerto Rico Magnetic Media, and Employee Forms.

Note: *For Employee Forms, the information for employees in the Special Handling file appears on a separate Year-End Processing Audit Report. There is a Special Handling file whenever employees have more than one W-2 or 1099-R produced, if that option is specified.*

- Each Year-End Processing Audit Report is immediately followed by a Transmitter Totals Report, which gives totals related to the Audit Report. Both sets of reports are in file P5W2AR.
- Contents of detail lines vary within the various output types, reflecting the contents of the Year-End Processor output queue or type.
- The Audit Report mirrors the output it represents.

The sort in effect for the queue determines the groupings (breaks) on the report and the order of the detail information.

- In the Federal Queue, the break is by EIN, organization (Control 1-2), or both (by option), with detail information sequenced by employee Social Security Number.
- In the Employee Forms Queue, the main break is on organization (Control 1-2) (or EIN if you have chosen it). Within the major sequence, the intermediate and minor sequence options you have chosen are in effect.
- In the State/Local Queue, the main break is on state/local authority. For State/ Local Forms, you can choose EIN as the higher sort. In that case, instead of state/local groupings within EINs, there can be EIN groupings within a state/ local tax authority. Within the major sequence, the intermediate and minor sequence options you have chosen are in effect.

Sample Year-End Processing Audit Reports

- The designation at the upper left of the report indicates the output queue or type for the report.
- The column headings on the report indicate employee Social Security Number, name, and basic Federal information.
- Line 1: The first detail line for each employee contains the information related to the column headings. This information is:

Item	Appears in This W-2 Box
SSN	Box d
Employee name	Box e
Fed. tax	Box 2
Fed. wages	Box 1
FICA tax	Box 4
FICA wages	Box 3
Med. tax	Box 6
Med. wages	Box 5
Retirement PLAN	X in Box 15 (R in this column indicates an X on W-2)
Third Party sick pay	X in Box 15 (3 in this column indicates an X on W-2)
statutory employee	X in Box 15 (S in this column indicates an X on W-2)

- Lines 2, 3, 4: Federal only. These lines appear as needed, depending on the Federal information in an employee's record. They are not present in the State/Local Queue output. They include:
  - information on marking of additional Box 15 items (Statutory Employee, Deceased, Legal Representative)
  - information on additional Federal boxes, such as Box 9, Advance EIC; Box 10, Dependent Care
  - Box 13 entries, a maximum of three per line
  - Box 14 entries, a maximum of five per line, for Employee Queue only

Note: *If you are processing Railroad Retirement Tax, only that information will appear in Box 14. Any other information entered into Box 14 will be automatically overridden.*

- Line 5: Employee address line
- Subsequent lines: Detail lines on state/local tax authorities wages and taxes

The subsequent lines are present only in the State/Local Queue and Employee Queues.

- For Federal Magnetic Media output, the sequence is by employee Social Security Number, within Federal EIN and/or organization (Control 1-2), by option.
- There are no state/local tax authority detail lines on the report since the output from the Federal Queue does not contain state/local information.

A Transmitter Totals Report immediately follows this Year-End Processing Audit Report, summarizing the totals on Federal Magnetic Media.

Sample Year-End Processing Audit Report: Federal W-2 Magnetic Media

```
14V1  P5W2F1  FEDERAL MMREF TAPE                    YEAR END PROCESSING           REPT                                 PAGE   186
      EIN=040101988      PAYER=REGULAR                W-2 AUDIT-REPORT            5W5W                  TIME 12:04:16 DATE 10/06/04
0    SSN     EMPLOYEE NAME                    FED. TAX  FED. WAGES   FICA TAX  FICA WAGES    MED. TAX  MED. WAGES  STAT. EE RET-P 3RD

0371-32-1478 LANE, FRANCIS E                  43102.10   186322.15    5394.00    87900.00     2968.88   204750.00              R
      ADDR 1-37 N. RIVER PARKWAY                                                  CITY/ST-SWITZERLAND                IN 473993112
0509-34-0950 Jones, Mary S                   537483.61   667250.00    5394.00    87900.00    25447.50  1755000.00              R
      DEP CARE =    12600.00
      ADDR 1-7482 ILLINOIS AVE                                                    CITY/ST-GREENWICH                  CT 01332
0515-00-0950 Smith, Mary S                   790532.78   403500.00    5394.00    87900.00    36685.00  2530000.00              R
      DEP CARE =    16100.00
      ADDR 1-12 State Rd. SW                                                      CITY/ST-HONOLULU                   HI 014519031
0515-11-9999 Edison, Thomas A                   209.36     3563.48     224.12     3614.76       52.41     3614.76              R
      XESS GP TRM=      62.70
      ADDR 1-345 Electrode Raod  Appt 34                                          CITY/ST-MAUI                       HI 969017100
0515-12-9999 Edison, Thomas A                   276.00     4695.30     294.21     4745.25       68.81     4745.25              R
      ADDR 1-1111 Fixington Town                                                  CITY/ST-HONOLULU                   HI 968099811
0515-13-9999 Kidd, Billy T                      354.70     6033.96     394.02     6355.12       92.15     6355.12              R
      ADDR 1-34 Old West Drive   No. 10 West                                      CITY/ST-HONOLULU                   HI 123242345
0515-14-9999 Holloway, Sarah A                  735.74     9250.00     573.50     9250.00      134.13     9250.00
      ADDR 1-67 North Cranberry R                                                 CITY/ST-HONOLULU                   HI 968094530
0515-15-9999 Whiting, Elizabeth R              4748.46    38902.45    1738.83    28045.60      406.66    28045.60              R
                                                                                           NON-STAT=     1461.50
      XESS GP TRM=     147.60
      ADDR 1-45 Diamond Head Hiwa                                                 CITY/ST-HONOLULU                   HI 968097611
0515-21-9999 Darrow, Clarence                   398.68     6782.10     442.86     7142.85      103.57     7142.85              R
      ADDR 1-34 Yearly Street                                                     CITY/ST-Honolulu                   HI 969011008
0515-22-9999 Moore, Mary I                      591.60    10064.00     623.97    10064.00      145.93    10064.00
      ADDR 1-8912 Huckleberry Way                                                 CITY/ST-Honolulu                   HI 969018701
0515-23-9999 Robinson, Rebbeca J               1169.32    13994.25     832.45    13426.65      194.69    13426.65              R
      XESS GP TRM=     313.65
      ADDR 1-12 Pineapple Court                                                   CITY/ST-Honolulu                   HI 969010701
0515-24-9999 Smith, Bruce R                    1292.25    18574.00    1151.59    18574.00      269.32    18574.00
      ADDR 1-15 East Mission Rd.                                                  CITY/ST-Honolulu                   HI 969010134
0515-25-9999 Jones, John A                     2094.84    23125.00    1433.75    23125.00      335.31    23125.00
      ADDR 1-34 East Riverside Dr                                                 CITY/ST-Honolulu                   HI 969017019
0516-11-9999 Smith, Rachel                      116.54     3321.96     216.92     3498.66       50.73     3498.66              R
      ADDR 1-1290 123rd Rd                                                        CITY/ST-BOISE                      ID 873221900
0516-12-9999 Pitt, Truely                      2965.30    14185.40     907.27    14633.36      212.18    14633.36              R
      ADDR 1-56 Williamson Rd.                                                    CITY/ST-BOISE                      ID 873220312
```

- For Federal Magnetic Media output, the sequence is by employee Social Security Number, within Federal EIN and/or organization (Control 1-2), by option
- There are no state/local tax authority detail lines on the report since the output from the Federal Queue does not contain state/local information
- A Transmitter Total sReport immediately follows this Year-End Processing Audit Report, summarizing the totals on Federal magnetic media.

Sample Year-End Processing Audit Report: W-2 State Magnetic Media

```
14V1  P5W2SF  STATE W-2 FORMS - SF                  YEAR END PROCESSING          REPT                                    PAGE   530
      EIN=MA-1234567     STATE=MA                     W-2 AUDIT-REPORT             5W5W                 TIME 12:04:16 DATE 10/06/04
0    SSN     EMPLOYEE NAME                      FED. TAX  FED. WAGES   FICA TAX  FICA WAGES    MED. TAX  MED. WAGES  STAT. EE RET-P 3RD

0400-12-9999 Alexander, Jane                     3476.39    30758.20    1907.01    30758.20      445.99    30758.20
      ADDR 1-2345 Big Town Way                 ADDR 2-                                CITY/ST-ROSLINDALE                 MA 02131
      25 MA          TAX=    126.91   WAGE=    2480.50
0400-11-9999 Brody, JAMES                            .00     5797.00     359.41     5797.00       84.06     5797.00
      ADDR 1-1234 Progress Way                 ADDR 2-                                CITY/ST-DORCHESTER                 MA 02145
      25 MA          TAX=     23.16   WAGE=     467.50
0400-21-9999 Butz, Mary J                            .00    12995.20     805.70    12995.20      188.43    12995.20
      ADDR 1-565 N. Smokey Road                ADDR 2-                                CITY/ST-DORCHESTER                 MA 02145
      25 MA          TAX=     51.88   WAGE=    1048.00
0400-22-9999 BOURIL, ANNE M                      5634.04    54188.00    3359.66    54188.00      785.73    54188.00
      ADDR 1-1234 ELMWOOD DRIVE                ADDR 2-APT 4A                          CITY/ST-ROSLINDALE                 MA 02131
      25 MA          TAX=    223.60   WAGE=    4370.00
0400-24-9999 Cline, Patsy D                     36650.04   168795.00    5394.00    87900.00     2472.25   170500.00              R
      ADDR 1-8888 Grand Ole Opary Way          ADDR 2-                                CITY/ST-SOUTH BOSTON               MA 02155
      25 MA          TAX=    721.33   WAGE=   13612.50
0400-23-9999 Gunn, Tom E                        17410.90   102418.42    5394.00    87900.00     1500.07   103453.20              R
      ADDR 1-5 Hood plaza                      ADDR 2-                                CITY/ST-ROXBURY                    MA 02119
      25 MA          TAX=    436.07   WAGE=    8259.55
0400-14-9999 Jefferson, Thomas                  19877.00    92070.00    5394.00    87900.00     1348.50    93000.00              R
      ADDR 1-7823 Pioneer Rd                   ADDR 2-                                CITY/ST-SOUTH BOSTON               MA 02155
      25 MA          TAX=    391.60   WAGE=    7425.00
0400-13-9999 Mailer, Norman                     10975.35    61195.86    3832.47    61814.00      896.30    61814.00              R
      ADDR 1-56 HighWay rd                     ADDR 2-                                CITY/ST-ROXBURY                    MA 02119
      25 MA          TAX=    252.39   WAGE=    4935.15
```

For State Magnetic Media:

- There are three lines: basic Federal information, employee address, and state wage/tax information.
- There is a separate Year-End Processing Audit Report and accompanying Transmitter Totals Report for each state authority requested for magnetic media production.

Sample Year-End Processing Audit Report: W-2 Puerto Rico Magnetic Media

```
1V2  FEDERAL MMREF TAPE                                    YEAR END PROCESSING            REPT                                        PAGE   371
     EIN=123267925      PAYER=941/941E                       W-2 AUDIT-REPORT             5W5W                  TIME 09:12:37 DATE 12/05/03
    SSN     EMPLOYEE NAME                           FED. TAX  FED. WAGES   FICA TAX  FICA WAGES    MED. TAX  MED. WAGES  STAT. EE RET-P 3RD

128-16-7135 VISMITH, AMANDA                          4571.76    20538.56    1256.24    20262.00      293.80    20262.00     S       R    3
     ADDR 1-123 IGLOO COURT                                ST.                            CITY/ST-ST. THOMAS                VI 00918
                                                             MED SAVINGS=    20538.56  SIMPLE RETIRE=    4516.48  QAUL ADOPTION= 5411482.39
     OTHER TERR WAG 13477000.56  OTHER TERR TAX 13473103.68
311-11-7131 VISMITH, AMANDA                          4571.76    20538.56    1256.24    20262.00      293.80    20262.00     S       R    3
     ADDR 1-123 MLK DRIVE                                  ST.                            CITY/ST-ST. THOMAS                VI 00918
                                                             MED SAVINGS=    20538.56  SIMPLE RETIRE=    4516.48  QAUL ADOPTION= 5411482.39
     OTHER TERR WAG 13477000.56  OTHER TERR TAX 13473103.68
312-12-1245 VIHOWARD, JONATHAN                      10722.72    40380.56    2493.64    40220.00      583.19    40220.00     S       R    3
     ADDR 1-987 SWIMMERS LANE                              ST.                            CITY/ST-ST. THOMAS                VI 00918
                                                             MED SAVINGS=    40380.56  SIMPLE RETIRE=   10667.52  QAUL ADOPTION= 5411482.39
     OTHER TERR WAG 13477000.56  OTHER TERR TAX 13473103.68
331-51-7641 VIHOWARD, JONATHAN                      10722.72    40380.56    2493.64    40220.00      583.19    40220.00     S       R    3
     ADDR 1-987 TEEPEE DRIVE                               ST.                            CITY/ST-ST. THOMAS                VI 00918
                                                             MED SAVINGS=    40380.56  SIMPLE RETIRE=   10667.52  QAUL ADOPTION= 5411482.39
     OTHER TERR WAG 13477000.56  OTHER TERR TAX 13473103.68
347-42-5009 PRSMITH, AMANDA                          4571.76    20538.56    1256.24    20262.00      293.80    20262.00     S       R    3
     ADDR 1-123 RED SOIL ROAD                              SAN                            CITY/ST-SAN JUAN                  PR 00000
     PR M-STAT S  PR SPOUSE                   PR TAX WAGES         .00  PR COMMISSIONS       .00  PR ALLOWANCES         .00
              PR TIPS               .00  PR WAGES/OTHER        .00  PR TAX WITHHLD       .00  PR RETIREMENT         .00
347-42-5010 PRMOORE, JUNE                            5044.88    22064.96    1351.43    21797.28      316.06    21797.28     S       R    3
     ADDR 1-321 FRITOS STREET                              SAN                            CITY/ST-SAN JUAN                  PR 00905
     PR M-STAT S  PR SPOUSE                   PR TAX WAGES         .00  PR COMMISSIONS       .00  PR ALLOWANCES         .00
              PR TIPS               .00  PR WAGES/OTHER        .00  PR TAX WITHHLD       .00  PR RETIREMENT         .00
347-42-5013 PRSMYTHE, AMANDA                         4571.76    20538.56    1256.24    20262.00      293.80    20262.00     S       R    3
     ADDR 1-123 CACTUS COURT                               SAN                            CITY/ST-SAN JUAN                  PR 00901
     PR M-STAT S  PR SPOUSE                   PR TAX WAGES         .00  PR COMMISSIONS       .00  PR ALLOWANCES         .00
              PR TIPS               .00  PR WAGES/OTHER        .00  PR TAX WITHHLD       .00  PR RETIREMENT         .00
```

For Puerto Rico Magnetic Media:

- There are separate lines for basic employee information and FICA and Puerto Rico wage/tax information, including the spouse's social security number.
- There is a separate Year-End Processing Transmitter Totals Report for Puerto Rico.

Sample Year-End Processing Audit Report: W-2 Employee Queue

```
14V1  P5W2ES  EMPLOYEE W-2 FORMS - ES                  YEAR END PROCESSING          REPT                                   PAGE    19
      BRK=01ATLA                                         W-2 AUDIT-REPORT             5W5W                  TIME 12:04:16 DATE 10/06/04
0    SSN     EMPLOYEE NAME                       FED. TAX  FED. WAGES   FICA TAX  FICA WAGES    MED. TAX  MED. WAGES  STAT. EE RET-P 3RD

 510-75-9999 Richter-Huston, Corine T             3368.95    39712.00    2462.14    39712.00      575.82    39712.00
    12 G       170.00
      ADDR 1-989 Toronto                       ADDR 2-                                 CITY/ST-WILMINGTON                DE 19801
      10 DE           TAX=   1548.09   WAGE=    39712.00
0510-76-9999 Bladesrunner, Peggy A                4424.65    46750.00    2898.50    46750.00      677.88    46750.00
    12 G       170.00
      ADDR 1-8970 Canterbury Lane              ADDR 2-                                 CITY/ST-WILMINGTON                DE 19801
      10 DE           TAX=   1998.86   WAGE=    46750.00
0510-77-9999 Schwenager, Steven R                 6362.65    59670.00    3775.43    60894.00      882.96    60894.00            R
    12 D      1224.00 G       306.00
      ADDR 1-787 Oakmount                      ADDR 2-                                 CITY/ST-WILMINGTON                DE 19801
      10 DE           TAX=   2850.82   WAGE=    59670.00
0510-78-9999 Foremost, Rebecca                    7719.25    68714.00    4486.88    72369.00     1049.35    72369.00            R
    12 D      3655.00 G       731.00
      ADDR 1-1234 Tide Lane                    ADDR 2-                                 CITY/ST-WILMINGTON                DE 01980
      10 DE           TAX=   3447.07   WAGE=    68714.00
0412-11-9999 McBride, Martinia                        .00     4023.00     249.43     4023.00       58.33     4023.00
                                                                                    ADVANCE EIC=      820.80
      ADDR 1-456 Rocky Mountain Blvd           ADDR 2-                                 CITY/ST-JACKSONVILLE              FL 32557
0412-21-9999 Ausutine, Marty E                        .00     5295.24     328.30     5295.24       76.78     5295.24
                                                                                    ADVANCE EIC=      681.00
      ADDR 1-1023 High Point Blvd              ADDR 2-                                 CITY/ST-ST AUGUSTINE              FL 32671
0412-22-9999 Mary weather, Myrtle E                   .00     3982.50     249.43     4023.00       58.33     4023.00            R
                                                                                    ADVANCE EIC=      681.00
    12 D        40.50
      ADDR 1-34W389 Sand Lake Road             ADDR 2-                                 CITY/ST-TALAHASSEE                FL 32301
0412-31-9999 Hilldenbrand, David R                1035.72    12461.58     772.62    12461.58      180.69    12461.58
                                                                                    ADVANCE EIC=     1412.00
      ADDR 1-456 Sand Trap Blvd                ADDR 2-                                 CITY/ST-ORLANDO                   FL 32555
0412-32-9999 Gonzalez-Jimenez, Roberta M          1017.36    12336.84     772.62    12461.58      180.69    12461.58            R
                                                                                    ADVANCE EIC=     1363.00
    12 D       124.74
      ADDR 1-320 Pinehurst Street              ADDR 2-                                 CITY/ST-JACKSONVILLE              FL 32557
0512-01-9999 Huntsville, Myrtle                   3926.72    34000.00    2108.00    34000.00      493.00    34000.00
      ADDR 1-25 Jackson Blvd                   ADDR 2-Apt25                            CITY/ST-JACKSONVILLE              FL 01230
0512-02-9999 Pirard, Penny                        8656.25    54672.00    3389.66    54672.00      792.74    54672.00
      ADDR 1-876 West Maple Street             ADDR 2-                                 CITY/ST-JACKSONVILLE              FL 01230
0512-03-9999 Hassledorf, Alender                 11610.38    65300.40    4089.52    65960.00      956.42    65960.00            R
    12 D       659.60
      ADDR 1-87 Miami Beach Lane               ADDR 2-                                 CITY/ST-JACKSONVILLE              FL 01230
```

- There are separate lines for state/local tax authority information.
- The output from the Employee Queue contains all of the information for an employee: Federal, state/local authorities, plus any optional information you have requested for inclusion, such as Box 14 information and the Special Boxes.

- The sequencing is determined by the sort options you have chosen.

Uses

- A reference that duplicates the contents of all W-2s or 1099-Rs to help you assure that the required data is being correctly reported for each employee.
- A list of all information from all W-2s or 1099-Rs which can be stored as an archive copy and used for reference. For example, you could prepare replacement W-2s manually by using the information on the Year-End Processing Audit Reports.

Sample Year-End Processing Audit Report: 1099-R Federal Magnetic Media

```
14V1  P599ES  EMPLOYEE 1099R FORMS- ES              YEAR END PROCESSING            REPT                                     PAGE   602
      BRK=05PENS                                    1099-R AUDIT-REPORT            5W5W                 TIME 12:04:16 DATE 10/06/04
0   SSN      EMPLOYEE NAME                    GROSS PENS  FED TAXABLE     FED TAX   DIST 1  DIST 2   IRA/SEP    TAX NOT DET  TOT DISTR

0591-02-9999 James, Edward M                    34500.00         .00     4925.56     7                X            X
      CAP GAINS           .00 EMP I CNTRB      115.00 NET UNREAL          .00 OTHER AMT/%         .00/    TOTAL %/AMT   /        .00
      ADDR 1-1234 JEROME AVE                                                       CITY/ST-BRONX                     AZ 101235555
      04 AZ          TAX=    938.02   WAGE=   34500.00
0591-06-9999 Heggaton, Judy B                   23000.00         .00     2300.00     4      D         X            X
      ADDR 1-                 21 FANTASIA BLVD                                     CITY/ST-SACRAMENTO                CA 90105
      06 CA          TAX=    272.64   WAGE=   23000.00
0591-07-9999 Shop, Car Repair                   23000.00         .00      662.23     7                X            X
      ADDR 1-21 FANTASIA BLVD    21 FANTASIA BLVD                                  CITY/ST-SACRAMENTO                CA 90105
      06 CA          TAX=   1800.00   WAGE=   23000.00
0592-01-9999 FORMAN, Marge M                    18400.00         .00     1475.75     4      D         X            X
      ADDR 1-                 9980 SEPUNDAGA VALE                                  CITY/ST-FOREST CITY               CA 12345
      06 CA          TAX=    135.44   WAGE=   18400.00
0591-04-9999 Nader, Ralph N                     23000.00         .00      618.55     4      D         X            X
      ADDR 1-                 380 VERONICA ST.                                     CITY/ST-ORLANDO                   FL 47233
0591-03-9999 wisnering, marty                   23000.00         .00      618.55     4      D         X            X
      ADDR 1-                 102 MOUNTAIN DRIVE                                   CITY/ST-HONOLULU                  HI 881111111
      15 HI          TAX=    965.29   WAGE=   23000.00
0591-05-9999 Kentucky, Andrew H                 19000.00         .00      611.03     4      D         X            X
      ADDR 1-RR #2 PO Box 394    4099 MERRICK DR                                   CITY/ST-LOUISVILLE                KY 40609
      21 KY          TAX=    760.32   WAGE=   19000.00
0591-10-9999 Spenser, Donna M                   23575.00         .00      704.80     4      D         X            X
      ADDR 1-                 12003 GRIFFINS LANE                                  CITY/ST-BOWLING GREEN             KY 40432
      21 KY          TAX=    930.82   WAGE=   23575.00
0591-09-9999 Simpson, Bart H                    23000.00         .00      618.55     4      D         X            X
      ADDR 1-PO Box 2987         66 PINETREE FOREST                                CITY/ST-SEBAGO                    ME 01109
      23 ME          TAX=    237.00   WAGE=   23000.00
0590-01-9999 Moore, Robert A                    12650.00         .00       83.09     4      D         X            X
      ADDR 1-123 BELLAIRE                                                          CITY/ST-FAIR LAWN                 NJ 20202
      34 NJ          TAX=    144.40   WAGE=   12650.00           05P-UI NO
0591-11-9999 Saddle, Timothy J                  23000.00         .00      618.55     4      D         X            X
      ADDR 1-                 44 PALISADES PARKWAY                                 CITY/ST-SADDLE RIVER              NJ 33309
      34 NJ          TAX=    306.58   WAGE=   23000.00           05P-UI NO
0590-02-9999 BAKER, Ben J                       13800.00         .00         .00     4      D         X            X
      ADDR 1-800 GRAND CONCORSE                                                    CITY/ST-BRONX                     NY 10451
      36 NY          TAX=     57.15   WAGE=   13800.00    C NYC-0   NEW YORK C   TAX=       39.67  WAGE=  13800.00
0592-04-9999 SYRACUSE, NORMA J                  16100.00         .00     1130.75     4      D         X            X
      ADDR 1-PO Box 15        WHY LIVE IN NYC                                      CITY/ST-SYRACUSE                  NY 04092
      36 NY          TAX=    165.32   WAGE=   16100.00
```

For the 1099-R Federal magnetic media:

- Line 1: This first detail line for each employee contains the information related to the column headings. This information is:

Item	Appears in this 1099-R Box
SSN	Recipient's Identification Number
Employee Name	Recipient's name, street address (including apt. no.), city, state and ZIP code
Gross Pens	Box 1
Fed Taxable	Box 2A
Fed Tax	Box 4
Dist 1	Box 7 Distribution Code
Dist 2	Box 7 Distribution Code
IRA/SEP	Box 7 IRA/SEP/SIMPLE
Tax Not Det	Box 2B Taxable Amount Not Determined
Tot Distr	Box 2B Total Distribution

- Line 2: The second detail line for each employee is optional and contains the information related to the column headings. The information is:

Item	Appears in the 1099-R Box
Cap Gains	Box 3
Emp I Cntrb	Box 5
Net Unreal	Box 6
Other Amt/%	Box 8
Total %/Amt	Box 9

- Line 5: Employee address line

Sample Year End Processing Audit Report: Forms Output Totals Summary Report

```
14V1  P599SS  EMP. 1099R SPECIAL FORMS - ES          YEAR END PROCESSING            REPT
PAGE   683
                                                  OUTPUT TOTALS SUMMARY REPORT      5W5W                 TIME
12:04:16 DATE 10/06/04
-P599SS SUMMARY                               NUMBER OF FORMS =                       240
```

This report shows the total number of forms produced for all employers in the print queue.

Understanding the Transmitter Totals Report

The Transmitter Totals Report contains information necessary to fill out the paper transmittal forms to accompany W-2 and 1099-R/MISC forms and magnetic media submission to the Federal government, state governments, and local tax authorities.

Note: *There are no transmittal requirements for Employee Forms. Regardless, Transmitter Totals Reports are produced for forms from the Employee Queue. These reports total all amounts from all Employee Forms produced, including State/Local Secondary Forms. For this reason, these reports cannot be reliably used for any transmittal or balancing purposes.*

Description

- Produces all the totals required for filling out transmittal forms. For example, totals for most W-2 or 1099 boxes are included.
- In the output, each Transmitter Totals Report follows its related Year-End Processing Audit Report. Both sets of reports are in file P5W2AR. The Transmitter Totals Report summarizes the preceding Year-End Processing Audit Report.
- This means that there are separate reports for each major break in each output type: Federal Queue (breaks on payer types within Federal EIN), State/Local Queue (breaks on tax authorities within EINs or on EINs within each tax authority), Employee Queue (breaks on organization (Control 1-2) or Federal EIN).
- Information is broken down, from highest to lowest level, by:

1. Data Type: W-2 or 1099-R	
2. Employer ID (Federal EIN): EIN or tax authority: Federal EIN or organization (Control 1-2):	Federal Queue State/Local Queue Employee Queue

These additional breakdowns occur within the Federal Queue:

- Payer Type

There is a breakdown for employers with

- Regular FICA employees: identified as 941/941E
- MQGE Medicare-only employees: identified as MED/GOVT
- Railroad Retirement employees (No FICA): identified as CT-1

These three groups must be reported on separate W-3s for paper filers, or separate 6559s for magnetic media filers.

- U.S. Employees or Territorial Employees

These two groups must also be reported on separate W-3s for paper filers or separate 6559s for magnetic media filers.

Note: *If you file the federal information electronically over the Internet, you do not need this form for the federal filing.*

Sample Transmitter Totals Report: Federal Queue

```
1                                              YEAR END PROCESSING           REPT                                        PAGE     1
                                            TRANSMITTER TOTALS REPORT        5W5W                      TIME 08:10:04 DATE 10/02/04
-TRANSMITTER:                              RETURN:                                  DATA TYPE = W-2
 Reginal H Roric                            Universal Studios The Longest Company name t
 30 hurst drive                             120 S Riverside Plaza
 naperville                IL 605631610     Universal Studios Fl     FL 666666666
 EIN = 363114370
-EMPLOYER/PAYER:                           NUMBER OF FORMS                          MEDICARE WAGES AND TIPS                 .00
 011099 - Calaa Systems, Inc,.             FRINGE BENEFITS                   .00    MEDICARE TAX WITHHELD                   .00
 120 South Riverside Plaza                 ADVANCE EIC PAYMENTS              .00    NONQUALIFIED 457 PLANS                  .00
 18th Floor                                FEDERAL TAX WITHHELD              .00    NONQUALIFIED PLANS NOT 457              .00
 CHICAGO                   IL 60601        WAGES TIPS & OTHER COMP           .00    DEPENDENT CARE BENEFITS                 .00
 EIN = 12-4567925                          SOC SECURITY TAX WITHHELD         .00    SOCIAL SECURITY WAGES                   .00
 PAYER TYPE =                              SOCIAL SECURITY TIPS              .00    DEFERRED COMP - 501C                    .00
                                           DEFERRED COMP - 401K              .00    DEFERRED COMP - 403B                    .00
                                           DEFERRED COMP - 408K              .00    DEFERRED COMP - 457B                    .00
                                           COST OF GROUP TERM LIFE           .00    NONSTATUTORY STOCK OPTIONS              .00
-
 STATE/LOCAL TOTALS:
 STATE TAX WITHHELD                   .00  STATE TAXABLE WAGES               .00    CAL/NJ DISABILITY TAX                   .00
 LOCAL TAX WITHHELD                   .00  LOCAL TAXABLE WAGES               .00    NJ WD/HC TAX                            .00
 MARYLAND TAX PICKUP AMT              .00
1                                              YEAR END PROCESSING           REPT                                        PAGE     2
```

- This Transmitter Totals Report summarizes output from Federal Magnetic Media, as indicated in top left corner.
- Note that the Payer is identified in the header as 941/941E, which indicates the employees are regular FICA employees.
- Since no state/local information is reported on Federal output, the state/local summary lines at the bottom of the report contain zeros.

Using the Report in Filling Out Transmitter Forms

The chart below is intended as a tool for matching information on the report to the Federal transmittal forms.

As you fill out a transmittal form, look under the appropriate column for the form. On the chart, a number indicates the box on the form in which the data type at the left should appear. A **hyphen** (-) indicates that the data type at the left is not needed on the form.

Report Tag	**W-3**	**6559**
TRANSMITTER:(3 lines)	-	1
EIN =	-	2
RETURN:(3 lines)	-	7
DATA TYPE =	-	6
EMPLOYER/PAYER:(3 lines)	f and g	-
EIN =	e	-
PAYER TYPE =	b	
employee type (US or Terr)	-	-
NUMBER OF FORMS	c	-
ALLOCATED TIPS	8	-
ADVANCE EIC PAYMENTS	9	-
FEDERAL TAX WITHHELD	2	-
WAGES TIPS & OTHER COMP	1	-
SOC SECURITY TAX WITHHELD	4	-
SOCIAL SECURITY WAGES	3	-
SOCIAL SECURITY TIPS	7	-
MEDICARE WAGES AND TIPS	5	-
MEDICARE TAX WITHHELD	6	-
NONQUALIFIED PLANS	11	-
DEFERRED COMPENSATION	12	-
DEPENDENT CARE BENEFITS	10	-

Note: *The report does not include information for some W-3 forms boxes. Box 13 (Adjusted Social Security Wages, Tips) and Box 14 (Adjusted Medicare Wages, Tips) correspond to Boxes 3 and 5, respectively, plus or minus any adjustments the employer might have made outside the system. Box h (Other EIN) is not on the Employee Database (Master File; FILE02), but you must enter it if you have used an EIN other than the one on the file for reporting during the year. Box 15 (Income Tax Withheld by Third-Party Payer) is the total of withholding by a third party payer of sick pay, an amount included in Box 2 of W-2s.*

This Transmitter Totals Report shows State magnetic media output for Maine. The breaks for the report are on state EIN; see the upper left corner.

Sample Transmitter Totals Report: State/Local Queue

```
12V1  STATE W-2 FORMS - SF                           YEAR END PROCESSING            REPT                                   PAGE   561
      EIN=123-456        STATE=ME                     W-2 AUDIT-REPORT              5W5W                 TIME 08:10:04 DATE 10/02/04
0    SSN     EMPLOYEE NAME                    FED. TAX  FED. WAGES   FICA TAX  FICA WAGES    MED. TAX  MED. WAGES  STAT. EE RET-P 3RD
-888-88-1291 Bezek II, Evan J                    60.72     4193.00     259.97     4193.00       60.80     4193.00
      ADDR 1-56 High Park Ave.               ADDR 2-Unit 8D                         CITY/ST-AUGUSTA                    ME 04333
      23 ME           TAX=      4.00   WAGE=     599.00
12V1  STATE W-2 FORMS - SF                           YEAR END PROCESSING            REPT                                   PAGE   562
      EIN=123-456        STATE=ME                  TRANSMITTER TOTALS REPORT        5W5W                 TIME 08:10:04 DATE 10/02/02
-EMPLOYER/PAYER:                              NUMBER OF FORMS                         1     MEDICARE WAGES AND TIPS                .00
 03TEST - CALLA Systems, Inc.                 FRINGE BENEFITS                       .00     MEDICARE TAX WITHHELD                  .00
 120 South Riverside Plaza                    ADVANCE EIC PAYMENTS                  .00     NONQUALIFIED 457 PLANS                 .00
 12th Floor                                   FEDERAL TAX WITHHELD                60.72     NONQUALIFIED PLANS NOT 457             .00
 Chicago                  Il 60606            WAGES TIPS & OTHER COMP          4,193.00     DEPENDENT CARE BENEFITS                .00
 EIN = 04-0202889                             SOC SECURITY TAX WITHHELD             .00     SOCIAL SECURITY WAGES                  .00
 PAYER TYPE =                                 SOCIAL SECURITY TIPS                  .00     DEFERRED COMP - 501C                   .00
                                              DEFERRED COMP - 401K                  .00     DEFERRED COMP - 403B                   .00
                                              DEFERRED COMP - 408K                  .00     DEFERRED COMP - 457B                   .00
                                              COST OF GROUP TERM LIFE               .00     NONSTATUTORY STOCK OPTIONS             .00
-
 STATE/LOCAL TOTALS:
 STATE TAX WITHHELD                    4.00   STATE TAXABLE WAGES                599.00     CAL/NJ DISABILITY TAX                  .00
 LOCAL TAX WITHHELD                     .00   LOCAL TAXABLE WAGES                   .00     NJ WD/HC TAX                           .00
 MARYLAND TAX PICKUP AMT                .00
```

Uses

The report contains the totaling information needed to fill out:

- For Federal W-2 Copy A Forms filers: **W-3 Form**
- For magnetic media filers: **Form 6559,** which contains information on the organization that produced and transmitted the magnetic media, as well as on the employer.
- State/local transmitter forms

The report can be used in conjunction with the Year-End Processing Balancing Report to check totals for dollar amounts reported on W-2s or 1099-Rs. The procedure for doing so is explained in the section describing the Year-End Processing Balancing Report.

Transmitter Totals Reports from the Employee Queue

Employee Forms output can include multiple forms for the same employee to report wages and taxes for additional states and local authorities. Because of this, the Federal and state totals developed on an Employee Queue Transmitter Totals Report can be distorted.

If multiple states are reported for an employee, totals for the Federal amounts are misrepresented because this information appears on multiple forms. This is also true for state totals when multiple local authorities are reported for one employee.

When these conditions occur, the reported totals are accurate summaries of the applicable amounts appearing on all employee W-2 or 1099-R forms produced. However, these totals will not match totals developed for transmittal purposes from the applicable (Federal and State) queues. These totals will also fail to match related totals appearing in the Transmitter Section of the Year-End Processing Balancing Report.

For the above reasons, you should not expect to use Transmitter Totals Reports from the Employee Queue for balancing purposes without being prepared to make manual adjustments to reported Federal and state totals.

Understanding the Tapes Disposition Report

The Tapes Disposition Report documents the status of magnetic media production for a given execution of P5W2PR. It reports on the status of the P40IN file that contains the available extracted report records used for magnetic media production as well as the P5 control record that tells P5W2PR what magnetic media to produce during this execution.

Description

- Follows the last Transmitter Totals report in the P5W2AR print file. This report is normally only one page.
- Documents the magnetic media produced during an execution of P5W2PR and what physical file contains which tax authority's magnetic media.
- Documents the P5 control record that governs the actual physical production of magnetic media.
- Documents the tax authorities that have records for magnetic media production available on the P40IN file. These records can be used to create magnetic media files.

Contents

- At the top of the report page an image is printed of the P5 control record that was used to control this execution of the P5W2PR program. This control record reproduction shows each tax authority for which magnetic media was produced by the current execution of P5W2PR.
- To the right of each tax authority, the disposition of the magnetic media is documented and indicates the physical file that has been created or indicates that the magnetic media was not requested on the P5 control record.
- Position 40 of the P5 control record image shows whether available W-2 or 1099-R outputs other than State/Local Tapes have been suppressed or produced along with the current magnetic media.
- The rest of the report body consists of up to four columns with a maximum of 23 entries in each. These entries flow from top to bottom, left to right, across the page. Each entry contains disposition information on a tax authority that has tax records included on the P40IN file input to the current execution of P5W2PR. The possible content of an entry is described below by report heading.

HEADING	DESCRIPTION
AUTH ON FILE	Identifies a tax authority with magnetic media report records on the P40IN file used in this execution of P5W2PR. Because the tax authority has extract records for magnetic media production included on P40IN, a physical tape for the authority could be produced by a proper entry for the authority on the P5 control record. The entry for the authority has up to seven characters and can be any of the following: ■ 1099 TP - Federal 1099-R magnetic media file ■ Federal MMREF - Federal W-2 magnetic media file *Note: A P5 control record entry is not required to create the above magnetic media files. P5W2PR automatically creates these magnetic media files, if they have magnetic media records included on the P40IN file, unless Position 3 of the P5 control record contains a Y.* ■ 2xx - Magnetic media file for state indicated by state tax code ■ 3xxxxxx - Magnetic media file for county indicated by county tax code ■ 4xxxxxx - Magnetic media file for city/locality indicated by tax code

HEADING	DESCRIPTION
TAPE FILE ID (or MESSAGE)	Identifies the tape disposition for the authority shown to the left. This identifier can be either a magnetic media file ID or a message. The magnetic media file ID specifies that a magnetic media file with the indicated file ID has been produced. A message indicates a different disposition. Possible messages are: **NOT REQUESTED ON P5** indicates that the P5 control record for the current execution of P5W2PR does not contain an entry for this state or local authority. Consequently, no magnetic media file has been produced. **RECYCLE=Y, NO FED TAPE** indicates that no magnetic media file has been produced from the Federal W-2 or 1099-R magnetic media records on the P40IN file because the recycle switch in Position 40 of the P5 control record has been set to Y. This switch setting indicates that P5W2PR is recycling runs to produce multiple State/Local Magnetic Media while suppressing production of all other W-2 or 1099-R outputs, including Federal W-2 or 1099-R Magnetic Media.

Uses

- Controls and verifies the production of state/local/composite magnetic media.
- Helps determine whether multiple executions of P5W2PR are required to produce all the files for the tape records available on the P40IN file.
- Resolves missing output from a run of the Year-End Processor.

Sample Tapes Disposition Report

```
12V1                                                  YEAR END PROCESSING          REPT                                   PAGE   728
                                                    TAPES DISPOSITION REPORT       5W5W                     TIME 08:10:04 DATE 10/02/04
0     P5 TRANSACTION
 ..zxyw....***...***...***...***...***...***...***...***.......*******.......
 P5    LS  AL AK AZ AR CA CO CT DE DC FL GA HI ID IL IN 2IA    2KS    2KY
0AUTH    TAPE FILE ID              AUTH    TAPE FILE ID
 ON FILE (OR MESSAGE)              ON FILE (OR MESSAGE)
 ------- -----------------------   ------- -----------------------
 FED MRF P5W2MF                    2MN     NOT REQUESTED ON P5
02AL     P5W2M1                    2MO     NOT REQUESTED ON P5
02AR     P5W2M4                    2MS     NOT REQUESTED ON P5
02AZ     P5W2M3                    2MT     NOT REQUESTED ON P5
02CA     P5W2M5                    2NC     NOT REQUESTED ON P5
02CO     P5W2M6                    2ND     NOT REQUESTED ON P5
02CT     P5W2M7                    2NE     NOT REQUESTED ON P5
02DC     P5W2M9                    2NJ     NOT REQUESTED ON P5
02DE     P5W2M8                    2NM     NOT REQUESTED ON P5
02GA     P5W2MA                    2NY     NOT REQUESTED ON P5
02GU     NOT REQUESTED ON P5       2OH     NOT REQUESTED ON P5
02HI     P5W2MB                    2OK     NOT REQUESTED ON P5
02IA     P5W2MG                    2OR     NOT REQUESTED ON P5
02ID     P5W2MC                    2PA     NOT REQUESTED ON P5
02IL     P5W2MD                    2RI     NOT REQUESTED ON P5
02IN     P5W2ME                    2SC     NOT REQUESTED ON P5
02KS     P5W2MH                    2UT     NOT REQUESTED ON P5
02KY     P5W2MI                    2VA     NOT REQUESTED ON P5
02LA     NOT REQUESTED ON P5       2VT     NOT REQUESTED ON P5
02MA     NOT REQUESTED ON P5       2WI     NOT REQUESTED ON P5
02MD     NOT REQUESTED ON P5       2WV     NOT REQUESTED ON P5
02ME     NOT REQUESTED ON P5
02MI     NOT REQUESTED ON P5
```

Understanding the Year End EIN Name and Address Source Organization Report

The Year End EIN Name and Address Source Organization Reports (6F6F) lists the organizations in a tax authority that are included for an EIN (Employer Identification Number). The report also produces totals by tax authority, EIN and organization for W2'S, 1099-R's, 1099-MISC's, unpaid employees and employees with 'E' level errors for whom outputs will not be created.

Note: *EIN refers to the Tax Filing Number on the T1-SCR.*

Description - 6F6F report

The report lists for each tax authority/EIN, the EIN and the organization number, name, and address for the organizations using the EIN. When several organizations have the same EIN, the last (highest) organization will be used on forms, banners, and magnetic media RE (employer) records for that tax authority and EIN. However, if "Addr/Banner For EIN" is checked on the Year-End Organization Level Options 2 form (W2CSC2), that organization's name and address will be used. If more than one organization has "Addr/Banner For EIN" checked, the last (highest) checked organization's employer name and address will be used. Organizations with "Addr/Banner For EIN" checked appear on the report with + preceding the organization's name. The last organization appearing within a tax authority/EIN is the one which will be used for that tax authority / EIN.

Uses - 6F6F report

The Year End Name And Address Source Organization Report (6F6F) allows you to determine from which organization the employer name and address will be taken when more than one organization has the same federal or state EIN. The employer name and address of the selected organization will appear on Federal, state, and local forms and magnetic media. The selected organization's employer name and address will also be used for employee forms unless a major sort sequence of organization or organization within Federal EIN has been entered, in which case the employer name and address will be the organization to which the employee belongs.

Sample Year End EIN Name and Address Source Organization Report

```
102     FEDERAL W/H TAX                                YEAR END EIN NAME & ADDRESS   REPT PERIOD 06/12/2004 FILE VERSION 06 PAGE     1
EIN: 07-3456789                                        SOURCE ORGANIZATION REPORT    6F6F PERIOD 06/12/2004 TIME 13:30 DATE 10/13/2004


ORG    NAME/ADDR

*ORG              995555ACME RETIREES
                             99R'S                     5
                             ERRS                      1
                             NOPAY                     1

*ORG             +01TESTECYBORG SYSTEMS, INC.    PUB 4
                             W2'S                     28
                             ERRS                     13
                             NOPAY                    10

*ORG             +996666ACME HOSPITALS
                             W2'S                     12
                             99M'S                     2
                             ERRS                      2
                             NOPAY                     2

*EIN             102    07-3456789
                             W2'S                     40
                             99R'S                     5
                             99M'S                     2
                             ERRS                     16
                             NOPAY                    13

*TAX AUTH        102         W2'S                     40
                             99R'S                     5
                             99M'S                     2
                             ERRS                     16
                             NOPAY                    13
```

Understanding the Year-End Processing Balancing Report

The Year-End Processing Balancing Report provides the means for you to reconcile totals on your standard tax filing reports with those from the Year-End Processor run.

It also allows you to verify all wage and tax amounts submitted to the various tax authorities by EIN and reconcile any amounts not submitted.

Background

During the year, you have been producing tax filing reports to assist you in reporting payroll wages and taxes to the various tax authorities in conjunction with your regular deposits of withheld taxes. The Solution Series produces reports such as the Tax Filing Report (2T2T) and the All Frequencies Tax Filing Report (9091). These reports summarize the tax information that has been accumulated in employee payroll records. These tax filing reports are produced for each organization (Control 1-2).

At the end of the year, after year-end adjustments are processed, running these tax filing reports will provide you a complete record for the year for each tax authority. However, the totals on these reports are by organization (Control 1-2).

Year-end W-2 and 1099-R output is required to be sent to tax authorities by Federal EIN or state/local tax identification number. While in some cases these groupings equate to organization (Control 1-2) groupings, often Federal EIN and state/local tax ID numbers do not equate to organization (Control 1-2) groupings. Payroll is often organized so that several Control 1-2s comprise a tax reporting entity. These internal organization (Control 1-2) numbers have no significance to taxing authorities.

The Year-End Processing Balancing Report can help you reconcile your tax figures across organizations (Control 1-2s) and tax ID boundaries. This reconciliation will help you isolate differences between taxes reported on W-2s or 1099-Rs and taxes reported on tax filing reports.

Accounting for Discrepancies

As you use the Year-End Processing Balancing Report, you might find discrepancies between information contained on the year-end master and reported on W-2s or 1099-Rs and information on your tax filing reports.

Several reasons could account for these discrepancies:

- You have filed final tax reports before making year-end adjustments.
  Check the Payroll Audit Trail Report for adjustments you may have made, and rerun your tax filing reports.
- An operational problem has occurred. A master file other than the most current year-end adjusted master was used for the production of W-2s or 1099-Rs.
  Check if this has occurred, and if so, rerun the Year-End Processor with the appropriate adjusted year-end master file.
- W-2s or 1099-Rs were not produced for certain employees because of errors in their records.
  Information on the Exceptions Report should help you identify these employees and verify the amounts not reported on W-2s or 1099-Rs.

Uses

The Year-End Processing Balancing Report is designed to allow you to make a number of basic checks:

- Verify the tax/wage for individual taxes from your **tax filing reports** against the tax/wage amounts **from the Balancing Report printed in the year-end run**. This check is done at the Control 1-2 level.
- Reconcile differences between tax filing report totals and amounts actually reported (transmitted) on W-2s or 1099-Rs.
  The tax filing report totals are not necessarily those transmitted on W-2s or 1099-Rs. Various exceptions situations result in such differences.
  The information on the Year-End Processing Balancing Report, indicating these basic exception situations, helps you reconcile differences between what appears on tax filing reports totals and what is transmitted on W-2s or 1099-Rs.
  The Balancing Report also facilitates this reconciliation process by summarizing organization (Control 1-2) totals to the EIN/state/local ID level, the level at which submissions to the various tax authorities occur.
- A secondary cross-check allows you to match totals reported on W-2s or 1099-Rs (and summarized on individual Transmitter Totals Reports) and the tax/wage information you have just verified against your tax filing reports.
  The Year-End Processing Balancing Report, by providing **totals for the EIN level** in a convenient format, allows this cross-check. The totaling-to-EIN level is the bridge for matching the two sets of figures.
  The Year-End Processing Balancing Report can be particularly helpful for customers who have several Control 1-2s within an EIN, or many such situations.
  Two main sections of the Year-End Processing Balancing Report allow you to make these wage and tax checks.

- The **Tax Filing section** contains:
  - tax/wage information for individual taxes at the Control 1-2 level
    This includes tax/wage totals input to the year-end run and tax/wage totals actually reported on W-2s or 1099-Rs. There is also information to help you account for differences.
    Use this section to cross-check tax/wage totals on your tax filing reports against corresponding totals from the year-end run and to reconcile any difference between tax filing totals and totals reported on W-2s or 1099-Rs.
  - the tax/wage information for individual taxes totaled to the EIN level (summing totals for all Control 1-2s that comprise an EIN)
    Use these EIN totals to cross-check submitted tax information from the year-end run.

- The **Transmitter section** provides a convenient summary of tax/wage information for individual tax authorities at the EIN level.
- Use the EIN totals in the Transmitter section to cross-check against two other sets of the totals:
  - submitted wage and tax totals as reported on the various Transmitter Totals Reports from the year-end run
  - the tax/wage totals you have just verified against your tax filing reports and tracked to the EIN level on the Tax Filing section of the Year-End Processing Balancing Report

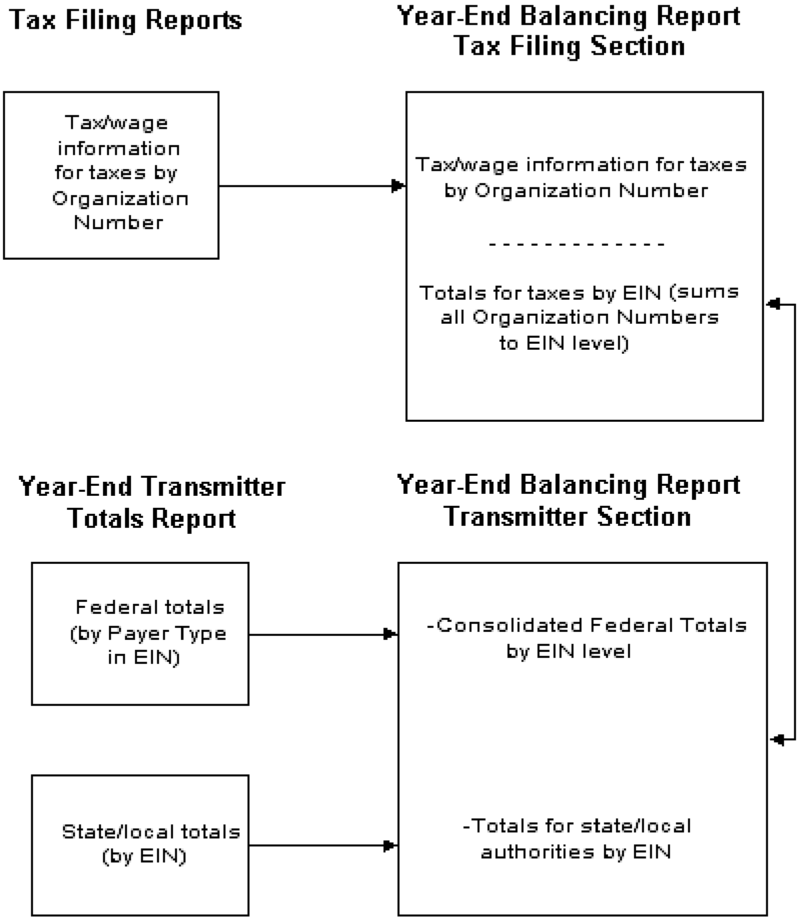
Note: *For Federal information, the Transmitter section totals first by Payer Type and/or Territory/Commonwealth, reflecting the Transmitter Totals Reports, and then sums these to the EIN level for use in cross-checking.*

Overview of the Year-End Balancing Process

Here is an overview of the balancing process using the Year-End Processing Balancing Report. This process is explained by a step-by-step procedure provided in this section.

- Check tax/wages totals for individual taxes on standard tax filing reports (2T2T or 9091) against those on the Year-End Processing Balancing Report from the Year-End Processor run. Totals are by Control 1-2. Then determine if there are any discrepancies between tax filing amounts and amounts input to the Year-End Processor run.
  Use the Tax Filing section of the Year-End Processing Balancing Report (Control 1-2 listing).
  If there are discrepancies between tax filing totals and amounts reported in the Tax Filing section, use the information from this report to help reconcile them.
  Review the totals for individual taxes up to the EIN level.
  Check the Totals for EINs found in the Tax Filing section of the Year-End Processing Balancing Report. These totals are the sum of the totals from the preceding organizations (Control 1-2s) that comprise the EIN.
- Cross-check submitted tax/wage information from Transmitter Totals Reports from the year-end run against submitted tax/wage information from the Year-End Processing Balancing Report.
  Use the Transmitter section of the Year-End Processing Balancing Report.
- Cross-check EIN totals verified against your tax filing reports to those actually transmitted for EINs on W-2s or 1099-Rs.
  Use both the Totals for EIN in the Tax Filing section and the Totals for the EIN in the Transmitter section of the Balancing Report.

Year-End Balancing Process Flowchart



Year-End Processing Balancing Report Contents

Tax Filing Section: The Tax Filing section of the Year-End Processing Balancing Report shows the same types of information as the standard tax filing reports. Its format reflects that of the 2T2T and 9091 reports.

It contains:

- tax/wage totals by Control 1-2 for taxes from the year-end adjusted master file input to the Year-End Processor run
- followed by EIN-level totals summarizing all preceding Control 1-2s

Tax/wage information is detailed by tax: Federal, state, local (county/city), SDI, special assessment, and employee-paid SUI. Each tax level begins on a new page.

Following each EIN set of Control 1-2s, the tax/wage information is totaled to the EIN level for the individual taxes. Again, each tax level begins a new page.

Column Headings: Federal FICA OASDI and HI wages and taxes are reported in the first two columns. For other taxes, wages and taxes are listed in the third and fourth columns, respectively.

- This includes Federal, state and local income taxes, state disability insurance taxes, and special assessment taxes.

Note: *When state disability wages are reported in the third column, the amount reported is currently not cut off at the maximum allowable wage. If an applicable maximum has been exceeded, this amount will not match the cutoff amount appearing on the Tax Filing Report.*

SUI, the fifth column, contains employee-paid unemployment taxes for state/local authorities.

The sixth column serves multiple purposes. When Federal income tax is being reported from the 102 employee tax record, any Earned Income Credit amount also stored in the 102 is reported in this column. When a Control 1-2 containing all pensioners (as opposed to employees) is being processed, column six instead contains the 1099-R Gross Distribution amount from field #118.

The last column reports the number of W-2s or 1099-Rs transmitted by the Year-End Processor run.

Reading the Samples

The following samples, A and B, show representative information from the Tax Filing section of a Year-End Processing Balancing Report.

Sample A shows detail for the Federal and state levels for Control 1-2 010001.

Sample B shows the Federal and state totals for EIN 01-2345678, to which Control 1-2 010001 belongs.

Note the heading, TOTALS FOR EIN, at the top left. This heading indicates that the page contains summary information for all organizations (Control 1-2s) in the EIN.

Year-End Processing Balancing Report Sample A: Tax Filing Section, Control 1-2 Listing

```
CORPORATION   03   EIN: 04-0202889                    YEAR END PROCESSING        REPT                                   PAGE     1
DIVISION     TEST  TAX FILING SECTION                BALANCING REPORT           51BR                  TIME 15:29:38 DATE 10/06/04
                 TAX        EMPLOYEE         EMPLOYEE      WITHHOLDING     WITHHOLDING         SUI         W2 EIC          # OF
  DESCRIPTION    CODE      FICA WAGES        FICA TAX         WAGES            TAX             TAX      1099R GR DST    W2'S/1099R'S
FICA-OASDI      101     1,464,641.25       90,806.64
 - W2 EXCEPTIONS           77,575.95        4,809.71
 = TRANSMITTED ON W2    1,387,065.30       85,996.93                                                                           98
FICA-HI         103    26,046,829.26      377,465.44
 - W2 EXCEPTIONS           77,575.95        1,124.85
 = TRANSMITTED ON W2   25,969,253.31      376,340.59                                                                           98
FEDERAL W/H TAX 150                                    23,979,057.18    6,883,399.27                     1,397.00
 - W2 EXCEPTIONS                                           76,010.63       10,195.86                     1,397.00
 = TRANSMITTED ON W2                                   23,903,046.55    6,873,203.41                                           98
CORPORATION   03   EIN: 04-0202889                    YEAR END PROCESSING        REPT                                   PAGE     2
DIVISION     TEST  TAX FILING SECTION                BALANCING REPORT           51BR                  TIME 15:29:38 DATE 10/06/04
                 TAX        EMPLOYEE         EMPLOYEE      WITHHOLDING     WITHHOLDING         SUI         W2 EIC          # OF
  DESCRIPTION    CODE      FICA WAGES        FICA TAX         WAGES            TAX             TAX      1099R GR DST    W2'S/1099R'S
COLORADO        2CO                                        86,400.00        1,908.36
 = TRANSMITTED ON W2                                       86,400.00        1,908.36                                            4
KENTUCKY        2KY                                         4,408.46          240.66
 = TRANSMITTED ON W2                                        4,408.46          240.66                                            1
MASSACHUSETTS   2MA                                       423,200.00       66,209.44
 = TRANSMITTED ON W2                                      423,200.00       66,209.44                                           10
MICHIGAN        2MI                                       529,112.73       63,038.69
 - W2 EXCEPTIONS                                           42,702.50        1,741.45
 = TRANSMITTED ON W2                                      486,410.23       61,297.24                                           13
NORTH DAKOTA    2ND                                       245,044.40        3,388.61
 = TRANSMITTED ON W2                                      245,044.40        3,388.61                                           10
NEW HAMPSHIRE   2NH                                       307,997.40
 - NON-REPORTED STATE                                     307,997.40
 = NOT TRNSMITTD ON W2S
NEVADA          2NV                                       344,558.84
 - NON-REPORTED STATE                                     344,558.84
 = NOT TRNSMITTD ON W2S
NEW YORK        2NY                                    21,566,706.75    1,482,073.36
 = TRANSMITTED ON W2                                   21,566,706.75    1,482,073.36                                           19
```

Year-End Processing Balancing Report Sample B: Tax Filing Section, Totals for EIN

TOTALS FOR EIN 04-0202889 YEAR END PROCESSING REPT PAGE 1
TAX FILING SECTION BALANCING REPORT 51BR TIME 15:29:38 DATE 10/06/04

DESCRIPTION	TAX CODE	EMPLOYEE FICA WAGES	EMPLOYEE FICA TAX	WITHHOLDING WAGES	WITHHOLDING TAX	SUI TAX	W2 EIC 1099R GR DST	# OF W2'S/1099R'S
FICA-OASDI	101	1,464,641.25	90,806.64					
- W2 EXCEPTIONS		77,575.95	4,809.71					
= TRANSMITTED ON W2		1,387,065.30	85,996.93					98
FICA-HI	103	26,046,829.26	377,465.44					
- W2 EXCEPTIONS		77,575.95	1,124.85					
= TRANSMITTED ON W2		25,969,253.31	376,340.59					98
FEDERAL W/H TAX	150			23,979,057.18	6,883,399.27		1,397.00	
- W2 EXCEPTIONS				76,010.63	10,195.86		1,397.00	
= TRANSMITTED ON W2				23,903,046.55	6,873,203.41			98

TOTALS FOR EIN 04-0202889 YEAR END PROCESSING REPT PAGE 2
TAX FILING SECTION BALANCING REPORT 51BR TIME 15:29:38 DATE 10/06/04

DESCRIPTION	TAX CODE	EMPLOYEE FICA WAGES	EMPLOYEE FICA TAX	WITHHOLDING WAGES	WITHHOLDING TAX	SUI TAX	W2 EIC 1099R GR DST	# OF W2'S/1099R'S
COLORADO	2CO			86,400.00	1,908.36			
= TRANSMITTED ON W2				86,400.00	1,908.36			4
KENTUCKY	2KY			4,408.46	240.66			
= TRANSMITTED ON W2				4,408.46	240.66			1
MASSACHUSETTS	2MA			423,200.00	66,209.44			
= TRANSMITTED ON W2				423,200.00	66,209.44			10
MICHIGAN	2MI			529,112.73	63,038.69			
- W2 EXCEPTIONS				42,702.50	1,741.45			
= TRANSMITTED ON W2				486,410.23	61,297.24			13
NORTH DAKOTA	2ND			245,044.40	3,388.61			
= TRANSMITTED ON W2				245,044.40	3,388.61			10
NEW HAMPSHIRE	2NH			307,997.40				
- NON-REPORTED STATE				307,997.40				
= NOT TRNSMITTD ON W2S								
NEVADA	2NV			344,558.84				
- NON-REPORTED STATE				344,558.84				
= NOT TRNSMITTD ON W2S								
NEW YORK	2NY			21,566,706.75	1,482,073.36			
= TRANSMITTED ON W2				21,566,706.75	1,482,073.36			19

Reading the Tax Filing Section

There may be multiple detail lines in the Tax Filing section for any given tax. Each tax reported has at a minimum the following two lines

TOP LINE

The tax line (for example, FICA-OASDI 101):

The tax/wage amounts on this line are totals from the master file input to this Year-End Processor run. They should match the totals on your year-end tax filing reports. This is the key line to use in balancing to the year-end totals on your tax filing reports.

BOTTOM LINE

The TRANSMITTED ON W2 or TRANSMITTED ON 1099R line:

This line shows the tax/wage amounts from the W-2s or 1099-Rs actually produced on the Year-End Processor run and reflected in the Transmitter Totals Reports. Discrepancies between the tax lines and transmitted lines should be accounted for in the optional middle lines.

The sum of all the amounts in the bottom line and all the amounts in the middle line (if there are any) must equal the sum of all the amounts in the top line. If not, an error has occurred in the Balancing Report processing. If this should happen, contact us to resolve this situation.

Note: *On rare occasions, it is possible that the bottom line for a given tax will not be printed. This condition can legitimately occur only when all the employees in a Control 1-2/EIN with wages/taxes withheld for the tax shown on the top line are rejected from year-end processing due to errors discovered by the Year-End Processor. These errors would be listed on the Exceptions Report.*

If this situation occurs, no wage/tax amounts are transmitted on W-2s or 1099-Rs due to the employee rejections. Therefore, year-end processing does not trigger the production of employee-level detail entries that create the bottom line totals.

An example of what the Tax Filing Section might look like in this situation:

MADISON, KY 3KYMADI 1054.00 10.72

- W2 EXCEPTION 1054.00 10.72

If you suspect that this has occurred, check the Exceptions Report. All employees on file for the Control 1-2/EIN with the indicated tax should be listed as rejects on this report. If not, contact us.

Besides the message TRANSMITTED ON W2, the following messages may appear as the bottom line message:

TRANSMITTED ON 1099R—this is the normal bottom line for taxes processed for pensioners (as opposed to employees).

NOT TRNSMITTD ON W2S—this is produced for employee accumulated taxes where the tax information is not required to appear on W-2s. An example would be employee-paid SDI tax for Hawaii which is not currently required by Hawaii to be reported on W-2s.

NOT TRNSMITTD ON 99S—same as above except for taxes processed for pensioners, not employees.

MIDDLE LINES - Optional

1. The W-2 Exceptions line - W2 EXCEPTIONS*

This line totals the tax amounts for employees/pensioners if the Year-End Processor did not produce W-2s or 1099-Rs because of errors in their records. These employees/pensioners are listed on the Exceptions Report. If W-2s or 1099-Rs are produced for all employees/pensioners in the Control 1-2, this line will not appear for any tax reported.

In most cases, the difference between the top line (total wages/tax requiring reporting) and this line (exceptions) equals the bottom line (the amount reported on W-2s or 1099-Rs).

*This line will say W2 EXCEPTIONS even during a run of the 1099-R year-end processor.

2. Non-reported lines

These lines contain wage/tax amounts for taxes not required to be reported on W-2s and 1099-Rs. Examples are wage information for states that do not levy an income tax and the tax is not optionally being reported, or railroad retirement (RRTA) Tier I and Tier II taxes. For these taxes, the bottom line shows a not transmitted message and blanks.

In addition to the W-2 exceptions middle line, the following middle lines may also appear on the Tax Filing Section reports:

- **NON-REPORTED STATE**—When W-2s or 1099-Rs have **not** optionally been requested for no-income-tax states, this middle line prints for those states. Also for New Jersey and Pennsylvania (and Alaska if you are reporting for no-income-tax state), this middle line is printed to identify employee-paid SUI taxes that are not transmitted because they are not required to be reported on W-2s or 1099-Rs.
- **NON-RPTD SDI/SPECL**—When the tax code reported on the top line is 4HISDI, 4MAUIMT, 4NYSDI, 4PRSDI, or 4RITDI, this middle line is printed to indicate that reporting this tax on W-2s or 1099-Rs is not required.
- **SDI WAGES NOT REPRTD**—When the tax code for the tax reported on the top line is 4CASDI, 4CAVDI or 4NJSDI, this middle line is printed to indicate that the wages associated with these state disability taxes are not required to be reported along with their associated taxes.
- **MUST REPORT TO RRB**—When the tax code for the tax reported on the top line is 104 for RRTA Tier I tax or 105 for RRTA Tier II tax, this middle line is printed to indicate that these taxes are not reported on W-2s or 1099-Rs but must be separately reported by the employer to the Railroad Retirement Board.
- **PR TRANSMITTAL** or - **VI TRANSMITTAL**—The appropriate one or both of these middle lines is printed to indicate that a portion of the total FICA amounts is being transmitted by commonwealth/territory W-2 instead of federal W-2.

This last message occurs when: the tax reported on the top line is 101 for FICA OASDI tax or 103 for FICA HI tax

and

some of the FICA wages/taxes contributing to the top line total are not appearing on Federal W-2s because the employees with these wages/taxes have no Federal 102 wages/taxes to report,

and

these employees are receiving a Puerto Rico W-2PR/Virgin Islands W-2 with wages/taxes that contain their FICA taxes.

Sample Year-End Processing Balancing Report: Tax Filing Section, Explanation of Detail Lines

CORPORATION 03 EIN: 04-0202889 YEAR END PROCESSING REPT PAGE 2
DIVISION TEST TAX FILING SECTION BALANCING REPORT 51BR TIME 15:29:38 DATE 10/06/04

DESCRIPTION	TAX CODE	EMPLOYEE FICA WAGES	EMPLOYEE FICA TAX	WITHHOLDING WAGES	WITHHOLDING TAX	SUI TAX	W2 EIC 1099R GR DST	# OF W2'S/1099R'S
COLORADO	2CO			86,400.00	1,908.36			
= TRANSMITTED ON W2				86,400.00	1,908.36			4
KENTUCKY	2KY			4,408.46	240.66			
= TRANSMITTED ON W2				4,408.46	240.66			1
MASSACHUSETTS	2MA			423,200.00	66,209.44			
= TRANSMITTED ON W2				423,200.00	66,209.44			10
MICHIGAN	2MI			529,112.73	63,038.69			
- W2 EXCEPTIONS				42,702.50	1,741.45			
= TRANSMITTED ON W2				486,410.23	61,297.24			13

CORPORATION 03 EIN: 04-0202889 YEAR END PROCESSING REPT PAGE 3
DIVISION TEST TAX FILING SECTION BALANCING REPORT 51BR TIME 15:29:38 DATE 10/06/04

DESCRIPTION	TAX CODE	EMPLOYEE FICA WAGES	EMPLOYEE FICA TAX	WITHHOLDING WAGES	WITHHOLDING TAX	SUI TAX	W2 EIC 1099R GR DST	# OF W2'S/1099R'S
DENVER, CO	4CODENV			21,600.00	69.00			
= TRANSMITTED ON W2				21,600.00	69.00			1
GREENW'D VI.,CO	4COGREN			64,800.00	72.00			
= TRANSMITTED ON W2				64,800.00	72.00			3
INDEPENDENCE KY	4KYINDP			4,408.46	55.10			
= TRANSMITTED ON W2				4,408.46	55.10			1
ALBION, MI	4MIALBI			11,433.25	100.92			
= TRANSMITTED ON W2				11,433.25	100.92			1
BATTLECREEK, MI	4MIBATC			37,192.50	351.31			
= TRANSMITTED ON W2				37,192.50	351.31			1
DETROIT, MI	4MIDETR			123,592.50	3,573.65			
= TRANSMITTED ON W2				123,592.50	3,573.65			5
FLINT, MI	4MIFLIN			28,130.00	267.96			
= TRANSMITTED ON W2				28,130.00	267.96			1
GRAND RAPIDS	4MIGRAN			149,327.67	1,865.28			
- W2 EXCEPTIONS				42,702.50	522.58			
= TRANSMITTED ON W2				106,625.17	1,342.70			2
PONTIAC, MI	4MIPONT			11,147.31	98.02			
= TRANSMITTED ON W2				11,147.31	98.02			1

The wage and tax amounts reported on all middle lines printed should account for any variances between the top line and bottom line amounts reported. Below is the formula to use in accounting for these differences:

	Tax filing line
-	1st middle line
-	2nd middle line (if any)
-	3rd middle line (if any)
	Transmitted line

Transmitter Section

The Transmitter section of the Year-End Processing Balancing Report provides a summary of taxes/wages actually submitted on W-2s or 1099-Rs to the various tax authorities. Amounts are totaled first by payer/commonwealth/territory and then by Federal EIN, the level at which annual reporting occurs.

Note: *For Federal information, the totals are reported first by payer types within Federal EIN and then totaled to the EIN level.*
This setup is to allow you to cross-check Federal totals from Transmitter Totals Reports, which are grouped by payer type within EIN, against the corresponding totals on the Transmitter Section of the Year-End Processing Balancing Report. The verified payer type totals on the Transmitter Section can then be tracked up to the EIN level.

Contents:

For Federal information, totals are reported by W-2 box category. For state/local authorities, taxable wages and taxes withheld are reported by tax authority.

Note: *To see totals by 1099-R box category for a run of the 1099-R year-end processor, see the Transmitter Totals report.*

Reading the Samples:

Sample A shows totals for a payer type within a Federal EIN, which appears first in the Transmitter Section before the EIN totals. In this case, there is only one payer type for the EIN: the regular payer type, designated by the identifier 941/941E.

Note: *State/local wage and tax totals do not appear on payer-level Transmitter Section reports. This is because state/local amounts are never transmitted to the Federal tax authority.*

Sample B shows the second part of the Transmitter section. It contains summary totals for the EIN. This report begins with Federal totals and is followed by state, and then local, totals. The Federal totals here are the same as in Sample A since there is only one payer type in the EIN.

The setup of the Transmitter Section layout is designed to match the general layout of the Transmitter Report. This makes it easy for you to cross-check corresponding totals from these reports that are produced from the same year-end run.

Year-End Processing Balancing Report Sample A:Transmitter Section, Federal Information, Grouped by Payer Type

```
                                                    YEAR END PROCESSING        REPT                                  PAGE     1
                 TRANSMITTER SECTION              BALANCING REPORT           51BR                TIME 15:29:38 DATE 10/06/04
                                                 TRANSMITTER CONTROL TOTALS
                                                      EIN = 04-0202889
PAYER=941/941E                            NUMBER OF FORMS                 48.00       MEDICARE WAGES & TIPS   24,603,497.80
                                          ALLOCATED TIPS               4,725.00       MEDICARE TAX WITHHELD      356,551.13
                                          FEDERAL TAX WITHHELD     6,702,543.76       DEFERRED COMP              149,642.83
                                          WAGES TIPS & OTHR COMP  22,555,393.04       DEPENDNT CARE BENEFITS      63,000.00
                                          SOC SECURITY TAX W/H        85,996.93       99R GROSS DISTRIBUTION
                                          SOCIAL SECURITY WAGES    1,385,490.30       1099-R TAXABLE AMOUNT
                                          SOCIAL SECURITY TIPS         1,575.00
```

Year-End Processing Balancing Report Sample B:Transmitter Section, EIN Totals (Federal and State/Local)

```
                                      YEAR END PROCESSING       REPT                                PAGE     1
               TRANSMITTER SECTION   BALANCING REPORT          51BR                 TIME 15:29:38 DATE 10/06/04
                                     TRANSMITTER CONTROL TOTALS
                                          EIN = 04-0202889
 TOTAL EIN                       NUMBER OF FORMS              108.00       MEDICARE WAGES & TIPS   25,969,253.31
                                 ALLOCATED TIPS             4,725.00       MEDICARE TAX WITHHELD      376,340.59
                                 FEDERAL TAX WITHHELD    6,873,203.41       DEFERRED COMP              167,744.83
                                 WAGES TIPS & OTHR COMP 23,903,046.55       DEPENDNT CARE BENEFITS      63,000.00
                                 SOC SECURITY TAX W/H      85,996.93       99R GROSS DISTRIBUTION
                                 SOCIAL SECURITY WAGES   1,385,490.30       1099-R TAXABLE AMOUNT
                                 SOCIAL SECURITY TIPS        1,575.00
              COLORADO           STATE TAXABLE WAGES        86,400.00       STATE TAX WITHHELD           1,908.36
              KENTUCKY           STATE TAXABLE WAGES         4,408.46       STATE TAX WITHHELD             240.66
              MASSACHUSETTS      STATE TAXABLE WAGES       423,200.00       STATE TAX WITHHELD          66,209.44
              MICHIGAN           STATE TAXABLE WAGES       486,410.23       STATE TAX WITHHELD          61,297.24
              NORTH DAKOTA       STATE TAXABLE WAGES       245,044.40       STATE TAX WITHHELD           3,388.61
              NEW YORK           STATE TAXABLE WAGES    21,566,706.75       STATE TAX WITHHELD       1,482,073.36
              PUERTO RICO        COMMONWEALTH WAGES        278,504.36       COMMONWEALTH TAXES          65,822.32
              SOUTH CAROLINA     STATE TAXABLE WAGES       124,924.17       STATE TAX WITHHELD           2,204.00
              VIRGIN ISLANDS     TERRITORIAL WAGES          70,200.00       TERRITORIAL TAXES            7,449.96
              DENVER, CO         LOCAL TAXABLE WAGES        21,600.00       LOCAL TAX WITHHELD              69.00
              GREENW'D VI.,CO    LOCAL TAXABLE WAGES        64,800.00       LOCAL TAX WITHHELD              72.00
              INDEPENDENCE KY    LOCAL TAXABLE WAGES         4,408.46       LOCAL TAX WITHHELD              55.10
              ALBION, MI         LOCAL TAXABLE WAGES        11,433.25       LOCAL TAX WITHHELD             100.92
              BATTLECREEK, MI    LOCAL TAXABLE WAGES        37,192.50       LOCAL TAX WITHHELD             351.31
              DETROIT, MI        LOCAL TAXABLE WAGES       123,592.50       LOCAL TAX WITHHELD           3,573.65
              FLINT, MI          LOCAL TAXABLE WAGES        28,130.00       LOCAL TAX WITHHELD             267.96
              GRAND RAPIDS       LOCAL TAXABLE WAGES       106,625.17       LOCAL TAX WITHHELD           1,342.70
              PONTIAC, MI        LOCAL TAXABLE WAGES        11,147.31       LOCAL TAX WITHHELD              98.02
              SAGINAW, MI        LOCAL TAXABLE WAGES       140,000.00       LOCAL TAX WITHHELD          16,726.35
```

Question answered

The following question is answered in this section:

1. How can you check what state's output will be in which of the P5W2Mx files?
2. What are the queues, and what reports are generated from each queue?
3. How can we identify which organization's (Control 1-2) information has been reported on the magnetic media?

CHAPTER 12

Delivering Year-End Outputs

In This Chapter

Introduction

This section contains information to assist you in printing employee year-end information on your laser printers and arranging to display the information on a web site where employees can view and/or print the information.

The Social Security Administration prefers that you transmit your files to them over the Internet. This section also contains the instructions you need to use the SSA's AccuWage software to verify the formatting of the files and, after you verify the formatting, to transmit the files electronically.

Tasks

This section explains the following:

- Filing Federal information on the Internet
- Running replacement W-2s, 1099-Rs, or 1099-MISC

Prerequisites

Before you can deliver year-end output, you must have:

- Created your year-end environment
- Prepared your year-end Master File
- Installed the Year-End Processor
- Entered all the necessary forms for generating the year-end information
- Run the Year-End Processor

Basic Printer Considerations

The information in this section is intended for organizations that are setting up a printer to print year-end forms.

The font used for printing all forms must be non-proportional (`for example Courier new`); that is, each character must have a fixed spacing. This is required because of the fixed format of the year-end forms.

Vertical Lines Per Inch

This is the exact number of print lines that the printer must position within each vertical inch of the print area. The number of lines is based on the letter height of the font.

Lines Per Page

This refers to the number of lines after the top margin that are available to contain print data.

Characters Per Line

This refers to the number of horizontal character positions after the left margin that are available to contain print data.

Horizontal Characters Per Inch (Pitch)

The exact number of characters that the printer must position within each horizontal inch of the print area. The number of characters that fit in a horizontal inch is based on the letter width of the font.

Controlling Impact Printers

If you are using an impact printer, mount the appropriate continuous form. Impact printers use a fixed size font and page size. See the chart in this chapter for the number of lines per inch required for each of the forms. For help in setting up the printer, contact your IT department.

Controlling the Laser Printer: General Guidelines

Using a laser printer to print the preprinted forms from the Year-End Processor will require you to make adjustments to page definition, character set definition, and so on so that your laser printer will print exactly within the preprinted boxes on the form.

Laser printers are generally 'programmed' by a special string of programming characters before printing a data file. The programming character string generally starts with an escape character. This character indicates that the characters immediately following are for programming purposes. Following the escape character, a series of predefined codes and values defines the printer settings, such as font, characters per inch, or margins. The escape character value, codes, values, and so on are unique for each printer and are usually found in your laser printer manual.

To program your laser printer to meet the specifications for the forms you choose, you may want to seek assistance from a technician who is familiar with your laser printer and programming language. If you are using a network printer, the network settings determinine how information prints.

☞ *Refer to Appendix C:* **Sample Forms and Their Contents** *(on page 341) for print information for specific forms.*

Special Option for XEROX Printers

An option is available for customers using XEROX printers. Some XEROX printers (typically those with 300 dots per inch vertical resolution) are not able to function at precisely 8 lines per inch vertical spacing, as required to print some of the laser forms. This causes 'creep' where the printing is proper at the top of the form, but it is either slightly above or below where it should be at the end of the form.

An option in the P5 transaction causes multiple top-of-form commands to be issued for each page. This provides the printer an opportunity every 2.75" to resynchronize at a predetermined X,Y print location and thus reduce the creep that would be excessive as inaccuracy accumulates during printing.

☞ *Refer to Chapter 10:* **Setting Up the Batch Environment** *(on page 203) for more information on the P5 Control Card.*

To print correctly, set your printer up to print forms each 2.75". To do this the printer should be set up with a 1/8" top margin and a BEGIN statement for each 2.75" (825 DOTs) of the form. The left margin should be 0.3", although this may need to be adjusted to 0.2" or 0.4" depending on the printer/computer combination.

The images on the preprinted form are not evenly spaced vertically on the page, but this is adjusted for internally by the print program. Space the BEGIN statements evenly as indicated above.

Lineup Forms and Banners (Laser and Impact Printers)

Each forms output file begins with four lineup forms. Each break within the file is delineated with two banner pages if the banner page option is activated.

Note: *Only one banner page prints if you set an option on the P5 Card to print a single banner page.*

A lineup is a complete year-end form image filled with Xs and 9s that indicate the data field locations on the form. Lineups are identified as 1 of 4, 2 of 4, and so on, and indicate the form type to be used with the output file.

Printing Self-mailer Continuous Form (Impact Printers)

The form should be mounted with the first of the four lineups starting at the top form of the fan-fold. As a result, the odd-numbered lineups (1, 3) should be at the top of the folded sheet and the even-numbered ones (2, 4) at the bottom. Doing this will facilitate locating and handling banner forms that separate batches or breaks.

Printing W-2 Laser Cut Sheet Forms

Printers reserve lines at the top of the page for the top margin. Many laser printers reserve three lines at the top, making the first printable line the fourth line. The W-2 Laser Cut Sheet form must print beginning on the third line. If your printer will not allow you to override the top margin setting, you cannot print this form on the printer. You must find a printer that allows you to set the top margin to two lines to print the W-2 Laser Cut Sheet form successfully.

Delivering Printed Forms

As in previous years, you can print wage reporting information on an impact or a laser printer. This section contains information on printing the year-end forms on a laser printer.

Guidelines for Printing Forms

The following chart contains printing information for year-end forms:

- Output File: the name of the file from which information for the form prints
- Print Utility Profile (CYBPRUTL): the print profile to choose from the Print Utility
- Printing Characteristics: the parameters for the form being printed if you are not using the Print Utility

The default for the top and left margin is the top and left edge of the form. Before printing check the size of the form you are printing, and set the margins on the printer accordingly. For example, the W-2 Pressure Seal form is legal size and, therefore, requires that more lines print on the form than a form that is letter size.

Output File	Form Name	Print Utility Profile	Printing Characteristics
P5W2FF	P5W2FF	Employer W-2s	Continuous or cut sheet 6 vertical lines per inch 8 horizontal characters per inch (pitch) 77 characters per line 60 lines per page
P5W2SF	P5W2SF	Employer W-2s	Continuous or cut sheet 6 vertical lines per inch 8 horizontal characters per inch (pitch) 77 characters per line 60 lines per page
P5W2LF	P5W2LF	Employer W-2s	Continuous or cut sheet 6 vertical lines per inch 8 horizontal characters per inch (pitch) 77 characters per line 60 lines per page

Output File	Form Name	Print Utility Profile	Printing Characteristics
P5W2EE/ES	P5W2ES	Employee Laser Forms	Continuous or cut sheet 8 vertical lines per inch 12 horizontal characters per inch 88 characters per line 84 lines per page
P5W2EE/ES	P5W2EM	N/A - Mailer Form requires an impact printer	Continuous 8 vertical lines per inch 10 horizontal characters per inch 104 characters per line 90 lines per page
P5W2EE/ES	P5W2EP	Employee Laser Pressure Seal	Continuous or cut sheet 8 vertical lines per inch 12 horizontal characters per inch 88 characters per line 106 lines per page
P599FF	P599FF	Default Forms	Continuous or cut sheet 6 vertical lines per inch 10 horizontal characters per inch (pitch) 72 characters per line 60 lines per page
P599SF	P599SF	Default Forms	Continuous or cut sheet 6 vertical lines per inch 10 horizontal characters per inch (pitch) 72 characters per line 60 lines per page
P599LF	P599LF	Default Forms	Continuous or cut sheet 6 vertical lines per inch 10 horizontal characters per inch (pitch) 72 characters per line 60 lines per page
P599EE/ES	P599ES	Employee Laser Forms	8 vertical lines per inch 12 horizontal characters per inch 74 characters per line 82 lines per page

Output File	Form Name	Print Utility Profile	Printing Characteristics
P599EE/ES	P599EM	N/A - Mailer form requires an impact printer	Continuous 6 vertical lines per inch 10 horizontal characters per inch (pitch) 74 characters per line 88 lines per page
P599MM	P599MS	Default Forms	Cut sheet 6 vertical lines per inch 10 horizontal characters per inch (pitch) 73 characters per line 60 lines per page
P599MM	P599MM	N/A - Mailer requires an impact printer	Continuous 6 vertical lines per inch 10 horizontal characters per inch (pitch) 73 characters per line 60 lines per page

Note: *Use the previous chart along with the charts in Appendix C: Sample Forms and Their Contents to determine printing requirements for supported forms.*

Using the Print Utility (CYBPRUTL) to print forms

The 2004 Year-End Processor files contain the Print Utility (CYBPRUTL). The Print Utility uses the print drivers on your local PC that were loaded during the Windows install procedure. The print utility will use any printer you choose from the Print/Printer Set up dialog box. This delivered utility makes it easier to print year-end forms and reports on a laser printer.

Using the print utility you no longer need to rely on Printer Control Language (PCL) to print the forms. After you run the year-end processor you can FTP the output files to a PC, if necessary, and use the Print Utility to do the following:

- Print standard reports (for example the Payroll Audit Trail) or year-end laser forms
- Reformat a magnetic media file with carriage returns/line feeds and end of records markers. You can review the magnetic media file contents using an editor such as WordPad or Notepad. Be sure to say "No" if asked whether you want to save changes when exiting an editor.

Because every printer is different, when using the Print Utility Profiles to print the forms, adjust your top and left margins as appropriate for your printer.

☞ *Refer to the help file on the Print Utility (CYBPRUTL). You can access this file from the Help menu on the utility and print the file for easy reference.*

Printing with the Print Utility from an z/OS or OS/400

If you are running year-end reporting on z/OS or OS/400 and you want to print from a PC, you must transfer your files to a PC in ASCII mode and use the Print Utility (CYBPRUTL).

The mainframes create EBCDIC files rather than ASCII files. To help you print your files, CYBPRUTL as a feature that will translate EBCDIC line feed information to ASCII.

Note: For the OS/400 platform - prior to using FTP to move files from an OS/400 to the PC for printing, you must create a physical database file with a record length of 133. Copy the desired output spool file to the physical file and set the Control Character to 'FCFC'.

☞ *Refer to the help file on the Print Utility (CYBPRUTL). You can access this file from the Help menu on the utility and print the file for easy reference.*

Printing forms on a laser printer using PCL

Printer Control Language (PCL) is the page description language developed by Hewlett Packard and used in their laser and ink jet printers to control the characteristics of the print output. The PCL commands are for Hewlett Packard (HP) and HP compatible printers that accept PCL. PCL codes control print characteristics such as how much space to leave at the top, bottom, and sides of the paper, what font to use, and whether to print portrait or landscape. PCL is DOS based and not compatible with network printers.

When you select Laser for the Form Type for employee year-end information on the Year-End Run Control Options—2 form (W2RSC2) and run P5W2PR, the Year-End Processor produces a print file. If P5W2PR was selected with PCL, the PCL is then wrapped around the output print file, and the file is sent to the printer. If P5W2PR was selected without PCL, you must add the PCL commands to the print file.

When you build your year-end environment, you can extract the COBOL for the P5W2PR print program with or without the PCL. The processor, based on the Job Control Language (JCL), sends the file directly to the printer. The end of the print file has a reset command that resets the PCL to its previous settings. Before printing the entire file, we recommend that you perform a test run for a limited number of employees and check to see how the printing lines up with the boxes on the forms.

The year-end 2004 files include six sets of PCL commands, one for each type of laser form for year-end information. Your information systems (IS) department can use these codes as a starting point for setting up or adjusting your network or personal laser printers to print the employee year-end information. Additional information on HP PCL can be found on the HP web site. If your printer is not compatible with HP PCL, you must configure the printer using the user guide that came with the printer.

PCL codes

Following are the delivered PCL codes contained in the program P5W2PR for year-end printing of reports and employee information forms. Your IS department can use these codes to determine changes needed to line up print on the forms.

```
203530*      pcl code>>>>>>>>>>>>>>>>>
   204530 01  WS-PCL-CODE.
   204550     05 WS-PCL-DEFAULTS.
   204570*    DEFAULTS FOR 8.5 BY 11 FORMS
   204590       10 WS-PCL-RESET         PIC X(02) VALUE X'1B45'.
   204610       10 WS-PCL-LETTER        PIC X(05) VALUE X'1B266C3261'.
   204630       10 WS-PCL-LEFT-MAR-0    PIC X(05) VALUE X'1B2661306C'.
   204650       10 WS-PCL-MAX-LINE-66   PIC X(06) VALUE X'1B266C363670'.
   204670
   204690     05 WS-PCL-LASER-W2.
   204710*    ADDITIONAL W2 LASER SETTINGS
   204730       10 PCL-W2ES-SIMPLEX     PIC X(05) VALUE X'1B266C3073'.
   204750       10 PCL-W2ES-LPI-8       PIC X(05) VALUE X'1B266C3864'.
   204770       10 PCL-W2ES-TOP-MAR-3   PIC X(05) VALUE X'1B266C3365'.
   204790       10 PCL-W2ES-MAX-LINE-90 PIC X(06) VALUE X'1B266C393070'.
   204810       10 PCL-W2ES-CPI-12      PIC X(06) VALUE X'1B2873313268'.
   204830
   204850     05 WS-PCL-LASER-99R.
   204870*    ADDITIONAL 1099-R LASER SETTINGS
   204890       10 PCL-99R-SIMPLEX      PIC X(05) VALUE X'1B266C3073'.
   204910       10 PCL-99R-LPI-8        PIC X(05) VALUE X'1B266C3864'.
   204930       10 PCL-99R-TOP-MAR-3    PIC X(05) VALUE X'1B266C3365'.
   204950       10 PCL-99R-MAX-LINE-88  PIC X(06) VALUE X'1B266C383870'.
   204970       10 PCL-99R-CPI-12       PIC X(06) VALUE X'1B2873313268'.
   204990
   205000     05 WS-PCL-EMPLOYER-99.
   205010*    ADDITIONAL SETTINGS FOR "GENERIC" 8.5 BY 11 FORMS.
   205020       10 PCL-99-PORTRAIT      PIC X(05) VALUE X'1B266C306F'.
   205030       10 PCL-99-LPI-6         PIC X(05) VALUE X'1B266C3664'.
   205040       10 PCL-99-CPI-10        PIC X(06) VALUE X'1B2873313068'.
   205050       10 PCL-99-TOP-MAR-0     PIC X(05) VALUE X'1B266C3065'.
   205060       10 PCL-99-RGHT-MAR-85   PIC X(06) VALUE X'1B266138356D'.
   205070
   205080     05 WS-PCL-EMPLOYER-W2.
   205090*    ADDITIONAL SETTINGS FOR "GENERIC" 8.5 BY 11 FORMS.
   205100       10 PCL-W2-PORTRAIT      PIC X(05) VALUE X'1B266C306F'.
   205110       10 PCL-W2-LPI-6         PIC X(05) VALUE X'1B266C3664'.
   205120       10 PCL-W2-CPI-08        PIC X(06) VALUE X'1B2873303868'.
   205130       10 PCL-W2-TOP-MAR-0     PIC X(05) VALUE X'1B266C3065'.
   205140       10 PCL-W2-RGHT-MAR-85   PIC X(06) VALUE X'1B266138356D'.
   205150
   205170     05 WS-PCL-P-R-LASER.
   205190*    ADDITIONAL SETTINGS FOR THE PUERTO RICO LASER FORM.
   205210       10 PCL-PR-TOP-MAR-3     PIC X(05) VALUE X'1B266C3365'.
   205230       10 PCL-PR-LPI-6         PIC X(05) VALUE X'1B266C3664'.
   205250       10 PCL-PR-CPI-10        PIC X(06) VALUE X'1B2873313068'.
   205270
   205290     05 WS-PCL-REPORTS.
   205310*    ADDITIONAL SETTINGS FOR REPORTS (E.G. AUDIT, ETC.)
   205330       10 PCL-RP-LANDSCAPE    PIC X(05) VALUE X'1B266C316F'.
   205350       10 PCL-RP-LPI-8        PIC X(05) VALUE X'1B266C3864'.
   205370       10 PCL-RP-CPI-14       PIC X(06) VALUE X'1B2873313468'.
```

```
           10 PCL-RP-TOP-MAR-3    PIC X(05) VALUE X'1B266C3365'.
           10 PCL-RP-RGHT-MAR-135 PIC X(07) VALUE X'1B26613133356D'.

         05 WS-PCL-PRESSURE.
      *  ALL SETTINGS FOR THE PRESSURE SEAL (8.5 BY 14) FORM.
           10 PCL-EP-RESET        PIC X(02) VALUE X'1B45'.
           10 PCL-EP-LEGAL        PIC X(05) VALUE X'1B266C3361'.
           10 PCL-EP-SIMPLEX      PIC X(05) VALUE X'1B266C3073'.
           10 PCL-EP-LPI-8        PIC X(05) VALUE X'1B266C3864'.
           10 PCL-EP-LINES-114    PIC X(07) VALUE X'1B266C31313470'.
           10 PCL-EP-TOP-MAR-4    PIC X(05) VALUE X'1B266C3465'.
           10 PCL-EP-LEFT-MAR-1   PIC X(05) VALUE X'1B2661316C'.
           10 PCL-EP-RGHT-MAR-90  PIC X(06) VALUE X'1B266139306D'.
           10 PCL-EP-CPI-12       PIC X(06) VALUE X'1B2873313268'.
      *    pcl code>>>>>>>>>>>>>>>>>>>>
```

Displaying W-2s on the Internet

You can display your employees' W-2s on an Internet site from which employees can view and/or print their W-2s. We partnered with vendor ezTaxreturn.com for this purpose. The vendor needs a physical file for standard W-2s and a file for overflow W-2s.

Creating files for displaying employee information on the Internet

To produce these files, you must:

1. Select Laser from the drop-down menu in the W-2 Form Type text box on the Year-End Run Control Options—2 form (W2RSC2).
2. Select Yes from the drop-down menu in the Special Handling text box on the Year-End Run Control Options—2 form (W2RSC2).
3. Enter Y in Position 6 of the P5 reader transaction.

If you selected Employee Laser W-2 format and Special Queue and produced printed W-2s when you ran the processor, you can enter Y in Position 6 of the P5 reader transaction, and run P5W2PR a second time to create the interface files for transmittal to ezTaxreturn.com.

If you did not select Employee Laser W-2 format and Special Queue when running P5W2PR, you must make these selections on the Year-End Run Control Options—2 form (W2RSC2), enter a Y in Position 6 of the P5 reader transaction, and run the entire year-end processor again to create the interface files for transmittal to ezTaxreturn.com.

Place the output in two separate files for transmission to ezTaxreturn.com:

- Standard W-2s in file P5W2EE
- Overflow W-2s in file P5W2ES

You must contact ezTaxreturn.com to arrange to use their Internet services. Contact this vendor by accessing their web site and sending them an Email.

Electronically filing Federal year-end information on the Internet

Electronic filing is now considered the industry's best practice for submitting Form W-2 information to the Social Security Administration. Electronic filing:

- Is free, fast, and secure.
- Saves time.
- Offers a later filing deadline (the due date for electronically filed W-2s is March 31st versus February 28th for all other filing methods).
- Provides an electronic receipt as proof of filing.
- Is completely paperless (no Forms 6559 needed).
- Lets you track the status of your W-2 report as processing occurs within the SSA.

You can practice uploading your data so you know how long the transmission will take and to make sure you can access the Social Security Administration's web site through your company's firewall.

Having until March 31st to file your W-2s, gives your employees an extra month to identify errors and bring them to your attention. If this occurs, you can change the data in your payroll file, print and give the employee a new original W-2, and re-save the file before submitting information to the SSA.

For additional information on electronic data transfer you can view or print the Social Security Administration's Electronic Data Transfer (EDT) Procedural Guide by accessing their site on the internet at www.ssa.gov/employer. Select Forms & Publications from the left pane and then scroll down and select Electronic Data Transfer (EDT) Procedural Guide.

Requirements

Reports must be formatted according to the Federal government's magnetic media specifications, Magnetic Media Reporting and Electronic Filing (MMREF).

Wage-data files must be in ASCII format. If you are using an z/OS or an OS/400 for year-end processing, you must convert your files. To convert a data file to ASCII, instruct the communications software residing on a mainframe or mid-range computer to perform the conversion when downloading the file to your PC.

Where to go for help

Everything you need to know about both electronic filing options can be found in the Employer Services Online Handbook. You can view or print this handbook from the How to File section of the Social Security Administration's web site.

- For general electronic filing questions, call toll-free 800-772-6270.
- For technical support, such as connection and transmission questions, call toll-free 888-772-2970.

Using the SSA's AccuWage software to check your files

The Social Security Administration has provided software to check the MMREF format of your Federal files. Before attempting to upload your files to the Social Security Administration, use the AccuWage software provided on their web site to be sure your files are acceptable to the SSA. We have provided a link to the site with AccuWage software on our Customer Resource Center.

Note: *If you performed year-end processing on an an OS/390 or AS/400, you must FTP (file transfer protocol) your federal magnetic media in ASCII mode to a Personal Computer to run AccuWage.*

See also:

- **Filing Federal forms on the Internet** ***(on page 292)***
For detailed directions on filing Federal forms electronically on the Internet.

Printing Forms through Hewitt

The Year-End Processor enables you to create a fixed length file that you can transmit to Hewitt for tax form printing. This file, P5YEHT, contains all the employee information needed to print your W-2, 1099-R, and/or 1099-MISC employee forms. Contact your Account Manager for file layout information. You electronically transmit this file to Hewitt; and Hewitt prints, assembles, and prepares the forms for mailing to your employees.

You create the P5YEHT file by entering a Y in position eight of the P5 Control Transaction. Third-party vendors may find the P5YEHT file meets their requirements and may prefer to receive this file due to its size and format. Please check with your vendor to verify which file you should provide.

☞ **Refer to Chapter 10: Setting Up the Batch Environment** *(see "Setting Up the Batch Environment" on page 203) for additional information on setting up the P5 control transaction.*

Running replacement employee forms

A replacement run is a special run of the Year-End Processor in which W-2 or 1099 output is produced only for those employees, pensioners, or contractors for whom you need replacement forms. A replacement run produces replacement forms only from the Employee Queue and adds the word "Reissued" to the form. The purpose of these forms is to ensure that recipients receive replacement forms when the original forms have been lost or sent to an incorrect address. Replacement forms are never to be submitted to Federal or state/local government authorities.

Note: *Although replacement runs can be set up online using an employee level option, run replacement forms in batch.*

See also:

- **Running replacement W-2s or 1099s** ***(on page 292)***

For detailed directions on setting up a replacement run.

Copying information to a diskette

Many state and local government bodies accept your year-end information on a diskette. For states accepting MMREF format, you can copy your information directly to the diskette. The format for diskettes is identical to the format for other magnetic media and electronic filing; no conversion program is required.

Note: *For Windows and UNIX users, if you did not select the option to insert carriage return/line feed delimiters on the Year-End State/Local Magnetic Media Information form (WMSSCR), the magnetic media file created by the Year-End Processor has no carriage returns. Some states require carriage returns. To reformat a magnetic media file with carriage returns/line feeds and end of record markers, use the 'Copy tape to diskette' option on the Print Utility (CYBPRUTL). You can review the file contents using an editor such as WordPad or Notepad. Be sure to say "No" if asked whether you want to save changes when exiting an editor.*

☞ *Refer to Appendix H:* **Special Considerations for Magnetic Media Filing** *(on page 433) to determine the reporting requirements for specific states.*

Detailed Directions

This section provides detailed instructions for the tasks summarized in the previous section.

Tasks

Filing Federal forms on the Internet

To file your W-2s electronically with the SSA, follow these steps:

1. **Click the e-File logo**

   The logo takes you to **www.ssa.gov/employer/esohome.htm,** SSA's *Employer Services Online* web site.

2. **Click *Registration* and follow the prompts**

   The Social Security Administration (SSA) will issue you a Personal Identification Number (PIN) immediately. Within 10 to 14 days SSA will mail you a temporary password. Change the password right away to one you personally select.

3. **Upload your wage report file**

   Anytime between January 7, 2004 and April 1, 2004 go to the Employer Services Online (ESO) web site, select *Online Wage Reporting Servic*e and, using the PIN and Password, upload your wage report file.

Running replacement W-2s or 1099s

1. **Flag the record**

   Access the employee level form to flag the record as a replacement. For W-2 replacements check the Replacement box on the W-2 Employee Level Options form (W2ESCR); for 1099 replacements check the Replacement box on the 1099 Employee Level Options form (WRESCR).

   OR

   If using a batch transaction, flag the record of the specific employee(s) for whom a replacement is to be produced on the F1 batch transaction by entering a Y in position 75.

☞ *Refer to the F1 Employee level options: Transaction Layout.*

2. Indicate that this is a replacement run

Select Replacement Run for Run Type on the Year-End Run Control Options—1 form (W2RSCR).

OR

If using a batch transaction, change the entry in position 28 to R for a replacement on the WLFDW2 RUN CONTROL transaction.

Note: *No W-2 Balancing Report is produced on replacement runs. All Federal and State/Local output is suppressed.*

3. Select the type of output

Select type of output using the drop down menus for the W-2 and 1099 fields on the Year-End Run Control Options—1 form (W2RSCR)

OR

If using a batch transaction, change the entries for position 29 and 30 on the WLFDW2 RUN CONTROL transaction to select which type of output you would like.

4. Run the Year-End Processor

Run the Year-End Processor and redistribute the replacement forms.

5. Remove the flag from the record

If you used the online forms to flag the record, access the W-2 Employee Level Options form (W2ESCR) and/or the 1099 Employee Level Options form (WRESCR) and remove the check from the Replacement box. If you do not do this, a replacement form will be issued for these employees each time you re-run the processor.

PART 5

Appendices

In This Section

APPENDIX A

Contents of Year-End Form Boxes

In This Appendix

Introduction

This appendix is intended to provide a means of matching W-2, 1099-R, 1099-MISC, Puerto Rico, Virgin Islands, and Guam boxes to HEDs in your file.

Federal W-2 Boxes

Box a: Control Number

The box contains a sequential number that identifies individual printed W-2s as unique.

Source

In this box, the Year-End Processor automatically places a sequential number beginning with 0000000001. Users may suppress the printing by entering the suppression option on the P5 card.

☞ *Refer to Chapter 10:* **Setting Up the Batch Environment** *(on page 203) for detailed information on the P5 card.*

Box b: Employer's Identification Number

This box must contain the EIN assigned to the filer by the IRS. The format of this number is nn-nnnnnnn.

Source

In this box, the Year-End Processor places the number from the Tax Filing Nbr field from the Tax Specification Information form (T1-SCR) for Federal tax code 102.

Box c: Employer's Name, Address, and ZIP Code

The box must contain the name and current address of the filer identified by Box b (EIN number).

Source

The Year-End Processor completes this box using these fields on the Company Name And Address form (AA-SCR):

Control 1 Name
Control 2 Name
Address
<Address 2> (unlabeled)
City State
ZIP Code

A maximum of five lines may be printed in this box. The Year-End Processor prints the Control-1 name and Control-2 name (if specified) on the first two lines. The Company address, which may require two lines, is printed next, followed by city/state/ ZIP code on one line. If there is no information recorded for a field, the next field is printed directly under the last printed line. All entries are compressed so that the last printed line in the box always contains the city, state, and ZIP code.

Box d: Employee's Social Security Number

The box must contain the Social Security Number from the employee's Social Security card.

Note: *To print all zeros (for employees with no valid social security number), enter all zeros in the SSN field on the Employee Information form (EF-SCR).*
To force no printing of a W-2 for an employee, put all nines (9) in the SSN field on the Employee Information form (EF-SCR). The year-end processor will then reject the employee information.

Source

In this box, the Year-End Processor places the contents of the Soc Security field on the Employee Information form (EF-SCR).

Box e: Employee's Name, Address, and Zip Code

The filer must enter the employee's correct, current name, address, and ZIP code.

Source

The Year-End Processor places the contents of Name Code 001 on the Employee Information form (EF-SCR) in Box e. The Processor uses the entire first name, the middle initial, and the entire last name (even if it extends into the next box).

The address may contain a maximum of three lines. If an employee's record lacks information for any of the three lines as specified below, the address is compressed downward so that the next-to-last line contains the street address, and the last line always contains city, state, and ZIP code. This adjustment ensures that the address is placed to meet U.S. Post Office guidelines, as specified in its Domestic Mail Services manual.

Box 1: Wages, Tips, Other Compensation

The filer must report total wages, tips, and other compensation subject to Federal income tax to include:

- total wages paid
- total non-cash payments (including fringes)
- total tips reported (both paid by the filer and reported by the employee to the filer)
- certain business expense reimbursements
- other compensation (amounts paid without withholding Federal income tax)

Source

In Box 1, the Year-End Processor places the year-to-date amount from the FIT Taxable Wgs field from the Taxes To-Date Inquiry form (JT-SCR) for the employee's Federal tax code 102.

Note: *Generator 1Z1Z is provided to facilitate addition of amounts from memo HEDs to Box 1. This generator creates adjusting transactions for processing by the system.*

Box 2: Federal Income Tax Withheld

The filer must report the total Federal income taxes withheld from the employee.

When the filer paid any excess golden parachute payments, the 20% excise tax on these payments that is reported under Code K in Box 13 should also be included in the Box 2 amount, if the excess golden parachute payments are considered as wages.

Source

In this box, the Year-End Processor places the year-to-date amount from the FIT Withheld field from the Taxes To-Date Inquiry form (JT-SCR) for the employee's Federal tax code 102.

Box 3: Social Security Wages (Old Age, Survivor's, and Disability Insurance)

The filer must report total wages paid subject to employee FICA-OASDI tax, making certain to exclude both Social Security tips and allocated tips. Also, the filer must include any employee FICA-OASDI tax and employee SUI tax that it paid for the employee instead of deducting these taxes from employee wages.

Source

In Box 3, the Year-End Processor places the year-to-date amount from the YTD EMPLOYEE TAX field for tax code 101. This amount is reduced by the sum of Y-T-D-AMOUNTS on the HEDs To-Date Inquiry form (HT-SCR) for all HEDs with a tips category code (08 or 09) on their Company Earnings and Deductions form (A8-SCR).

This calculation removes FICA-OASDI tips from the overall accumulation of FICA-OASDI-taxable earnings. Note that if the category 08 or 09 HEDs have not been set up for normal taxation or at least subject to Federal Income Tax and FICA tax, the Box 3 amount will be in error.

If the amount calculated by the above formula plus the addition of the amount reported in Box 7 exceeds the maximum for FICA-OASDI wages, the amount reported will be cut off at the maximum. The amount reported in the box will not exceed the maximum for FICA-OASDI wages.

Box 4: Social Security Tax (Old Age, Survivor's, and Disability Insurance) Withheld

The filer must report the total employee-paid Old Age, Survivor's, and Disability Insurance (FICA-OASDI) tax it withheld and any it paid on behalf of the employee.

Source

In Box 4, the Year-End Processor places the year-to-date amount from the EMPLOYEE TAX field from the Taxes To-Date Inquiry form (JT-SCR) for the employee's FICA tax code 101.

Box 5: Medicare Wages and Tips

The employer must report total wages and total tips paid subject to employee Medicare Hospital Insurance (FICA-HI) tax, making certain to exclude allocated tips. The employer must include any employee FICA-HI tax that it paid for the employee instead of deducting the tax from the employee's wages.

The filer must include the total amount of earnings the employee reported as FICA-HI taxable tips, regardless of whether the employer actually collected taxes from the employee for these earnings. This amount must include both tip earnings paid to the employee by the employer and tips received by the employee directly from customers and reported to the employer (category 08 or 09).

Source

In Box 5, the Year-End Processor places the year-to-date amount from the YTD EMPLOYEE TAX field from the employee's FICA tax code 103.

Category 08 and 09 HEDs (tips) must have been set up for normal taxation or, at least, subject to Federal income tax and FICA tax, for the FICA-HI tip portion of Box 5 to be reported correctly.

Box 6: Medicare Tax Withheld

The filer must report the total employee-paid Medicare Hospital Insurance (FICA-HI) tax it withheld and any it paid on behalf of the employee.

Source

In Box 4, the Year-End Processor places the year-to-date amount from the EMPLOYEE TAX field from the Taxes To-Date Inquiry form (JT-SCR) for the employee's FICA tax code 103.

Box 7: Social Security Tips (Old Age, Survivor's and Disability)

The filer must report the total amount of earnings the employee reported as FICA-OASDI taxable tips, regardless of whether the employer actually collected taxes from the employee for these earnings. This amount must include both tip earnings paid to the employee by the employer and tips received by the employee directly from customers and reported to the employer.

The filer should note that all tips reportable to Box 7 must also be included in the Box 1 amount, regardless of whether the Box 7 amount actually reported is reduced to account for the maximum on FICA-OASDI wages and tips reported.

Source

The Year-End Processor places the accumulation of all the year-to-date amounts from the HEDs To-Date Inquiry form (HT-SCR) in the Year Amts field for those HEDs with a Category of Tips-Normal Tax (08) or Tips Ern/Ded-Normal (09) on their Company Earnings And Deductions form (A8-SCR).

Note: *The Social Security Administration standards require that the total of Box 3 wages and Box 7 tips must not exceed the maximum FICA-OASDI wage base.*

If the amount calculated for Box 3 added to the amount for Box 7 exceeds the maximum for FICA-OASDI wages, The Solution Series ensures compliance for Box 7 by limiting the amount entered to the lesser of either its calculated amount or the maximum minus the Box 3 amount.

Box 8: Allocated Tips

If the filer is a large food or beverage establishment, it must show the amount allocated from gross receipts to the employee as tips. This amount must not be included in any of Boxes 1, 3, 5, or 7, which contain wages and/or tips.

Source

The Year-End Processor reports the total of the year-to-date amounts for the designated HED numbers. This designation is made on the W-2 HED Specification form (W2HSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the W-2 HED Specification form (W2HSCR).*

Box 9: Advance EIC Payment

The filer must show the total amount paid to the employee as advance earned income credit payments. This amount is subject to a maximum limit which normally changes each year. Check your standard payroll reference sources for the current maximum.

Source

In this box, the Year-End Processor places the year-to-date amount from the Earn Income Crd field from the Taxes To-Date Inquiry form (JT-SCR) for employee Federal tax code 102. This designation is made on the W-2 HED Specification form (W2HSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the W-2 HED Specification form (W2HSCR).*

Box 10: Dependent Care Benefits

The filer must report the total of dependent care benefits paid or incurred by the employer on the employee's behalf as section 129 benefits. Also included is any amount in excess of the $5,000.00 exclusion.

Source

The Year-End Processor reports the total of the year-to-date amounts for the designated HED numbers. This designation is made on the W-2 HED Specification form (W2HSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the W-2 HED Specification form (W2HSCR).*

Box 11: Nonqualified Plans

The filer must report the total amount of distributions to the employee from nonqualified deferred compensation plans and/or non-governmental Section 457 plans.

Source

The Year-End Processor reports the amounts associated with two sets of HED numbers you designate separately. This designation is made on the W-2 HED Specification form (W2HSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the W-2 HED Specification form (W2HSCR).*

Note: State and Local agencies must report distributions on Form 1099-R and not Form W-2 beginning after December 31, 2001. The Internal Revenue Service (IRS) plans to issue an update of Notice 200-38 that will provide further guidance for reporting distributions from governmental section 457(b) plans.

Box 12: Items Requiring Separate Reporting

Several items specified by Federal government instructions must be entered in this box. No more than four items may be included on one W-2 form. Each of the items to be reported is identified with a letter code assigned by the Internal Revenue Service (IRS).

Note: If the qualified moving expense is paid through a third party, it does not need to be reported.

Note: If there are more than four items to report from one employee's record, a Federal overflow form is created. This process continues, at the rate of four items per form, up to the maximum.

An explanation of each of the coded items for Box 12 follows.

Code A: Uncollected FICA-OASDI or RRTA Tax on Tips

The Year-End Processor automatically calculates the amount to be reported for Code A based on the amounts for Boxes 3, 4, and 7 (Social Security tax, wages, tips) of the employee's Federal W-2.

Code B: Uncollected FICA-HI Tax or RRTA on Tips

The Year-End Processor automatically calculates the amount to be reported for Code B based on the amounts for Box 5 (Medicare wages and tips) and Box 6 (Medicare tax withheld) of the employee's Federal W-2.

Code C: Group Term Life Insurance (cost of coverage over $50,000)

The filer must report this item if an employee was provided more than $50,000.00 of group term life insurance. The cost of coverage over this limit must be reported as the Box 12 Code C amount. This amount must be included in Boxes 1, 3, and 5 (the three wage boxes).

Note: To ensure inclusion of the cost of group term insurance over $50,000 in Box 1, it must be included in the FIT Taxable Wgs field for tax code 102 on the Taxes To-Date Inquiry form (JT-SCR).

Codes D through H, and S: Elective Deferrals

D	Section 401(k)
E	Section 403(b)
F	Section 408(k)(6)
G	Section 457
H	Section 501(c)(18)(D)
S	Section 408(p)

For these six codes, the filer must report the portion of the employee's salary or other compensation that was not received because of an elective deferral.

Note: The following are not elective deferrals and are not reported in Box 12:

- Nonelective contributions by an employer on behalf of the employee
- Voluntary 'after-tax' contributions, such as voluntary contributions to a pension plan, that are deducted from an employee's pay after all other deductions

Note: Report in Box 12 only the six elective contributions listed above.

Source

The Year-End Processor reports the total of the year-to-date amounts for the designated HED numbers. This designation is made on the W-2 HED Specification form (W2HSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the W-2 HED Specification form (W2HSCR).*

Code J: Non Taxable Sick Pay

The filer must report the situation in which sick pay is paid to the employee when some portion of this sick pay is not included in income because the employee contributed directly to the sick pay plan.

Source

The IRS/SSA instructions state that SEPARATE W-2s may be printed to report third party sick-pay payments made to employees. Such forms would have the label, 'Sick Pay,' in Box 13, rather than the letter code. The Year-End Processor does not produce such separate sick-pay-only W-2s. Instead, the Year-End Processor reports the total of the year-to-date amounts for the designated HED numbers. This designation is made on the W-2 HED Specification form (W2HSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the W-2 HED Specification form (W2HSCR).*

Code K: 20% Excise Tax on Excess Golden Parachute Payments

The filer must report this item if it paid excess golden parachute payments to key corporate employees. A 20% excise tax is applicable to the amount of excess payments. The amount of this tax must be reported under Code K. If these excess payments are considered as wages, the filer must also include the 20% excise tax amount as part of the Federal income tax in Box 2.

Source

The Year-End Processor reports the total of the year-to-date amounts for the designated HED numbers. This designation is made on the W-2 HED Specification form (W2HSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the W-2 HED Specification form (W2HSCR).*

Code L: Amount of Employee Business Expense Reimbursement Equal to the Government Specified Rate

The filer must report this item if it reimbursed the employee for employee business expenses using government specified rates and the amount reimbursed exceeds the amount treated as substantiated under IRS rules.

The amount reported for Box 12 Code L is the amount of the actual expense reimbursement that is treated as substantiated under IRS rules. In contrast, Box 1 must include the amount actually paid that exceeded the substantiated amount. Report an amount in Box 12, Code L, only when the total reimbursement includes expense reimbursements that could not be substantiated under IRS rules. If the total reimbursement does not include such amounts, do not report anything in Box 12 Code L.

Source

The Year-End Processor reports the total of the year-to-date amounts for the designated HED numbers. This designation is made on the W-2 HED Specification form (W2HSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the W-2 HED Specification form (W2HSCR).*

Code M: Uncollected FICA-OASDI Tax on Group Term Life or RRTA Insurance Coverage Over $50,000 Provided to Former Employees

The filer must report this item if it provided former employees more than $50,000 of group term life insurance during the year. The cost of coverage over this limit is a taxable benefit to the former employee and must be reported under Box 12 Code C. Any amount of FICA-OASDI tax due on this benefit that was uncollectable because of employment being terminated must be reported as Box 12 Code M.

Source

The Year-End Processor reports the total of the year-to-date amounts for the designated HED numbers. This designation is made on the W-2 HED Specification form (W2HSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the W-2 HED Specification form (W2HSCR).*

Code N: Uncollected FICA-HI Tax on Group Term Life Insurance or RRTA Coverage Over $50,000 Provided to Former Employees

The filer must report this item if it provided former employees more than $50,000 of group term life insurance during the year. The cost of coverage over this limit is a taxable benefit to the former employee and must be reported under Box 12 Code C. Any amount of FICA-HI tax due on this benefit that was uncollectable because of employment being terminated must be reported as Box 12 Code N.

Source

The Year-End Processor reports the total of the year-to-date amounts for the designated HED numbers. This designation is made on the W-2 HED Specification form (W2HSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the W-2 HED Specification form (W2HSCR).*

Code P: Excludable Relocation Expense Reimbursements

The filer must report this item if the filer reimbursed the employee for relocation expenses and the expenses were excludable from withholding. The amounts should not be included in amounts reported in Boxes 1, 3, or 5.

Source

The Year-End Processor reports the total of the year-to-date amounts for the designated HED numbers. This designation is made on the W-2 HED Specification form (W2HSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the W-2 HED Specification form (W2HSCR).*

Code R: Employer Contributions to a Medical Savings Account (MSA)

The filer must report this item if employer contributions were made to a medical savings account (MSA) for the employee. The amounts should not be included in amounts reported in Boxes 1, 3, or 5 if at the time of payment it is reasonable to believe that the contribution will be excludable from the employee's income.

Source

The Year-End Processor reports the total of the year-to-date amounts for the designated HEDs. This designation is made on the W-2 HED Specification form (W2HSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the W-2 HED Specification form (W2HSCR).*

Code T: Adoption Benefits

The filer must report this item for amounts paid or expenses incurred by an employer for qualified adoption expenses under an adoption assistance program. The amounts should not be included in amounts reported in Box 1, but must be reported in Boxes 3 and 5.

Source

The Year-End Processor reports the total of the year-to-date amounts for the designated HEDs. This designation is made on the W-2 HED Specification form (W2HSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the W-2 HED Specification form (W2HSCR).*

Code V: Income from Exercise of Nonstatutory Stock Options

The filer must report this item for amounts earned from exercising nonstatutory stock options. The amounts should not be included in amounts reported in Box 1, but must be reported in Boxes 3 and 5.

Source

The Year-End Processor reports the total of the year-to-date amounts for the designated HEDs. This designation is made on the W-2 HED Specification form (W2HSCR).

Note: *Code V information is optional for the tax year 2002.*

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the W-2 HED Specification form (W2HSCR).*

Code W: Employer Contributions to a Health Savings Account

The filer must report this item if employers made contributions to employee health savings accounts.

Source

The Year-End Processor reports the total of the year-to-date amounts for the designated HEDs. This designation is made on the W-2 HED Specification form (W2HSCR).

Box 13: Specifying Certain Conditions with 'X's

The filer places an 'X' in all boxes that apply. There are three boxes:

- Statutory Employee
- Retirement plan
- 3rd Party Sick Pay

See Also:

- Setting W-2 employee level options ***(on page 129), Step 4***

For more information on how the Year-End Processor automatically selects Retirement Plan for an employee.

Box 14: Other

Note: *If you are processing Railroad Retirement Tax, it automatically overrides the first two items in Box 14.*

This box may be used to communicate 'other' information to the employee. Each item reported should be separately labeled. The Railroad Retirement Tax and Provided Vehicle are mandatory, if applicable.

Examples of optional items that might be included:

- union dues
- health insurance premiums deducted
- moving expenses paid
- educational assistance payments
- fringe benefits

Source

The Year-End Processor can report up to five items. An item is an amount with an associated description. You must specify the HED numbers for each item being reported, provide a character description of no more than six characters, and assign an alphabetic priority code. The code allows the Year-End Processor to identify the five items from the employee's record to print, on a priority basis, when more than five items have been specified and the employee's record has year-to-date amounts for more than five of these items.

For each item, the Year-End Processor reports the total of the year-to-date amounts for the designated HED numbers. The total for each item is placed next to the item's description, which is also to be entered on the form or transaction. This designation is made on the W-2 HED Specification form (W2HSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the W-2 HED Specification form (W2HSCR).*

See Also:

- Setting HED specifications ***(on page 120), Step 8***

For more information on the contents of Box 14 and conditions that create an overflow situation.

Box 15: Employer's Name of State, State ID Number

The employer's state ID number is used only if the form contains state information.

See Also:

- ***Appendix H:*** Special Considerations for Magnetic Media Filing ***(on page 433)***

For information on State Magnetic Media Filing Requirements for each state.

Source

The Year-End Processor reports the information stored in the Tax Filing Nbr field on the Tax Specification Information form (T1-SCR) for the state tax authority.

Note: *You must have entered the state code and employer EIN on the T1-SCR.*

Box 16: State Wages, Tips, Etc.

For the state taxing authority being reported, the Year-End Processor prints the year-to-date amount on the SIT Taxable Wgs field from the Taxes To-Date Inquiry form (JT-SCR).

Box 17: State Income Tax

For the state being reported, the Year-End Processor prints the year-to-date amount in the SIT Withheld field from the Taxes To-Date Inquiry form (JT-SCR) for the state tax code.

Box 18: Local Wages, Tips, Etc.

For the local taxing authority being reported, the Year-End Processor prints the year-to-date amount in the LOC Taxable Wgs field from the Taxes To-Date Inquiry form (JT-SCR) for the local tax code.

Note: *If any special tax information is required, the year-end processor will produce the information on the appropriate form.*

Box 19: Local Income Tax

For the local taxing authority being reported, the Year-End Processor prints the year-to-date amount in the Local Withheld field from the Taxes To-Date Inquiry form (JT-SCR) for the local tax code.

Note: *If any special tax information is required, the year-end processor will produce the information on the appropriate form.*

Box 20: Name of Locality

Source

For the local taxing authority being reported, the Year-End Processor prints the information in the Description field from the Tax Specification Information form (T1-SCR) for the local tax code.

Note: *If any special tax information is required, the year-end processor will produce the information on the appropriate form.*

1099-R Boxes

Box 1: Gross distribution

The filer must report the total amount of the distribution before income tax or other deductions were withheld. Included in this box may be:

- Direct Rollovers
- Premiums paid by a trustee or custodian for current life or other insurance protection
- The gross amount of any IRA distribution
- The value of U.S. Savings Bonds distributed from a plan.
- Death benefit payments made from a plan
- Death benefit payments made by employers that are not made as part of a pension, profit-sharing, or retirement plan.

Source

In Box1, the 1099-R processor places the year-to-date amount in the Total Pay field from the Taxes To-Date Inquiry form (JT-SCR) for the employee's Federal tax code 101.

Box 2a: Taxable amount

The filer must generally report the taxable amount of the distribution. However, if you are unable to reasonably obtain the data needed to compute the taxable amount, leave this box blank. Do not include excludable or tax-deferred amounts reportable in boxes 5,6,and 8.

Included in this box may be:

- Distributions of contributions plus earnings from an IRA under section 408(d)(4)
- Distributions of deductible voluntary employee contributions (DECs)

A zero should be entered in box 2a if any of the following conditions are met:

- A direct rollover from a qualified plan or tax-sheltered annuity,
- For a distribution from a conduit IRA that is payable to the trustee of, or is transferred to, an employer plan
- For a nontaxable section 1035 exchange of life insurance, annuity, or endowment contracts

Source

In Box 2a, the 1099-R processor places the year-to-date amount in the FIT Taxable Wgs field from the Taxes To-Date Inquiry form (JT-SCR) for the employee's Federal tax code 102.

Box 2b: Taxable amount not determined

The filer must enter an 'X' in this box only if unable to reasonably obtain the data needed to compute the taxable amount. If this box is marked, box 2a should be blank unless you are reporting a traditional IRA, SEP, or SIMPLE distribution.

Source

The 'X' in this box is controlled by the 1099R Box 2B/7B - Tax Amt Not Determnd field on the Year-End Organization Level Options -2 form (W2CSC2) and 1099R Box 2b/ 7b Options - Tax Amt Not Determined field on the Year-end Employee Level Options form (WRESCR).

Box 2b: Total distribution

The filer must enter an 'X' in this box only if the payment shown in box 1 is a total distribution. The IRS defines a total distribution as one or more distributions within one tax year in which the entire balance of the account is distributed. If periodic or installment payments are made, mark this box in the year the final payment is made.

Source

The 'X' in this box is controlled by the 1099R Box 2b/7b Options - Total Distribution field on the Year-end Employee Level Options form (WRESCR).

Box 3: Capital gain (included in box 2a)

The filer should, for lump-sum distributions from qualified plans only, enter the amount in box 2a eligible for the capital gain election under section 1122(h)(3) of the Tax Reform Act of 1986, 1986-3 (Vol. 1) C.B. 1,387, for participants born before 1936 (or their beneficiaries). No amount should be entered for a direct rollover.

Source

The 1099-R Processor reports the total of the year-to-date amounts for the designated HED numbers as supplied by the 1099-R HED Specification Record form (WRHSCR).

Box 4: Federal Income tax withheld

The filer must report the total Federal income taxes withheld from the pensioner.

Included in this box may be:

- 20% mandatory withholding requirement of an eligible rollover distribution from a qualified plan distributed annuity contract (or any part thereof) that is paid to the recipient.
- Any additional amounts requested by the recipient on Form W-4P.
- Periodic payments that are not eligible rollover distribution the taxable part of the periodic payment is treated as if it were wages. and the Federal income taxes are withheld in accordance with the recipient's form W-4P.

Source

In this box, the Year-End Processor places the year-to-date amount from the FIT withheld field from the Taxes To-Date Inquiry form (JT-SCR) for the employee's Federal tax code 102.

Box 5: Employee contributions or insurance premiums

The filer must enter the employee's contributions to a profit-sharing or retirement plan, or Insurance premiums that the employee may recover tax free this year.

Included in this box may be:

- Contributions actually made by the employee over the years under the retirement or profit-sharing plan, which were required to be included in the income of the employee when contributed ('after-tax contributions')
- Contributions made by the employer but considered to have been contributed by the employee under section 72(f)
- The accumulated cost of premiums paid for life insurance protection, taxable to the employee in previous years and in the current year under Regulations section 1.72-16 (PS 58 costs) (only if the life insurance contract itself is distributed)
- Premiums paid on commercial annuities.

Source

The 1099-R Processor reports the total of the year-to-date amounts for the designated HED numbers as supplied by the 1099-R HED Specification Record form (WRHSCR).

Box 6: Net unrealized appreciation in employer's securities

The filer should use this box if a distribution includes securities of the employer corporation (or a Subsidiary or parent corporation) and you can compute the net unrealized appreciation in the employer's securities.

Source

The 1099-R Processor reports the total of the year-to-date amounts for the designated HED numbers as supplied by the 1099-R HED Specification Record form (WRHSCR).

Box 7: Distribution code

The filer must enter the appropriate distribution code(s) that shows the type of distribution being made.

Source

Entry in this box is controlled by the 1099-R Options - Primary Distr Code and 1099-R Options - Second Distr Code fields on the Year-End Organization Level Options -2 form (W2CSC2) and 1099R Box 7 Options - Distribution and 1099R Box 7 Options - Secondary fields on the Year-End Employee Level Options form (WRESCR).

Box 8: Other $

The filer must enter the current actuarial value of an annuity contract that is part of a lump-sum distribution in the section labeled $.

Source

The 1099-R Processor reports the total of the year-to-date amounts for the designated HED numbers. This designation is made on the 1099 HED Specification form (WRHSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the 1099 HED Specification form (WRHSCR).*

Box 8: Other %

If the annuity contract is part of a multiple recipient lump-sum distribution, in addition to the current actuarial value, the filer must enter the percentage of the annuity contract each Form 1099-R represents in the section labeled %.

Source

Entry in the % section of this box is controlled by the 1099R Percentages - Box 8 field on the Year-End Employee Level Options form (WRESCR).

Box 9a: Your percentage of total distribution

If this is a total distribution and it is distributed to more than one person, the filer must enter the percentage received by the person whose name appears on Form 1099-R. This information is not required for any IRA distributions or for a direct rollover.

Source

Entry in the % section of this box is controlled by the 1099R Percentages - Box 9a field on the Year-End Employee Level Options form (WRESCR).

Box 9b: Total employee contributions

The filer may elect to enter the total employee contributions in box 9b. If the filer chooses to report the total employee contributions, do not include any amounts recovered tax free in prior years. For a total distribution, report the total employee contributions in box 5 rather than in box 9b.

Source

The 1099-R Processor reports the total of the year-to-date amounts for the designated HED numbers. This designation is made on the 1099 HED Specification form (WRHSCR).

Boxes 10 - 15: State and Local Information

Varied by state and Local Authority.

Based on options entered, these boxes are used for reporting state and local tax information to employees, for your submissions to state and local taxing authorities and for your files.

1099-MISC Boxes

Box 1: Rents

The filer must report the amount of rents of $600 or more.

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the 1099 HED Specification form (WRHSCR).*

Box 2: Royalties

The filer must report gross royalty payments that are $10.00 or more before reduction for severance and other taxes that may have been withheld and paid.

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the 1099 HED Specification form (WRHSCR).*

Box 3: Other Income

The filer must report the amount of income that is $600 or more and is not reportable in one of the other boxes on the form. This designation is made on the 1099 HED Specification form (WRHSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the 1099 HED Specification form (WRHSCR).*

Box 4: Federal Income Tax Withheld

The filer must report the total amount of backup withholding.

Source

In this box, the 1099-R processor places the year-to-date amount from the FIT withheld field from the Taxes To-Date Inquiry form (JT-SCR) for the employee's Federal tax code 102.

Box 5: Fishing Boat Proceeds

The filer must enter the share of all proceeds from the sale of a catch or the FMV of a distribution in kind to each crew member of fishing boats with normally fewer than 10 crew members. Filers must also enter the cash payments of up to $100 per trip that were contingent on a minimum catch and were paid solely for additional duties for which additional cash payments are traditional in the industry.

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the 1099 HED Specification form (WRHSCR).*

Box 6: Medical and Health Care Payments

The filer must report payments of $600 or more that were made in the course of their trade or business to each physician or other supplier or provider of medical or health care services.

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the 1099 HED Specification form (WRHSCR).*

Box 7: Non-employee Compensation

The filer must report the total amount of Non-employee compensation paid if the amount is $600 or more. This designation is made on the 1099 HED Specification form (WRHSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the 1099 HED Specification form (WRHSCR).*

Box 8: Substitute Payments in Lieu of Dividends or Interest

The filer must enter the aggregate payments of a t least $10 that were received by a broker for a customer in lieu of dividends or tax-exempt interest as a result of the transfer of a customer's securities for the use in a short sale.

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the 1099 HED Specification form (WRHSCR).*

Box 9: Payer Made Direct Sales of $5,000 or More

The filer places an 'X' in this box if sales were made of $5,000 or more of consumer products to a person on a buy-sell deposit-commission, or ther commission basis for resale (by the buyer or any other person) anywere other than in a permanent retail establishment.

Box 10: Crop Insurance Proceeds

The filer must enter crop insurance proceeds of $600 or more that were paid to farmers by insurance companies unless the farmer has informed the insurance company that the expenses have been capitalized under section 278, 263A, or 447.

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the 1099 HED Specification form (WRHSCR).*

Box 11 and 12: Reserved

Box 13: Excess Golden Parachute Payments

The filer must report any excess golden parachute payments in this box. This designation is made on the 1099 HED Specification form (WRHSCR).

☞ *Refer to Chapter 6:* **Setting Primary Parameters** *(on page 81) for details on setting up the information on the 1099 HED Specification form (WRHSCR).*

Box 14: Gross Proceeds Paid to an Attorney

The filer must report any excess golden parachute payments in this box. This designation is made on the 1099 HED Specification form (WRHSCR).

Box 15: Blank Box

Boxes 16 - 18: State and Local Information

Varied by state and Local Authority.

Based on options entered, these boxes are used for reporting state and local tax information to employees, for your submissions to state and local taxing authorities, and for your files.

Puerto Rico W-2 Form Contents

Puerto Rico output is produced by a run of the Year-End Processor and is placed in a separate output file, P5W2PR. The output is designed to print on the Puerto Rico W-2 Form. A form is produced for any employee with taxes/wages to report for the 2PR tax code.

Note: *If an employee has had employment (taxes or wages) in the United States (tax code 102) and the Puerto Rico (tax code 2PR) during the year, all FICA wages and taxes, including those accumulated in Puerto Rico, are reported on the employee's U.S. W-2s from the Federal and Employee Queues. As a result, no FICA wages or taxes appear on that employee's Puerto Rico form.*

Box 1: Employer's Name, Address, ZIP Code, and Telephone Number

The box must contain the name and current address and telephone number of the filer identified by Box b (EIN number).

Source

The Year-End Processor completes this box using these fields on the Company Name And Address form (AA-SCR):

Control 1 Name
Control 2 Name
Address
<Address 2> (unlabeled)
City State
ZIP Code

Batch processing fields are listed here:

CONTROL 1 NAME
CONTROL 2 NAME
CONTROL ADDR 1
CONTROL ADDR 2
CONTROL CITY ST
CONTROL ZIP

A maximum of five lines may be printed in this box. The Year-End Processor prints the Control-1 name and Control-2 name (if specified) on the first two lines. The Company address, which may require two lines, is printed next, followed by city/state/ ZIP code on one line. If there is no information recorded for a field, the next field is printed directly under the last printed line. All entries are compressed so that the last line in the box always contains the city, state, and ZIP code.

Box 4: Civil Status - PR

Employee's Social Security Number

Box 4: Civil Status - PR

Civil Status: Single/Married from the TAX-MARITAL field for the employee's tax code 2PR

Box 5: Spouse's Social Security Number - PR

Spouse's Social Security Number
entry from the Year-End Employee Level Options form (W2ESCR)

Box 6: Employer's EIN - PR

Employer's EIN from Tax Filing Nbr field on state Tax Specification Information form (T1-SCR)

Note: *You must have entered the state code and employer EIN on the T1-SCR.*

Box 7: Cost of Pension or Annuity - PR

Cost of Pension or Annuity from the HEDs you enter on PR-CSTPENS HED-to-Box transactions for Puerto Rico

Box 8: Wages - PR

Wages from TAX WAGES field, #119, for tax code 2PR

Box 9: Commissions - PR

Commissions from the HEDs you enter on PR-COMMS HED-to-Box transactions for Puerto Rico

Box 10: Allowance - PR

Allowance from HEDs you enter on PR-ALLOWS HED-to-Box transactions for Puerto Rico

Box 11: Tips - PR

The sum of Y-T-D-AMOUNTS on the HEDs To-Date Inquiry form (HT-SCR) for all HEDs with a tips category code (08 or 09) on their Company Earnings and Deductions form (A8-SCR).

Box 12: Total - PR

Total = Box 8 + Box 9 + Box 10 + Box 11
calculated by Year-End Processor

Box 13: Reimbursed Expenses - PR

Reimbursed Expenses from HEDs you enter on PR-REIMBXP HED-to-Box transactions for Puerto Rico

Box 14: Tax Withheld - PR

Tax Withheld from TAX AMOUNT field, #120, for tax code 2PR

Box 15: Retirement Fund - PR

Retirement Fund from HEDs you enter on PR-RETFUND HED-to-Box transactions for Puerto Rico

Box 16: Contributions to CODA PLANS - PR

Contributions to CODA PLANS from HEDs you enter on PR-CONCODA HED-to-Box transactions for Puerto Rico

Box 17: Subtotal - PR

Subtotal Xed as described in Box 6 of the W-2 for sub totaling

Box 18: Social Security Wages - PR

Social Security Wages from EE OASDI Wages field, #118, for tax code 101 with reductions as described in Box 12 of the W-2

Box 19: Social Security Tax Withheld - PR

Social Security Tax Withheld from EE OASDI Tax field, #122, for tax code 101

Box 20: Medicare Wages and Tips - PR

Medicare Wages and Tips from EE HI Wages field, #118, for tax code 103

Box 21: Medicare Tax Withheld - PR

Medicare Tax Withheld from EE HI Tax field, #122, for tax code 103

Box 22: Social Security Tips - PR

Social Security Tips from HEDs set up with category codes of 08 or 09

Box 23: Uncollected Social Security Tax on Tips - PR

Uncollected Social Security Tax on Tips calculated by the Year-End Processor from information in Boxes 18, 19, and 22

Box 24: Uncollected Medicare Tax on Tips - PR

Uncollected Medicare Tax on Tips calculated by Year-End Processor from information in Boxes 20 and 21

Virgin Islands W-2 Form

Virgin Islands output is produced by a run of the Year-End Processor and is placed in a separate output file, P5W2VI. The output is designed to print on the Virgin Islands W-2 Form. A form is produced for any employee with taxes/wages to report for the 2VI tax code.

Output Description

The Virgin Islands form output prints on the Virgin Islands W-2 form, which is a multiple-ply form for use with impact printers. The form includes copies for all required distributions, as follows:

Top copy	for Social Security Administration
Copy 1	for Virgin Islands Bureau of Internal Revenue
Copy B	Employee copy
Copy C	Employee record copy
Copy D	Employer record copy

The Year-End Processor places all Virgin Islands forms into file P5W2VI. There is no Virgin Islands information on the output from any of the standard W-2 output queues: Federal W-2 Magnetic Media/Forms, State/Local W-2 Magnetic Media/Forms, and Employee Forms.

The contents to appear on the forms are the same as the contents for W-2 forms for submission to the Federal government. The forms are sequenced by employee Social Security Number within EIN.

Note: *If an employee has had employment (taxes or wages) in the United States (tax code 102) and the Virgin Islands (tax code 2VI) during the year, all FICA wages and taxes, including those accumulated in the Virgin Islands, are reported on the employee's U.S. W-2s from the Federal and Employee Queues. As a result, no FICA wages or taxes appear on that employee's Virgin Islands form.*

Guam W-2 Form

Guam output is produced by a run of the Year-End Processor and is placed in a separate output file, P5W2GU. The output is designed to print on the Guam W-2 Form. A form is produced for any employee with taxes/wages to report for the 2GU tax code.

Output Description

The Guam form output prints on the Guam W-2 form, which is a multiple-ply form for use with impact printers. The form includes copies for all required distributions as follows:

Top copy	for Social Security Administration
Copy 1	for Guam Bureau of Internal Revenue
Copy B	Employee copy
Copy C	Employee record copy
Copy D	Employer record copy

The Year-End Processor places all Guam forms into file P5W2GU. There is no Guam information on the output from any of the standard W-2 output queues: Federal W-2 Magnetic Media/Forms, State/Local W-2 Magnetic Media/Forms, and Employee Forms.

The contents to appear on the forms are the same as the contents for W-2 forms for submission to the Federal government. The forms are sequenced by employee Social Security Number within EIN.

Note: *If an employee has had employment (taxes or wages) in the United States (tax code 102) and the Guam (tax code 2GU) during the year, all FICA wages and taxes, including those accumulated in the Guam, are reported on the employee's U.S. W-2s from the Federal and Employee Queues. As a result, no FICA wages or taxes appear on that employee's Guam form.*

APPENDIX B

Entry Samples

In This Appendix

Introduction

This section shows completed sample year-end forms. A typical year-end processing scenario for an organization is described, followed by samples illustrating the option entries required to implement the scenario.

Included are completed samples of these forms and records:

Form/Record	Name/Purpose
W2RSCR	Year-end Run Control Options - 1 form
W2RSC2	Year-end Run Control Options -2 form
W2CSCR	Year-End Organization Level Options - 1 form
W2CSC2	Year-End Organization Level Options - 2 form
W2HSCR	W-2 HED Specification Record form
W2ESCR	Year-End Employee Level Options form
WMSSCR	Year-End State/Local Magnetic Media Information form
P5 record	Entered to an input file read by the P5W2PR program to indicate the specific tax authorities for which magnetic media is to be produced during the current execution of the program. P5W2PR is the Year-End Processor COBOL print program.
W2SSCR	W-2 Special Tax Record Information form
W2PSCR	Year-End Postal Permit Information form

Processing Scenario

The following list describes the employer's reporting situation:

- Submits W-2 and 1099 magnetic media to the Federal government
- Submits W-2 magnetic media to three states: Pennsylvania, West Virginia, and Ohio
- Submits magnetic media to three local authorities: Philadelphia and Cincinnati
- Submits on paper to all remaining state and local authorities

Year-End Processor Output

Using the above scenario, the employer must produce:

- From Federal Queue: Federal Magnetic Media
- From State/Local Queue:
  - State/Local Magnetic Media for six tax authorities
  - State/Local Forms (forms are to be produced for all state/local tax authorities for which magnetic media is not requested)
- From Employee Queue: Employee Forms for employee distribution

Year-End Processor Output Profile

Below is a summary of the organization's output profile.

- The output being produced is:
  Federal magnetic media
  State/Local magnetic media and Forms
  Employee Forms
- The organizations (Control 1-2s) being run are:
  01W2US
  01ATLA
  05PENS

Federal Queue Choices:

There will not be Establishment Reporting.

State Queue Choices:

The state and local tax authorities for which magnetic media are to be produced are:

- Pennsylvania
- West Virginia
- Ohio
- Pittsburgh
- Philadelphia
- Cincinnati

The major sort is to be by Federal EIN, then by state/local grouping. The minor sort is to be by employee Social Security Number (SSN).

Employee Queue Choices:

The employee form to be used is the self-mailer.

Sorting:

- Major: organization (Control 1-2)
- Intermediate: Employee ZIP code
- Minor: Employee number

Optional information for employee forms:

- Postal permit information is to be printed on the mailer.
- Employee Copy 2 W-2s are to be produced for states with no income taxes. Special tax information for West Virginia is to be printed.
- The optional distribution line above the employee's name and address (in boxes e and f) is not to be printed.
- The banner pages are to be printed.

Employee-Level Options:

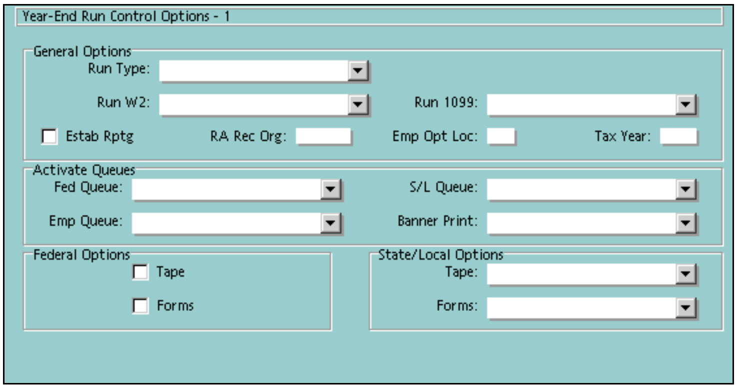
The organization has no employee-level options that are entered on Year-End Employee Level Options forms (W2ESCR) for individual employees. The Name Code of 500 has been chosen as the location for employee options.

Additional Options:

- The organization wants FICA errors encountered by the Year-End Processor to be reported on the FICA Over/Under Withholding Report (5X5X) if they are less than, or equal to, 10 cents. FICA errors greater than this 'de minimus' tolerance should be treated as W-level errors and show up on the Exceptions Report (5V5V).
- The organization has decided to use organization (Control 1-2) 01W2US to store the R and A Transmitter records to support magnetic media production.
- They want to use the special handling file to divert all W-2s for employees receiving multiple W-2s.

Form Samples

Year-End Run Control Options - 1 form (W2RSCR)



Note: *The Year-End Run Control Options -1 form (W2RSCR) may be entered for any active organization (Control 1-2). It must be entered before the Year-End Organization Level Options - 1 form (W2CSCR), which specifies parameters for individual organizations (Control 1-2s).*

General Processing Options

Run Type

A Normal Run indicates a run that produces all specified outputs, as opposed to a Test Run, during which only supporting reports are produced.

Run W2

Specifies that W-2s are to be produced. This is indicated when a 'Yes' value is placed in the Run W2 field.

Run 1099:

The blank in the Run 1099R field indicates that 1099-Rs are not being produced.

Estab Rptg

This box is not checked, indicating that Establishment Reporting is not in effect.

RA Rec Org

The organization (Control 1-2) where magnetic media submitter/transmitter will be entered as 01USW2.

Employee Opt Loc

The 500 value specifies which employee information form (EF-SCR)/F1 ADDRESS record has been used to store Year-End Processor employee-level options.

Tax Year

The current tax year is entered.

Activate Queues

Fed Queue

The 'Yes' value in this field indicates that the Federal queue is activated. If you do not enter 'Yes', the processor produces no federal output.

S/L Queue

The 'Yes' value in this field indicates that the State/Local queue is activated. If you do not enter 'Yes', the processor produces no state/local output.

Emp Queue

The 'Yes' value in this field indicates that the Employee queue is activated. If you do not enter 'Yes', the processor produces no employee output.

Banner Print

Banner page separators will be printed between major value changes within each queue.

Federal Options

Tape

The check indicates that Federal Tape output is to be produced.

Forms

The check indicates that Federal Forms output is being produced.

State/Local Options

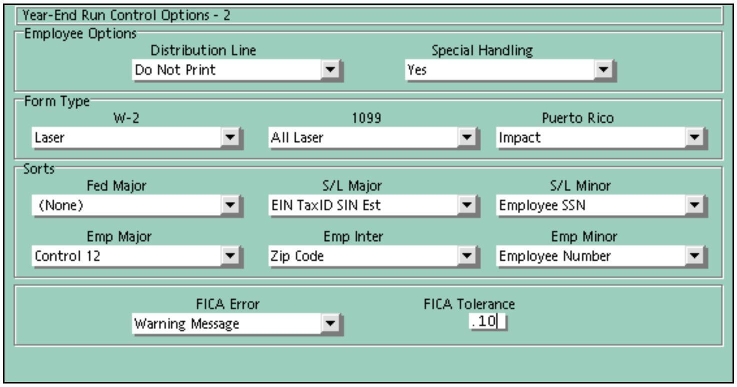
Tape

The Yes selected indicates that State/Local Tapes are being produced.

Forms

The Yes selected indicates that State/Local Forms output is being produced.

Year-End Run Control Options - 2 form (W2RSC2)



Employee Options - for forms

Distribution Line

Do Not Print indicates that the distribution line above the employee's name and address will not be printed.

Special Handling

The 'Yes' indicates that the special handling file is activated.

Form Type

W-2

Laser indicates the employee W-2 form is being produced for a laser printer.

1099

All Laser indicates the employee 1099-R form is being produced for a laser printer.

Puerto Rico

Impact indicates Puerto Rico employee tax information is being produced for an impact printer.

Sorts

Fed Major

The blank (None) is the default for this field which sorts by Federal EIN, then by Federal Establishment Number, if any, for the Federal queue.

S/L Major

EIN TaxID SIN Est indicates to sort first by Federal EIN, then by state abbreviation, next by state identification number, and finally by Federal Establishment Number, if any, for the state/local queue.

S/L Minor

Employee SSN indicates that the employee Social Security Number should be used as the minor sort for the state/local queue.

Emp Major
Organization (Control 1-2) is the major sort for the employee queue.

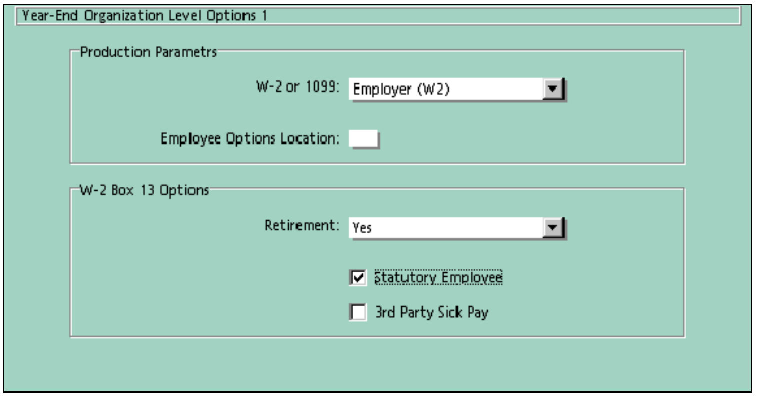
Emp Inter
ZIP Code is the intermediate sort for the employee queue.

Emp Minor
Employee Number is the minor sort for the employee queue.

FICA Error
The entry of Warning Message indicates the way you want the processor to notify you of a FICA error that is equal to or greater than the tolerance factor you set.

FICA Tolerance
The entry of .10 designates 10 cents as the FICA over/under withholding tolerance amount.

Year-End Organization Level Options - 1 form (W2CSCR)



This Year-End Organization Level Options - 1 form (W2CSCR) contains options for the organization (Control 1-2), 01W2US. One such form must be entered for each active organization (Control 1-2) to be produced by the Year-End Processor. For any active organizations that are not to be processed, such as applicants or contractors, select Bypass from the W-2 or 1099R field.

Note: *The Year-End Run Control Options - 1 form (W2RSCR) must be entered before fields on this form may be entered.*

Production Parameters
W-2 or 1099
The Employer (W2) indicates that W-2s, not 1099-Rs, are to be produced for the organization (Control 1-2).

Emp Options Location

Leaving the field blank indicates that the master file employee record location for employee-level options will default to the value specified on the Year-End Run Control Options - 1 form (W2RSCR).

W-2 Box 13 Options

Unless overridden at the employee level, these options indicate whether to check the items in Box 13 for all employees in the organization (Control 1-2).

Retirement

An entry of Yes in the Retirement box indicates that the Retirement plan will be marked for all employees in the organization (Control 1-2).

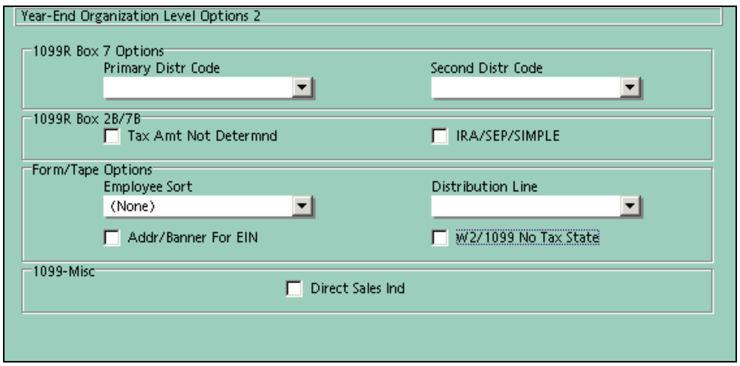
Statutory Employee

The check in this field indicates it will be marked for all employees in the organization (Control 1-2).

3rd Party Sick Pay

Since no entry is made for this item, it will not be marked for all employees in the organization (Control 1-2). If any individual employee's W-2 requires this option, you must specify this at the employee level.

Year-End Organization Level Options - 2 form (W2CSC2)



1099 Box Options

No information is completed, since 1099s are not being produced.

Form/magnetic media Options- Year-End Organization Level Options - 2 form

Employee Sort

Leaving the field blank indicates that the Employee Sort is not defined at the organization (Control 1-2) level, but rather at the run control level.

Distribution Line

Leaving the field blank indicates that the Distribution Line is not defined at the organization (Control 1-2) level, but rather at the run control level.

Addr/Banner For EIN

The check in this field indicates that the employer name and address from this organization (Control 1-2) will appear in the RE record for the EIN on all magnetic media and in the Employer's name, address, and zip code box for all forms where EIN is the major key. When organization (Control 1-2) is the major key for a form, the name and address used are those for the current organization (Control 1-2) being reported.

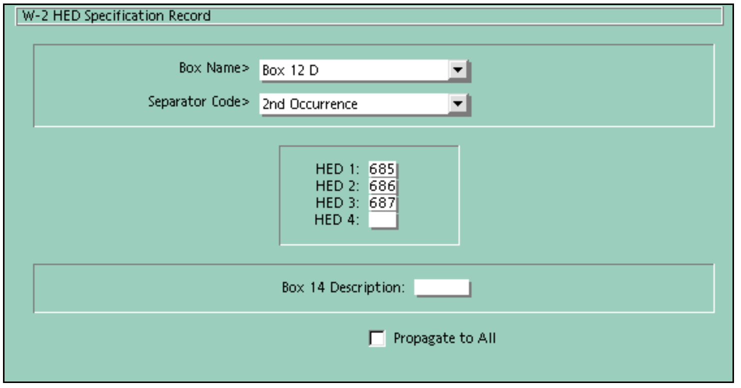
W2/1099 No Tax State

The check in this field indicates that a W-2 Copy C employee form should be produced in the Employee Queue for every state in an employee's record, even those states that do not levy an income tax.

W2/1099 Direct Sales Ind

Leaving this field blank indicates that the payer did not make direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale.

W-2 HED Specification Record form (W2HSCR)



The employer maintains 401(k) contributions in HEDs 681 through 687. Total allowable 401(k) contributions are reported on W-2s in Box 12 as Code D.

These W-2 HED Specification Record forms (W2HSCRs) specify the HEDs in which 401k contributions are stored for the organization (Control 1-2). The defined descriptor code for the item is the entry for the Box Name field, in this case, Box 12 D to indicate 401(k) contribution. Since there are more than four HEDs for 401(k) amounts, multiple forms are needed. Each form must have a unique separator code (a digit from 1 to 9, or a selection indicating 1st through 9th occurrence).

The next form sample shows the medical insurance setup. The six-character description in the Box 14 Description field is printed in Box 14 preceding the associated amount. The description for a Box 14 entry must always be entered on the form with the separator code of 1 or 1st Occurrence.

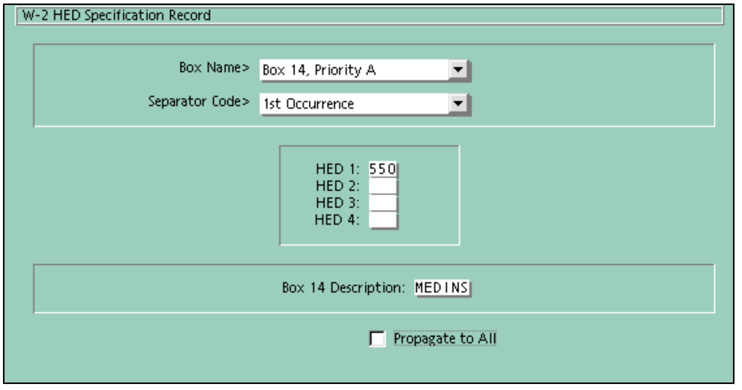
The employer elects to report medical insurance amounts in Box 14, which is available for optional information. The employer wants this information to always appear if the employee's record indicates that medical insurance amounts have been withheld. The medical insurance deduction is maintained in HED 550. The form shown is the second form completed for the 401(k) contribution HEDS reported in Box 12-D.

Any employee who has a year-to-date amount for HED 550 will have the description and the amount printed in Box 14.

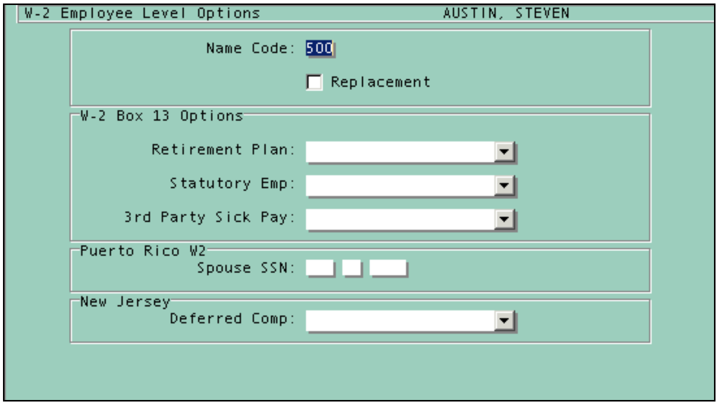
Note: The A at the end of the descriptor code indicates that this Box 14 item has the highest priority of all specified Box 14 items. The letter at the end of the descriptor code for every Box 14 item indicates its priority relative to other specified Box 14 items. The priorities are indicated by A through Z, with A being the highest priority. A maximum of five Box 14 items may be reported for an employee, and the entries appear in priority order up to that limit.

Note: If you are processing Railroad Retirement Tax, only that information will appear in Box 14. Any other information entered into Box 14 will be automatically overridden.

A check in the Propagate to All box will propagate the HEDs to all W-2 organizations (control 1-2s).



Year-End Employee Level Options form (W2ESCR)

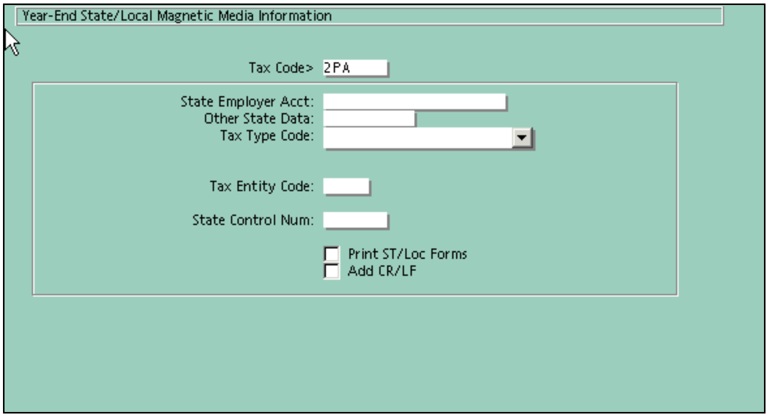


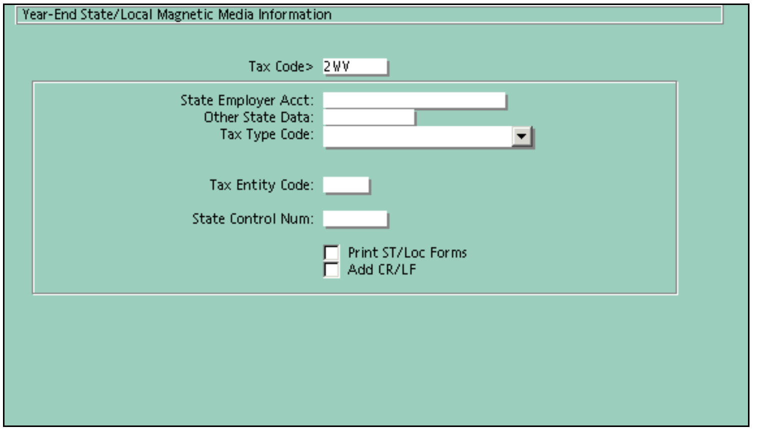
The employer has specified that the employee-level options for employees are stored in the employee F segment, identified by the Name Code of 500. This is specified at the run Organization (Control 1-2) level in the Emp Options Location field on the Year-End Run Control Options - 1 form (W2RSCR). The run-level specification is in effect in this sample, since there is no organization (Control 1-2) specification to override it.

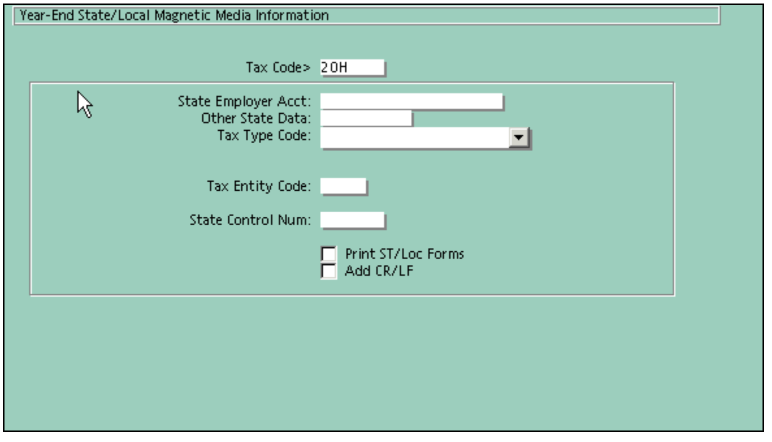
Note: *The location information is automatically supplied by the system for the Year-End Employee Level Options form (W2ESCR) based on the run-level specification in effect.*

No entries are needed on this form because the Retirement plan, Statutory Employee, and 3rd Party Sick Pay for this employee do not differ from the entries made on the Year-End Organization Level Options—1 form (W2CSCR) for all employees in the organization (Control 1-2).

Year-End State/Local Magnetic Media Information form (WMSSCR)







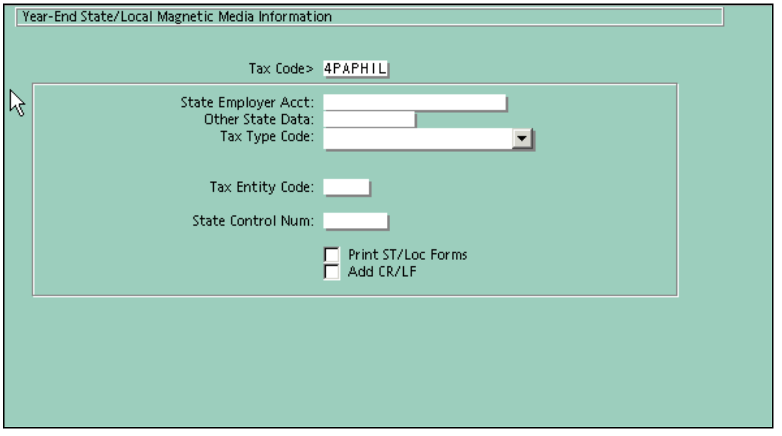
The employer requires that magnetic media be produced for three states: Pennsylvania, West Virginia, and Ohio. The forms on these two pages show the specifications for producing the magnetic media. They generate the transactions required to trigger the production of magnetic media for these states.

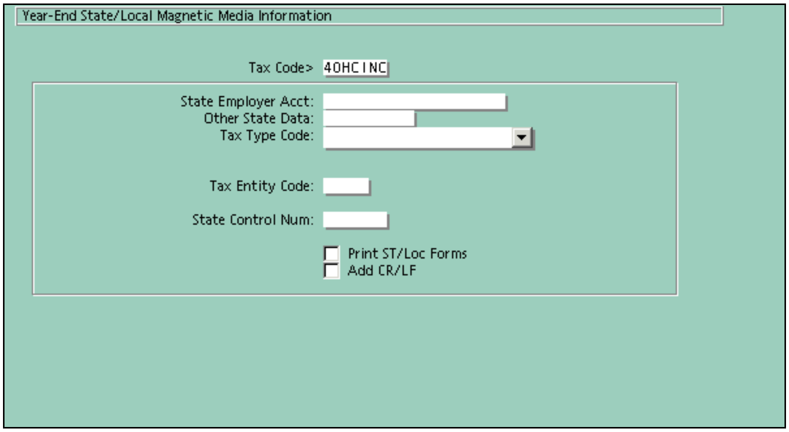
Note: *Information must also be supplied for the magnetic media MMREF RA Submitter and Employer Information records using the MMREF - RA Submitter Information Part 1, Part 2, and Part 3 forms (WMASCR, WMASC2, and WMASC3) and the MMREF - RE Employer Information form (WMESCR).*

Local Authorities

The employer requires that magnetic media be produced for three local authorities: the cities of Philadelphia and Cincinnati. The two forms on these two pages display the specifications. These form entries generate the WLFDW2 RS transactions required to trigger production of the magnetic media.

Note: *The employer also requires state and local W-2 forms from the State/Local Forms Queue. State/local authorities not requested on Year-End State/Local Magnetic Media Information form (WMSSCR) will have forms produced.*





P5 Control Record

Note: *The first three state abbreviations are entered to a P05RDR file, used as input to the Year-End Processor P5W2PR print program. It is not entered on the Employee Database (Master File; FILE02).*

For each state/local authority for which magnetic media is to be produced, the associated tax code must be specified on a P5 control record. Fifteen states and three local tax authorities (or additional states) can be placed on one P5 control record. As a result, more than one execution of P5W2PR is needed if you are producing additional state/local magnetic media.

P5 Control Record/P5W2PR Execution

The following sample shows the P5 control record needed as input to the P5W2PR program to accompany the Year-End State/Local Magnetic Media information forms (WMSSCR) shown on the preceding pages.

- The first three values specify magnetic media for the states of Pennsylvania, West Virginia, and Ohio.
- The second three values specify magnetic media for the cities of Pittsburgh, Philadephia, and Cincinnatti.

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
P5        PA WV OH                                    4PAPHIL4OHCINC 2IN
```

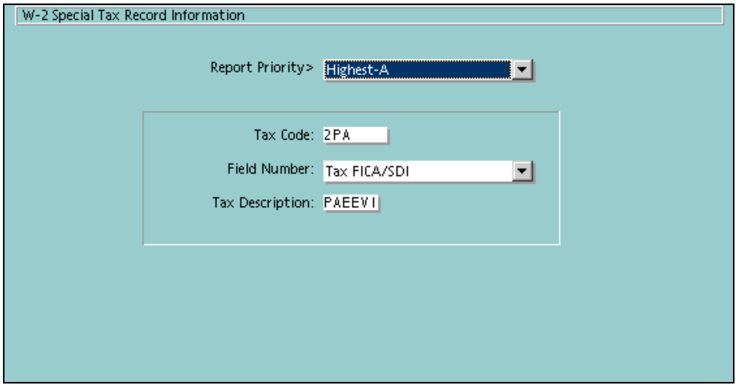
In the above example, if you wanted to run output for more than 15 states, a second execution of P5W2PR would be required.

See also:

- Establishing the year-end programs and jobstreams ***(on page 209)***

For detailed insformation on the P5 Control Record Layout

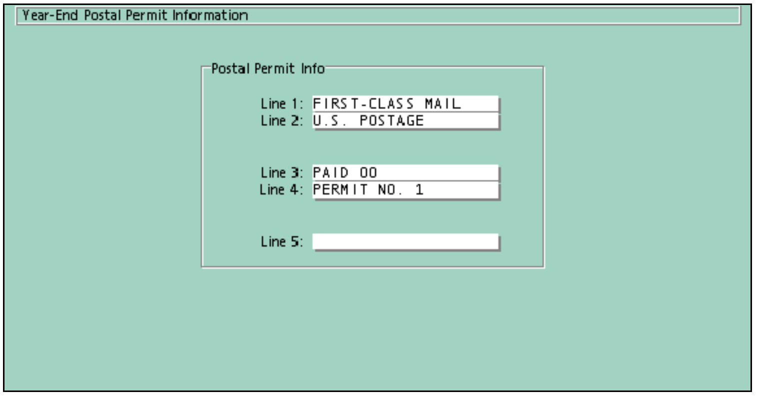
W-2 Special Tax Information form (W2SSCR)



The employer wants the amount of tax that employees have paid to Pennsylvania State Unemployment to appear on employee W-2s, although this information is not required to be reported. This information prints in Box 14. Only one such special tax may be reported on the employee's file copy W-2 form, and it prints as the last Box 14 item.

The Highest-A in the Report Priority field assigns this special tax the highest priority. It prints instead of any other taxes entered on other W-2 Special Tax Information forms (W2SSCR). Priorities are assigned letters A through Z, with A being the highest priority. The Field Number entry indicates that the year-to-date amount in the tax accumulator field, TAX FICA/SDI, prints as the amount in a Box 14. The entry in the Tax Description field prints in a Box 14.

Year-End Postal Permit Information form (W2PSCR)



This sample form shows the employer's entries to appear in the postal permit box on the employee self-mailer forms.

APPENDIX C

Sample Forms and Their Contents

In This Appendix

Contents of W-2 Forms

Supported forms for U.S. year-end processing are available from Brooks, Allan, & Associates, Inc., the preferred forms supplier. We guarantee software compatibility only with these forms.

Form ID	Form Description	Form Type	Printer Type	Brooks, Allan Form #
P5W2FF	Employer Federal W-2	6 Part Continuous	Impact	X18
P5W2FF	Employer Federal W-2	Cut Sheet	Laser	LW2A
P5W2FF	Employer/Employee Federal W-2	4 Part Continuous	Impact	X-14/X-14A/X-17
P5W2SF/LF	Employer State/Local W-2 Copy D Employee Copy B W-2 Employee Copy C W-2 Employee Copy 2 W-2	Cut Sheet	Laser	LW2D1 LW2B LW2C LW22
P5W2EE/ES	Employee W-2	Cut Sheet	Laser	L4MH, LM4H500
P5W2EE/EM	Employee W-2 Mailer	4 Part Continuous	Impact	X264
P5W2EE/EP	Employee W-2 Pressure Seal	Pressure Seal Cut Sheet	Laser	PS1286

The information on the following pages is helpful in understanding the contents of the printed output. It describes the naming terminology for the various types of W-2s that might be produced for an employee. Refer to this year's mailing from Brooks, Allan for current sample forms. The forms are designed to meet government requirements and satisfy the particular needs of each type of W-2 recipient: the Federal government, state/local governments, and employees.

Each of the forms is designed to be used for ONLY one of the intended recipients: Federal government, state/local governments, or employees. This concept ties in with the Year-End Processor's capability of producing separate output for each type of W-2 recipient, all from a single run. As a result of pre-printed forms and the printing performed by the Year-End Processor, each of the forms will include information tailored for the intended recipient.

Laser printing of W-2 forms is supported for year-end processing. You can select single-ply forms suitable for laser printing. These single-ply formats help you assure the legibility of all printed W-2s. Either cut-sheet or impact forms are available.

☞ *Refer to Chapter 12:* **Delivering Year-End Outputs** *(on page 275) for detailed information on printing characteristics and instructions for printing year-end forms.*

Form content varies according to the output queue. Some of the main variations are described in the detailed output description.

- No state/local information is reported on Federal Forms.
- For Federal Forms output, overflow forms might be necessary for certain employees. The Federal government requires that a separate physical W-2 be produced when there are more than four Box 12 items to report for an employee, or if an employee has taxable fringe benefits that include 100% of the value of a provided vehicle. To mirror the Federal output, the Employee Forms also contain such overflow W-2s.
- In the Employee output, the placement of contents varies according to the form you select (mailer, or single-ply sheet for laser printing).

Sample forms are shown on the following pages.

The primary advantage of the queue setup is that it allows you to produce forms tailored for each required distribution in the sequence that is easiest for you to handle. For example, forms for state submission are automatically sequenced by state, while forms for employee distribution can be sequenced by Control 1-2 (Organization Number) payroll levels, Controls 3 through 6, or a number of other sequencing options.

Multiple Employee W-2 Forms

In certain cases, more than one employee W-2 form must be produced in the Employee Queue for a particular employee. This happens automatically when:

- there are overflow or additional Federal conditions (see the Federal forms section)
- there are taxes and wages for more than one state to report
- there are taxes and wages for more than one local authority in a state

An option is available to facilitate handling of multiple forms. If you activate this special handling option, all output for all employees for which there is more than one form is diverted to a separate special handling file, P5W2ES. All forms for an individual employee remain together in this file, regardless of the sort you choose.

This option simplifies form handling because the presence of the special handling file lets you know there are multiple forms that should go into each envelope for employee distribution.

Contents of 1099-R Forms

The forms listed on the chart are supported for year-end U.S.1099-R processing. The supported 1099-R forms are available from Brooks, Allan, & Associates, Inc., the preferred forms supplier. We guarantee software compatibility only with the 1099-R forms provided by Brooks, Allan.

☞ *Refer to Chapter 12:* **Delivering Year-End Outputs** *(on page 275) for detailed information on printing characteristics and instructions for printing year-end forms.*

Form ID	**Form Description**	**Form Type**	**Printer Type**	**Brooks, Allan Form #**
P599FF	Employer Federal 1099-R, Copy A	Cut Sheet	Laser	LRA
P599SF/LF	Recipient 1099-R Copy B Recipient 1099-R Copy C 1099-R Employer or State/Local Copy Recipient 1099-R State/Local Copy	Cut Sheet	Laser	LRB LRC LRD1 LR2
P599EE/EM	Employee 1099-R Mailer	5 Part Continuous	Impact	TM-MR4
P599EE/ES	Employee 1099-R	Cut Sheet	Laser	LR4

The forms are designed to meet government requirements and satisfy the particular needs of each type of 1099-R recipient: the Federal government, state/local governments, and employees.

Each of the forms is designed to be used for ONLY one of the intended recipients: Federal government, state/local governments, or employees. This concept ties in with the Year-End Processor's capability of producing separate output for each type of 1099-R recipient, all from a single run. As a result of pre-printed forms and the printing performed by the Year-End Processor, each of the forms will include information tailored for the intended recipient.

Form content varies according to the output queue. No state/local information is reported on Federal Forms. Sample forms are shown on the following pages.

The primary advantage of the queue setup is that it allows you to produce forms tailored for each required distribution in the sequence that is easiest for you to handle. For example, forms for state submission are automatically sequenced by state, while forms for employee distribution can be sequenced by Control 1-2, Controls 3 through 6, or a number of other sequencing options.

Contents of 1099-MISC Forms

The forms shown on the chart are supported for year-end 1099-MISC reporting. The forms are available from Brooks, Allan, & Associates, Inc., the preferred forms supplier. We guarantee software compatibility only with the 1099-MISC forms provided by Brooks, Allan, & Associates, Inc. Refer to this year's mailing from these companies for current sample forms.

☞ *Refer to Chapter 12:* **Delivering Year-End Outputs** *(on page 275) for detailed information on printing characteristics and instructions for printing year-end forms.*

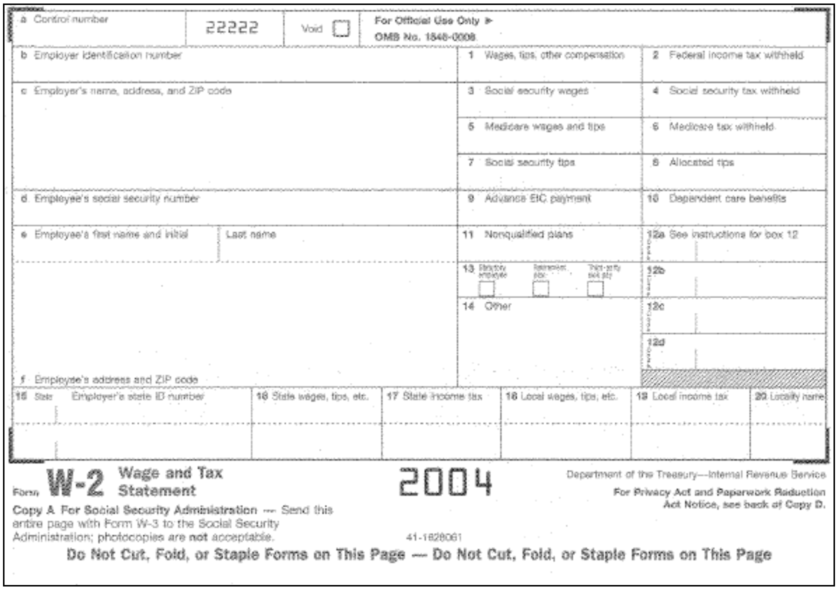
Form ID	**Form Description**	**Form Type**	**Printer Type**	**Brooks, Allan Form #**
P599MM	1099-MISC Mailer	2 Part Continuous Mailer 3 Part Continuous Mailer 4 Part Continuous Mailer 5 Part Continuous Mailer	Impact	PTM-M2 PRM-M3 PTM-M4 PTM-M5
P599MM/MS	1099-MISC Laser	Federal - Copy A	Laser	LMA
P599MM/MS	1099-MISC Laser	Recipient's Copy B	Laser	LMB
P599MM/MS	1099-MISC Laser	Payer/State Copy Copy C	Laser	LMC
P599MM/MS	1099-MISC Laser	Recipient's State Copy 2	Laser	LM2

Sample Forms

Following are sample forms and the name of the file from which the information for the form prints.

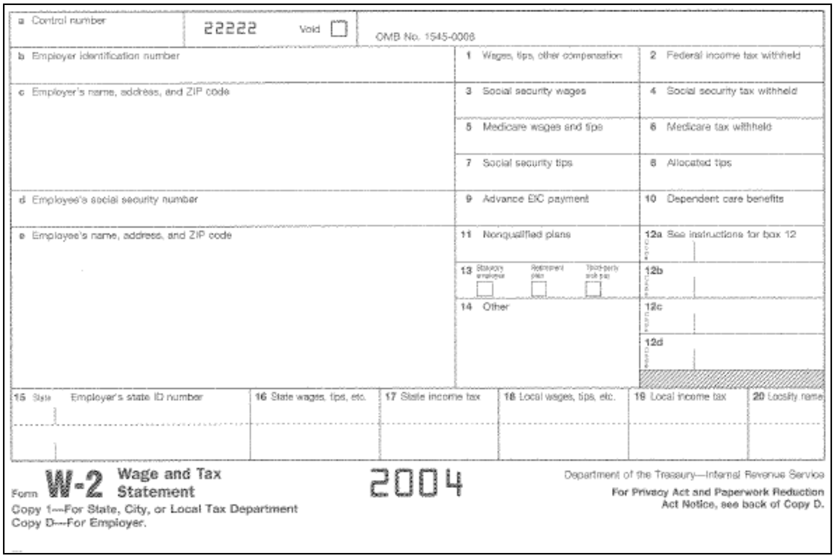
Employer W-2 Federal forms

Following is a sample of the Employer Federal W-2. Information for this form prints in the P5W2FF file.


a Control number
22222
Void
For Official Use Only ►
OMB No. 1545-0008
b Employer identification number
1 Wages, tips, other compensation
2 Federal 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 Allocated tips
d Employee's social security number
9 Advance EIC payment
10 Dependent care benefits
e Employee's first name and initial
Last name
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
15 State
Employer's state ID number
16 State wages, tips, etc.
17 State income tax
18 Local wages, tips, etc.
19 Local income tax
20 Locality name
Form W-2 Wage and Tax Statement
2004
Department of the Treasury—Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D.
Copy A For Social Security Administration — Send this entire page with Form W-3 to the Social Security Administration; photocopies are **not** acceptable.
41-1628061
Do Not Cut, Fold, or Staple Forms on This Page — Do Not Cut, Fold, or Staple Forms on This Page

Employer W-2 State/Local Forms

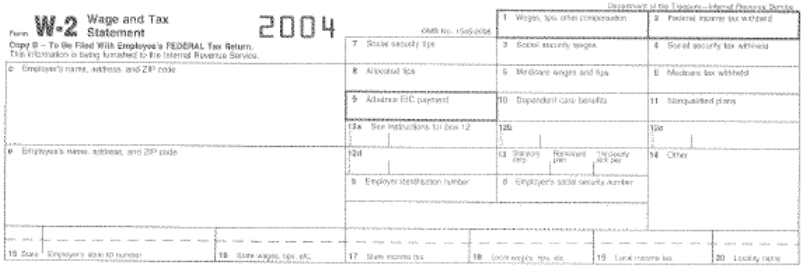
Following is a sample Employer State/Local W-2 form. State information for this form prints in the P5W2SF file, and local information for this form prints in the P5W2LF file.



a Control number
22222
Void
OMB No. 1545-0008
b Employer identification number
1 Wages, tips, other compensation
2 Federal 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 Allocated tips
d Employee's social security number
9 Advance EIC payment
10 Dependent care benefits
e Employee's name, address, and ZIP code
11 Nonqualified plans
12a See instructions for box 12
13 Statutory employee / Retirement plan / Third-party sick pay
12b
14 Other
12c
12d
15 State / Employer's state ID number
16 State wages, tips, etc.
17 State income tax
18 Local wages, tips, etc.
19 Local income tax
20 Locality name
Form W-2 Wage and Tax Statement
2004
Department of the Treasury—Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D.
Copy 1—For State, City, or Local Tax Department
Copy D—For Employer.

Employee W-2 Forms

Following is a sample Employee W-2 form (P5W2ES). Information for this form prints in the P5W2EE/ES file.



Form **W-2** Wage and Tax Statement 2004

Department of the Treasury—Internal Revenue Service

OMB No. 1545-0008

Copy B – To Be Filed With Employee's FEDERAL Tax Return.
This information is being furnished to the Internal Revenue Service.

c Employer's name, address, and ZIP code

e Employee's name, address, and ZIP code

1 Wages, tips, other compensation

2 Federal income tax withheld

3 Social security wages

4 Social security tax withheld

5 Medicare wages and tips

6 Medicare tax withheld

7 Social security tips

8 Allocated tips

9 Advance EIC payment

10 Dependent care benefits

11 Nonqualified plans

12a See instructions for box 12

12b

12c

12d

13 Statutory employee / Retirement plan / Third-party sick pay

14 Other

b Employer identification number

d Employee's social security number

15 State / Employer's state ID number

16 State wages, tips, etc.

17 State income tax

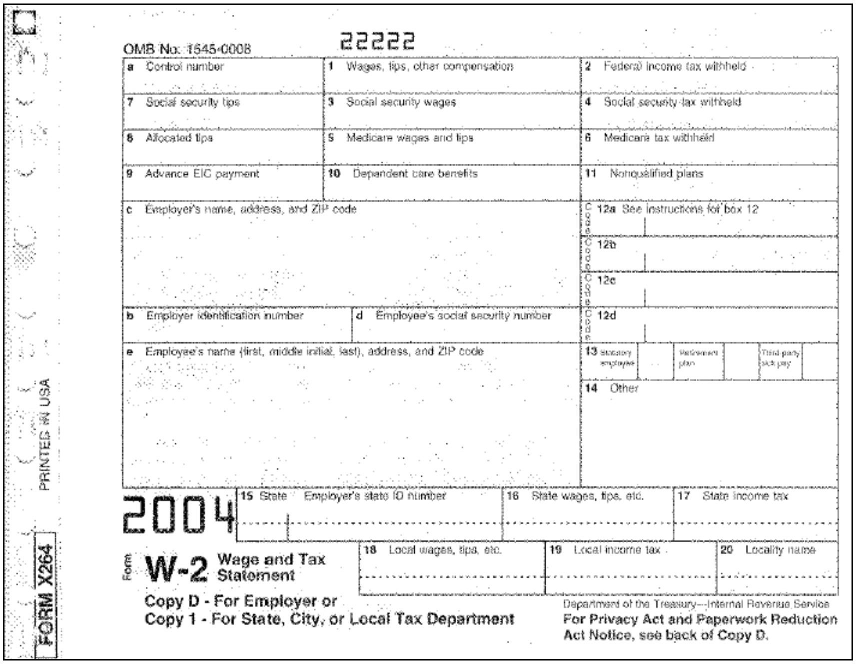
18 Local wages, tips, etc.

19 Local income tax

20 Locality name

Employee W-2 Mailer

Following is a sample Employee W-2 mailer form (P5W2EM). Information for this form prints in the P5W2EE/EM file.



22222

OMB No. 1545-0008

a Control number

1 Wages, tips, other compensation

2 Federal income tax withheld

7 Social security tips

3 Social security wages

4 Social security tax withheld

8 Allocated tips

5 Medicare wages and tips

6 Medicare tax withheld

9 Advance EIC payment

10 Dependent care benefits

11 Nonqualified plans

c Employer's name, address, and ZIP code

12a See instructions for box 12

12b

12c

b Employer identification number

d Employee's social security number

12d

e Employee's name (first, middle initial, last), address, and ZIP code

13 Statutory employee | Retirement plan | Third-party sick pay

14 Other

2004

15 State Employer's state ID number

16 State wages, tips, etc.

17 State income tax

18 Local wages, tips, etc.

19 Local income tax

20 Locality name

Form W-2 Wage and Tax Statement

Copy D - For Employer or
Copy 1 - For State, City, or Local Tax Department

Department of the Treasury—Internal Revenue Service

For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D.

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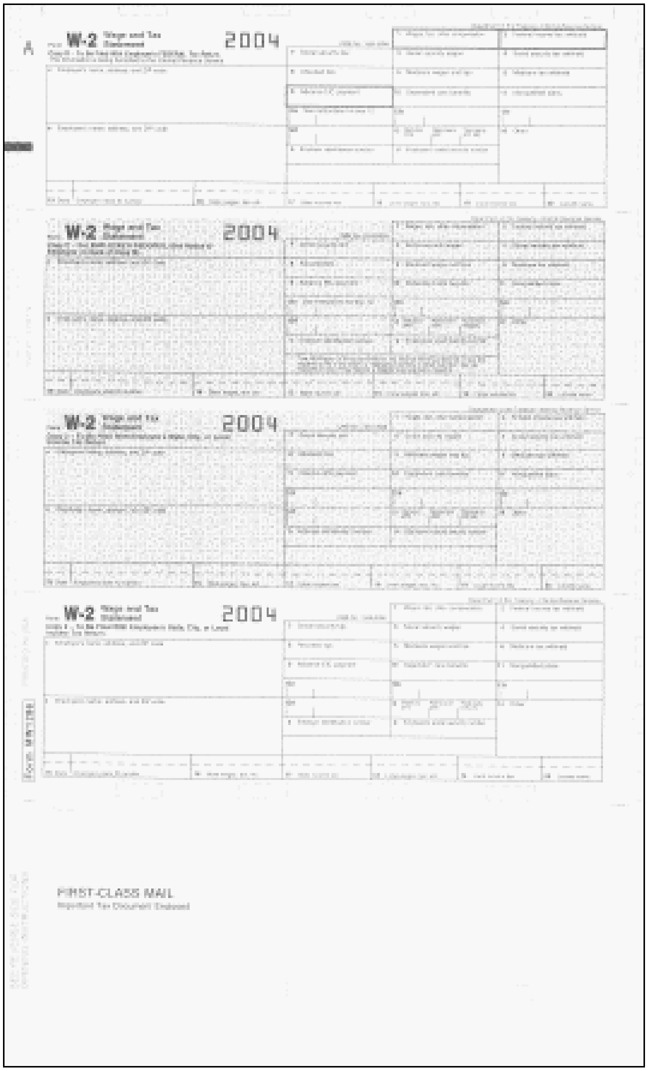
FORM X264

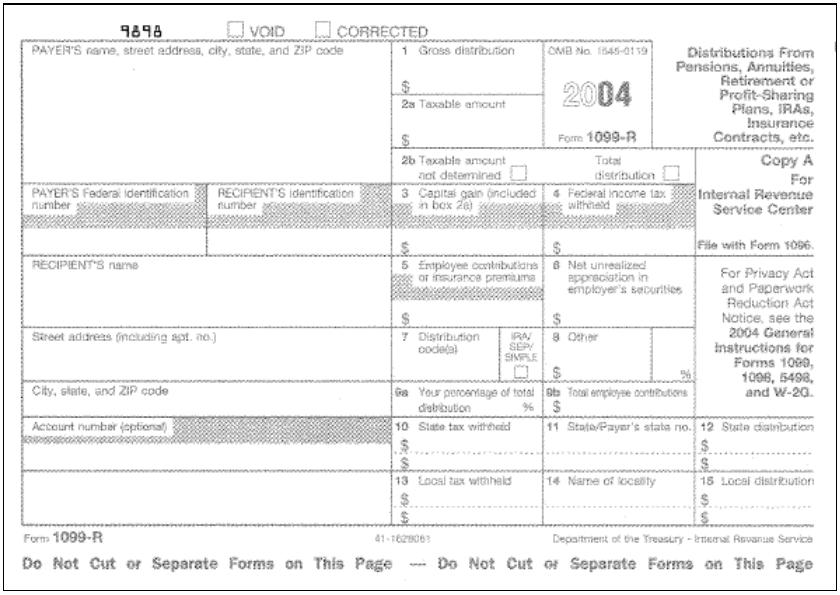
W-2 Pressure Seal Form

Following is a sample Employee W-2 pressure seal form (P5W2EP). Information for this form prints in the P5W2EE/EP file.



Employer 1099-R Federal Forms

Following is a sample of the Employer 1099-R form. Information for this form prints in the P599FF file.


9898 VOID CORRECTED

PAYER'S name, street address, city, state, and ZIP code

1 Gross distribution $

2a Taxable amount $

OMB No. 1545-0119

2004

Form 1099-R

Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.

2b Taxable amount not determined

Total distribution

Copy A For Internal Revenue Service Center

PAYER'S Federal identification number

RECIPIENT'S identification number

3 Capital gain (included in box 2a) $

4 Federal income tax withheld $

File with Form 1096.

RECIPIENT'S name

5 Employee contributions or insurance premiums $

6 Net unrealized appreciation in employer's securities $

For Privacy Act and Paperwork Reduction Act Notice, see the 2004 General Instructions for Forms 1099, 1098, 5498, and W-2G.

Street address (including apt. no.)

7 Distribution code(s)

IRA/ SEP/ SIMPLE

8 Other $ %

City, state, and ZIP code

9a Your percentage of total distribution %

9b Total employee contributions $

Account number (optional)

10 State tax withheld $ $

11 State/Payer's state no.

12 State distribution $ $

13 Local tax withheld $ $

14 Name of locality

15 Local distribution $ $

Form 1099-R 41-1629061 Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

Employer 1099-R State/Local Forms

Following is a sample of the Employer 1099-R State/Local form. State information for this form prints in the P599SF file, and local information for this form prints in the P599LF file.

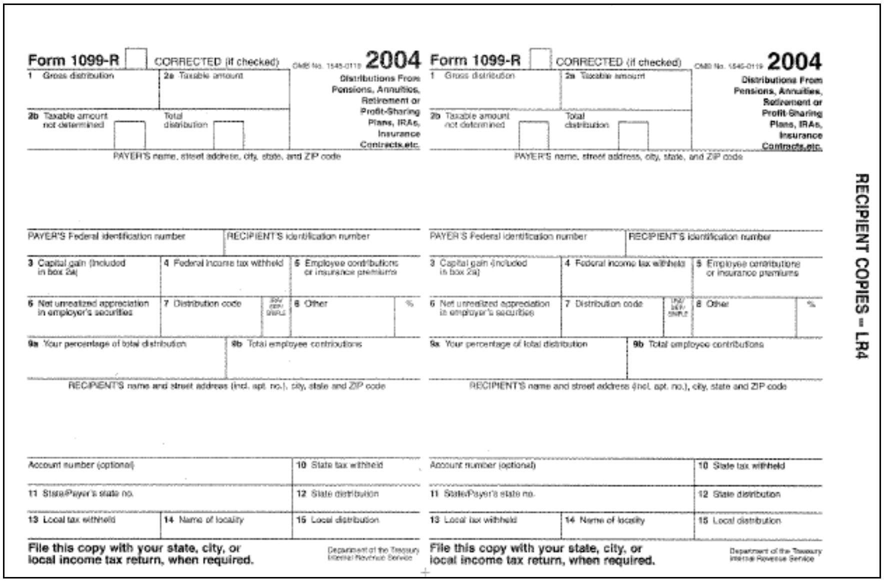
☐ VOID ☐ CORRECTED

PAYER'S name, street address, city, state, and ZIP code		1 Gross distribution $ 2a Taxable amount $	OMB No. 1545-0119 2004 Form 1099-R	Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
		2b Taxable amount not determined ☐	Total distribution ☐	State Copy or Copy D For Payer
PAYER'S Federal identification number	RECIPIENT'S identification number	3 Capital gain (included in box 2a) $	4 Federal income tax withheld $	
RECIPIENT'S name, address, and ZIP code		5 Employee contributions or insurance premiums $	6 Net unrealized appreciation in employer's securities $	For Privacy Act and Paperwork Reduction Act Notice, see the **2004 General Instructions for Forms 1099, 1098, 5498, and W-2G.**
		7 Distribution code(s) IRA/SEP/SIMPLE ☐	8 Other $ %	
		9a Your percentage of total distribution %	9b Total employee contributions $	
Account number (optional)		10 State tax withheld $ $	11 State/Payer's state no.	12 State distribution $ $
		13 Local tax withheld $ $	14 Name of locality	15 Local distribution $ $

Form 1099-R   Department of the Treasury - Internal Revenue Service

1099-R Employee Forms

Following is a sample of the 1099-R employee cut sheet form. Information for this form prints in the P599EE/ES file.



Form 1099-R CORRECTED (if checked) OMB No. 1545-0119 2004

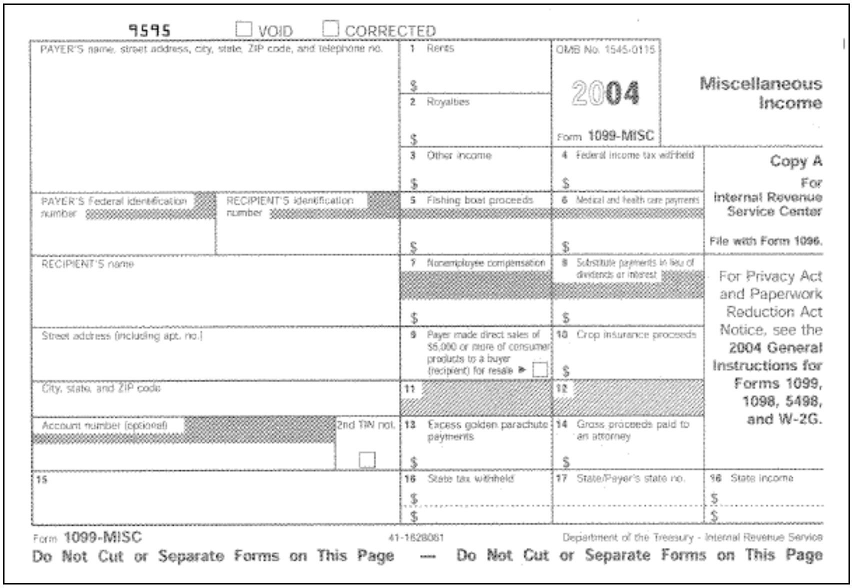
1 Gross distribution
2a Taxable amount
Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
2b Taxable amount not determined
Total distribution
PAYER'S name, street address, city, state, and ZIP code
PAYER'S Federal identification number
RECIPIENT'S identification number
3 Capital gain (included in box 2a)
4 Federal income tax withheld
5 Employee contributions or insurance premiums
6 Net unrealized appreciation in employer's securities
7 Distribution code
IRA/SEP/SIMPLE
8 Other %
9a Your percentage of total distribution
9b Total employee contributions
RECIPIENT'S name and street address (incl. apt. no.), city, state and ZIP code
Account number (optional)
10 State tax withheld
11 State/Payer's state no.
12 State distribution
13 Local tax withheld
14 Name of locality
15 Local distribution
File this copy with your state, city, or local income tax return, when required.
Department of the Treasury Internal Revenue Service

Form 1099-R CORRECTED (if checked) OMB No. 1545-0119 2004
1 Gross distribution
2a Taxable amount
Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
2b Taxable amount not determined
Total distribution
PAYER'S name, street address, city, state, and ZIP code
PAYER'S Federal identification number
RECIPIENT'S identification number
3 Capital gain (included in box 2a)
4 Federal income tax withheld
5 Employee contributions or insurance premiums
6 Net unrealized appreciation in employer's securities
7 Distribution code
IRA/SEP/SIMPLE
8 Other %
9a Your percentage of total distribution
9b Total employee contributions
RECIPIENT'S name and street address (incl. apt. no.), city, state and ZIP code
Account number (optional)
10 State tax withheld
11 State/Payer's state no.
12 State distribution
13 Local tax withheld
14 Name of locality
15 Local distribution
File this copy with your state, city, or local income tax return, when required.
Department of the Treasury Internal Revenue Service

RECIPIENT COPIES = LR4

1099-MISC Forms

Following is a sample of the 1099-MISC federal copy. Information for this form prints in the P599MM/MS file.



9595 VOID CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no.

1 Rents $

2 Royalties $

OMB No. 1545-0115

2004

Form 1099-MISC

Miscellaneous Income

3 Other income $

4 Federal income tax withheld $

Copy A For Internal Revenue Service Center

File with Form 1096.

PAYER'S Federal identification number

RECIPIENT'S identification number

5 Fishing boat proceeds $

6 Medical and health care payments $

RECIPIENT'S name

7 Nonemployee compensation $

8 Substitute payments in lieu of dividends or interest $

For Privacy Act and Paperwork Reduction Act Notice, see the 2004 General Instructions for Forms 1099, 1098, 5498, and W-2G.

Street address (including apt. no.)

9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale ▶

10 Crop insurance proceeds $

City, state, and ZIP code

11

12

Account number (optional)

2nd TIN not.

13 Excess golden parachute payments $

14 Gross proceeds paid to an attorney $

15

16 State tax withheld $ $

17 State/Payer's state no.

18 State income $ $

Form 1099-MISC

41-1628081

Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

Information to Be Entered for Territorial Output

To produce Puerto Rico, the Virgin Islands, and Guam output, you must enter additional information for the year-end forms.

- WLFDW2 HED-to-Box transactions must be entered to relate HEDs in your Control 1-2 to the boxes on the Puerto Rico W-2PR, which differ from Federal W-2 boxes.
- For married employees only, employee-level options using the Year-End W-2 Employee Level Options form (W2ESCR) must contain an entry indicating the spouse's Social Security Number.
- Federal Queue and State Queue output must be activated on the Year-End Run Control Options - 1 form (W2RSCR).
- State/Local forms output must be activated on the Year-End Run Control Options 1 form (W2RSCR).

Puerto Rico W-2 Forms

Puerto Rico forms are placed in a separate output file, P5W2PF. A form is produced for any employee with taxes and/or wages to report for the 2PR tax code.

Output Description

Puerto Rico W-2PR output is designed to print on Puerto Rico Form 499 R-2/W-2 P.R., which is a multiple-ply form for use with impact printers. The form includes copies for all required distributions, as follows:

Top copy	Social Security Administration
Copy A	Puerto Rico submission
Copy B	Employee copy
Copy C	Employee record copy
Copy D	Employer record copy

The Year-End Processor places all Puerto Rico output into the P5W2PF file.

Note: *If an employee has had employment (wages or taxes) in both the United States (tax code 102) and Puerto Rico (tax code 2PR) during the year, all FICA wages and taxes, including those accumulated in Puerto Rico, are reported on the U.S. W-2s produced for the employee from the Federal and Employee Queues. As a result, these employees have no FICA wages and taxes reported on their Puerto Rico W-2PRs.*

Virgin Islands W-2 Forms

Virgin Islands output is produced by a run of the Year-End Processor and is placed in a separate output file, P5W2VI. The output is designed to print on the Virgin Islands W-2 Form. A form is produced for any employee with taxes/wages to report for the 2VI tax code.

Output Description

The Virgin Islands form output prints on the Virgin Islands W-2 form, which is a multiple-ply form for use with impact printers. The form includes copies for all required distributions, as follows:

Top copy for Social Security Administration

Copy 1 for Virgin Islands Bureau of Internal Revenue

Copy B Employee copy

Copy C Employee record copy

Copy D Employer record copy

The Year-End Processor places all Virgin Islands forms into file P5W2VI.

The contents to appear on the forms is the same as for W-2 forms for submission to the Federal government. The forms are sequenced by employee Social Security Number within EIN.

Note: *If an employee has had employment (taxes or wages) in the United States (tax code 102) and the Virgin Islands (tax code 2VI) during the year, all FICA wages and taxes, including those accumulated in the Virgin Islands, are reported on the employee's U.S. W-2s from the Federal and Employee Queues. As a result, no FICA wages or taxes appear on that employee's Virgin Islands form.*

Guam W-2 Forms

Guam output is produced by a run of the Year-End Processor and is placed in a separate output file, P5W2GU. The output is designed to print on the Guam W-2 Form. A form is produced for any employee with taxes/wages to report for the 2GU tax code.

Output Description

The Guam form output prints on the Guam W-2 form, which is a multiple-ply form for use with impact printers. The form includes copies for all required distributions, as follows:

Top copy for Social Security Administration

Copy 1 for Guam Bureau of Internal Revenue

Copy B Employee copy

Copy C Employee record copy

Copy D Employer record copy

The Year-End Processor places all Guam forms into file P5W2GU.

The contents to appear on the forms is the same as for W-2 forms for submission to the Federal government. The forms are sequenced by employee Social Security Number within EIN.

Note: *If an employee has had employment (taxes or wages) in the United States (tax code 102) and the Guam (tax code 2GU) during the year, all FICA wages and taxes, including those accumulated in Guam, are reported on the employee's U.S. W-2s from the Federal and Employee Queues. As a result, no FICA wages or taxes appear on that employee's Guam form.*

APPENDIX D

Year End Balancing Report

In This Appendix

Examining a Year-End Balancing Report

The following pages list a recommended step-by-step procedure for using the Year-End Processing Balancing Report to balance year-end processing. Included are samples that help illustrate what is being checked in each step.

Steps in Using the Year-End Balancing Report

The basic check you are performing is between year-end tax filing reports, 2T2T or 9091, and the Year-End Processing Balancing Report. Also checked are the Transmitter Totals Reports. For exception conditions, you must refer to the Exceptions Reports and research the employee's record.

Summary of Steps

Reconcile tax/wage amounts from tax filing reports with related amounts from the Year-End Processor run using the Tax Filing Section of the Year-End Processing Balancing Report

1. For each tax, compare totals on your year-end tax filing reports with those in the Tax Filing Section on the Year-End Processing Balancing Report.
2. Analyze any middle line exceptions reported in the Tax Filing Section.
3. Check that any differences between the tax filing amounts and transmitted amounts in the Tax Filing Section report are accounted for by any middle line adjustments or exceptions reported.
4. Track the verified tax/wage information up to the EIN level, using the EIN totals in the Tax Filing Section.
5. Check totals from the Year-End Processor Transmitter Totals Reports against the EIN summaries in the Transmitter Section of the Year-End Processing Balancing Report.
6. For Federal Queue information, compare payer/commonwealth/territory totals in the Transmitter section of the Year-End Processing Balancing Report with those on the Transmitter Totals Report for Federal Queue outputs from the Year-End Processor run.
7. For Federal Queue amounts, track payer totals up to the EIN level.
8. For State/Local tax authorities, compare totals on the Transmitter Totals Reports from the State/Local Queue with those in the EIN Transmitter Section of the Year-End Processing Balancing Report.
9. Cross-check EIN totals in the Tax Filing section of the Year-End Processing Balancing Report (verified against the tax filing reports) to those in the Transmitter Section of the report (verified against the Transmitter Totals Reports for the year-end outputs produced).
10. Cross-check EIN totals in the Tax Filing Section with those in the Transmitter Section.

A detailed explanation of each of these steps follows

Detailed Steps for Year-End Balancing

1. For each tax, compare totals on your year-end tax filing reports with those in the Tax Filing Section of the Year-End Processing Balancing Report

The key check in the Year-End Processing Balancing Report (51BR) balancing process is to compare tax/wage amounts for taxes as reported on your year-end tax filing reports, 2T2T or 9091, with the tax/wage amounts from the adjusted year-end master file input to the Year-End Processor run. You make the check at the organization (Control 1-2) level for individual taxes.

Used in this Step

- Year-End Tax Filing Report: 2T2T or 9091, year-to-date totals for each tax
- Balancing Report (51BR): Tax Filing Section (Control 1-2 listings), top line for each tax

What is Being Checked

The wage/tax amounts input to the year-end run are reported **on the top line for the tax** in the Tax Filing section of the Year-End Processing Balancing Report (51BR). Reporting is done by organization (Control 1-2). Check these amounts against the year-end wage/tax amounts for taxes on your year-end tax filing report.

Procedure

1. Locate the organization (Control 1-2) to be checked on your year-end tax filing report and in the Tax Filing Section of the Year-End Balancing Report (51BR).
2. For each tax, compare year-to-date tax/wage totals on your year-end tax filing report to the **top line** for the tax in the Tax Filing Section of the Year-End Balancing Report (51BR).

Analyzing Discrepancies

If the tax amount totals on the tax filing report do not match those in the Tax Filing Section report, check the following:

- whether you made any adjustments to employee records after running the tax filing report that would account for the differences
- whether the file input to the Year-End Processor run is the appropriate one

Reading the Samples

The following two samples show a 2T2T report and the related Tax Filing Section (Organization/Control 1-2) of the Balancing Report (51BR).

Sample Tax Filing Report: 2T2T

```
CORPORATION  03   MANAGEMENT SUPPORT SERVICES             TAX FILING REPORT        REPT PERIOD 06/11/2004 FILE VERSION 08 PAGE     1
DIVISION     TEST SUPPLY DIVISION                       PAID FREQUENCIES ONLY      2T2T PERIOD 00/00/0000 TIME 15:13 DATE 10/06/2004
                           EMPLOYER       EMPLOYEE        TOTAL        EMPLOYEE                      EMPLOYER                  NUMBER
                          FICA WAGES     FICA WAGES     GROSS WAGES     FICA TAX                      FICA TAX                   PAID

*FICA-OASDI      01
                 YTD     1,464,641.25   1,464,641.25  26,376,614.04      90,806.64            .00     90,807.75            .00     101
*FICA-HI         03
                 YTD    15,033,079.25  15,033,079.25            .00     377,465.44            .00    377,479.70            .00      91
                            WORK         RESIDENT      WITHHOLDING    WITHHOLDING      FUI        EARNED         PREMIUM
                           WAGES          WAGES           WAGES           TAX          WAGES     INC. CREDIT       O.T.

*FEDERAL W/H TAX 50
                  YTD    24,065,457.18  24,065,457.18  23,979,057.18   6,883,399.27    630,837.71      1,397.00            .00      99
```

Sample Year-End Processing Balancing Report: Tax Filing Section (Control 1-2 Information)

```
TOTALS FOR EIN 04-0202889                               YEAR END PROCESSING        REPT                                     PAGE     1
                   TAX FILING SECTION                 BALANCING REPORT           51BR                   TIME 15:29:38 DATE 10/06/04
                 TAX        EMPLOYEE          EMPLOYEE       WITHHOLDING      WITHHOLDING         SUI        W2 EIC          # OF
  DESCRIPTION    CODE      FICA WAGES         FICA TAX          WAGES             TAX             TAX      1099R GR DST    W2'S/1099R'S
FICA-OASDI      101     1,464,641.25       90,806.64
 - W2 EXCEPTIONS           77,575.95        4,809.71
 = TRANSMITTED ON W2    1,387,065.30       85,996.93                                                                             98
FICA-HI         103    26,046,829.26      377,465.44
 - W2 EXCEPTIONS           77,575.95        1,124.85
 = TRANSMITTED ON W2   25,969,253.31      376,340.59                                                                             98
 FEDERAL W/H TAX 150                                   23,979,057.18    6,883,399.27                           1,397.00
 - W2 EXCEPTIONS                                           76,010.63       10,195.86                           1,397.00
 = TRANSMITTED ON W2                                   23,903,046.55    6,873,203.41                                             98
```

The underscored line on the 2T2T report is matched against the underscored line on the Year-End Processing Balancing Report. The tax being compared is Federal withholding tax, tax code 102, reported on both forms as 150. The amounts being compared on each line should match.

2. Analyze any middle line exceptions reported in the Tax Filing Section

In general, the tax/wage amounts for each tax on the **top line** of the Tax Filing Section of the Year-End Processing Balancing Report (51BR) should match those on the **bottom line**, the TRANSMITTED ON W2 line. The Transmitted line represents the tax/wages totals for all W-2s or 1099-Rs actually produced on the run. The top line represents the totals verified against the tax filing reports.

In some cases, however, there are conditions that cause the two sets of totals to vary. The middle lines in the Tax Filing Section report list these situations. You should be able to account for all the exceptions and understand any other middle line entries.

Exceptions

A common reason for variations between the top line (tax/wage amounts requiring reporting) and the bottom line (tax/wage amounts transmitted) is that W-2s or 1099-Rs were not produced for certain employees. The Year-End Processor totals tax/wages for all employees who did not have W-2s or 1099-Rs produced due to error conditions identified by the processor. The Year-End Processor reports these totals on the W2 EXCEPTIONS line in the Tax Filing Section report. The tax/wage amounts for employees with no W-2s or 1099-Rs produced often will account for any difference between the top and bottom lines.

If there are any W2 EXCEPTIONS lines in your Tax Filing Section report, you must account for the amounts in the lines.

Procedure

1. For each organization (Control 1-2) in which there are W2 EXCEPTIONS lines, locate all the employees on the Exceptions Report (5V5V) for that organization (Control 1-2) for whom W-2s or 1099s were not produced from the Year-End Processor run.
2. Using the Master File Print report or the Taxes To-Date Inquiry form (JT-SCR) for each employee who did not have a W-2 or 1099 produced, find the wage/tax amounts for all the taxes in the employee's record.
3. Check that the tax/wage amounts for these employees equal the amounts reported on the W2 EXCEPTIONS line for each tax you are checking.

Note: *In most cases, you will probably want to correct errors in employee records before your final year-end run. This should cause W-2s or 1099s to be produced for all or nearly all employees. W2 EXCEPTIONS lines should appear only in rare instances on your final Year-End Processing Balancing Report.*

Reading the Samples

The following two samples show the Tax Filing Section (Control 1-2)) of the Year-End Processing Balancing Report (51BR) and an Exceptions Report (5V5V). The Balancing Report (51BR) shows W-2 Exceptions.

The Exceptions Report (5V5V) shows that a W-2 or 1099 was not produced for an employee in the organization (Control 1-2). The E message for the employee indicates this situation. The employee's record should be analyzed to check that the tax/wage amounts not reported account for the amounts in the W2 EXCEPTIONS line for the tax in question. The W message does not preclude W-2 or 1099 production and so would not be included.

Sample Year-End Processing Balancing Report: Tax Filing Section

```
TOTALS FOR EIN 04-0202889                                 YEAR END PROCESSING        REPT                                  PAGE     1
                   TAX FILING SECTION                    BALANCING REPORT           51BR                 TIME 15:29:38 DATE 10/06/04
                 TAX        EMPLOYEE         EMPLOYEE       WITHHOLDING     WITHHOLDING         SUI         W2 EIC          # OF
  DESCRIPTION    CODE      FICA WAGES        FICA TAX          WAGES            TAX             TAX      1099R GR DST    W2'S/1099R'S
FICA-OASDI      101     1,464,641.25      90,806.64
 - W2 EXCEPTIONS            77,575.95       4,809.71
 = TRANSMITTED ON W2    1,387,065.30      85,996.93                                                                             98
FICA-HI         103    26,046,829.26     377,465.44
 - W2 EXCEPTIONS            77,575.95       1,124.85
 = TRANSMITTED ON W2   25,969,253.31     376,340.59                                                                             98
FEDERAL W/H TAX 150                                   23,979,057.18    6,883,399.27                      1,397.00
  - W2 EXCEPTIONS                                          76,010.63       10,195.86                      1,397.00
 = TRANSMITTED ON W2                                  23,903,046.55    6,873,203.41                                             98
```

Sample Exceptions Report

```
CORPORATION  03   MANAGEMENT SUPPORT SERVICES       YEAR END PROCESSING           REPT                 FILE VERSION 09  PAGE     1
DIVISION     TEST SUPPLY DIVISION                    EXCEPTIONS REPORT            5V5V                 TIME 15:29:38 DATE 10/06/04
  EMP NO     TYPE     ITEM    LVL                      M E S S A G E                                               VALUE
2624         MISC              E  EE SSN INVALID. SSA SPECIFICALLY DISALLOWS VALUE AT RIGHT. NO W2S PRINTED FOR EE   919-19-2333
2625         TAX               E  EMPLOYEE HAS TAX RECORD, BUT NO C1-2 TAX SPEC 2AR OR 101
2625         MISC              W  WARNING! ONE OR MORE OF ADDR/CITY/STATE/ZIP BLANK OR NOT FORMATTED AS SPECIFIED
3203         TAX               W  EMPLOYEE MQGE FICA UNDER WITHHELD BY $       14.01
3306         TAX               E  EMPLOYEE EIC EXCEEDS FEDERAL EIC MAXIMUM BY $       10.00
3610         TAX               W  EMPLOYEE HI UNDER WITHHELD, EVEN AFTER UNCOL TIP TAX & GTI TAX - $      199.38
```

Besides exceptions, other conditions might account for the variance between the top line (verified against the tax filing report) and the bottom line (what is transmitted on W-2s or 10990-Rs). Several other conditions are reported in the Tax Filing Section of the Year-End Processing Balancing Report (51BR).

For more information on these conditions see the **Reading the Tax Filing Section** topic in this section.

3. Check that any differences between the tax filing amounts and transmitted amounts in the Tax Filing Section report are accounted for by any middle line adjustments or exceptions reported

If you have completed step 2, you should be able to justify any differences between the tax/wages requiring reporting (top line) and what is actually transmitted as the total for the year-end run (bottom line).

Here is a formula to use in accounting for differences between the tax filing line and the transmitted line:

	Tax filing line
-	W2 exceptions
-	Non-reported items
	Transmitted line

At this point, you should have verified all tax/wage totals in the Tax Filing Section report and accounted for all exceptions and other middle line conditions. The tax filing totals minus the exceptions should equal what has been transmitted on W-2s or 1099-Rs. You have completed the basic part of the balancing process: reconciling totals of the wage and tax amounts input to the Year-End production process with tax filing totals.

The last part of the balancing process is tracking the totals you have just verified to the EIN level and cross-checking these with the Transmitter Totals Reports (5W5W) from the year-end run.

4. Track the verified tax/wage information up to the EIN level, using the EIN totals in the Tax Filing Section

In the Tax Filing Section of the Year-End Processing Balancing Report (51BR), wage and tax amounts for all the organizations (Control 1-2s) in an EIN are summarized on pages following the individual tax totals by organization (Control 1-2). There are separate pages for Federal, state, local levels for the EIN.

On the EIN total pages, there are also tax filing lines, exception lines, and transmitted lines.

Procedure

Spot-check the EIN-level Tax Filing Section. Verify that amounts for a tax at the EIN level represent the total for all of the amounts for that tax from all the organizations (Control 1-2s) in the EIN. These are the amounts you have just verified against the tax filing reports in Step 1. You have accounted for any differences between what is calculated for a tax and what is reported on W-2s or 1099s in Steps 2 and 3.

You will use the transmitted line from the EIN totals to check against the totals in the second section of the Balancing Report (51BR), the Transmitter Section.

Sample Year-End Processing Balancing Report: Tax Filing Section, EIN Totals

```
TOTALS FOR EIN 04-0202889                                  YEAR END PROCESSING        REPT                                   PAGE     1
                   TAX FILING SECTION                    BALANCING REPORT           51BR                  TIME 15:29:38 DATE 10/06/04
                 TAX         EMPLOYEE          EMPLOYEE      WITHHOLDING     WITHHOLDING         SUI         W2 EIC           # OF
  DESCRIPTION    CODE      FICA WAGES         FICA TAX         WAGES             TAX             TAX      1099R GR DST    W2'S/1099R'S
FICA-OASDI      101     1,464,641.25       90,806.64
 - W2 EXCEPTIONS           77,575.95        4,809.71
 = TRANSMITTED ON W2    1,387,065.30       85,996.93                                                                            98

FICA-HI         103    26,046,829.26      377,465.44
 - W2 EXCEPTIONS           77,575.95        1,124.85
 = TRANSMITTED ON W2   25,969,253.31      376,340.59                                                                            98

FEDERAL W/H TAX 150                                  23,979,057.18    6,883,399.27                     1,397.00
 - W2 EXCEPTIONS                                          76,010.63      10,195.86                     1,397.00
 = TRANSMITTED ON W2                                 23,903,046.55    6,873,203.41                                              98


TOTALS FOR EIN 04-0202889                                  YEAR END PROCESSING        REPT                                   PAGE     2
                   TAX FILING SECTION                    BALANCING REPORT           51BR                  TIME 15:29:38 DATE 10/06/04
                 TAX         EMPLOYEE          EMPLOYEE      WITHHOLDING     WITHHOLDING         SUI         W2 EIC           # OF
  DESCRIPTION    CODE      FICA WAGES         FICA TAX         WAGES             TAX             TAX      1099R GR DST    W2'S/1099R'S
COLORADO        2CO                                          86,400.00        1,908.36
 = TRANSMITTED ON W2                                         86,400.00        1,908.36                                           4

KENTUCKY        2KY                                           4,408.46          240.66
 = TRANSMITTED ON W2                                          4,408.46          240.66                                           1

MASSACHUSETTS   2MA                                         423,200.00       66,209.44
 = TRANSMITTED ON W2                                        423,200.00       66,209.44                                          10

MICHIGAN        2MI                                         529,112.73       63,038.69
 - W2 EXCEPTIONS                                             42,702.50        1,741.45
 = TRANSMITTED ON W2                                        486,410.23       61,297.24                                          13

NORTH DAKOTA    2ND                                         245,044.40        3,388.61
 = TRANSMITTED ON W2                                        245,044.40        3,388.61                                          10

NEW HAMPSHIRE   2NH                                         307,997.40
 - NON-REPORTED STATE                                       307,997.40
 = NOT TRNSMITTD ON W2S

NEVADA          2NV                                         344,558.84
 - NON-REPORTED STATE                                       344,558.84
 = NOT TRNSMITTD ON W2S
```

5. For Federal Queue information, compare payer/commonwealth/ territory totals in the Transmitter Section of the Year-End Processing Balancing Report (51BR) with those on the Transmitter Totals Report (W5W) for Federal Queue outputs from the Year-End Processor run

The second section of the Balancing Report (51BR), the Transmitter Section, provides a convenient summary of EIN totals of transmitted wage and tax amounts from the Year-End Processor run.

It begins with Federal Queue information, grouped by payer/commonwealth/territory within EIN. The payer types are as follows

941/941E	regular employment
MGQE	Medicare Qualified Government Employment (MQGE)
CT-1	Railroad Retirement Board employment
1099-R	disbursement of pension benefits
PUERTO RICO	qualified employment in the Commonwealth of Puerto Rico
VIRGIN ISLANDS	qualified employment in the Territory of the Virgin Islands

Since Federal Queue reporting is done by payer/commonwealth/territory type within EIN, it is necessary to total information for all payer types to arrive at EIN totals. The first part of the Transmitter Section report provides, for the Federal Queue, the bridge from payer types to EINs.

Procedure

In the Transmitter Section of the Year-End Processing Balancing Report (51BR), check that Federal Queues for each payer type in an EIN are the same as those on the corresponding Federal Queue Transmitter Totals Report (5W5W) output from the run.

Reading the Samples

In the samples, Federal withholding tax is being matched.

Sample Transmitter Totals Report: Federal Queue

```
13V1  P5W2FF  FEDERAL W-2 FORMS - FF                YEAR END PROCESSING           REPT                                 PAGE  1529
      EIN=040101988      PAYER=REGULAR            TRANSMITTER TOTALS REPORT        5W5W                 TIME 09:40:17 DATE 10/10/04
-EMPLOYER/PAYER:                              NUMBER OF FORMS                       103    MEDICARE WAGES AND TIPS     11,570,117.05
 01TEST - CALLAG SYSTEMS,                     FRINGE BENEFITS                       .00    MEDICARE TAX WITHHELD          162,635.49
 18th Floor                                   ADVANCE EIC PAYMENTS                  .00    NONQUALIFIED 457 PLANS                .00
 120 South Riverside Plaza                    FEDERAL TAX WITHHELD         2,746,299.64    NONQUALIFIED PLANS NOT 457            .00
 Chicago                  Il 60606            WAGES TIPS & OTHER COMP      6,083,234.79    DEPENDENT CARE BENEFITS         57,400.00
 EIN = 04-0101988                             SOC SECURITY TAX WITHHELD      192,321.30    SOCIAL SECURITY WAGES        3,202,641.17
 PAYER TYPE = 941/941E                         SOCIAL SECURITY TIPS                  .00    DEFERRED COMP - 501C                  .00
                                              DEFERRED COMP - 401K           531,634.25    DEFERRED COMP - 403B                  .00
                                              DEFERRED COMP - 408K            25,196.68    DEFERRED COMP - 457B                  .00
                                              COST OF GROUP TERM LIFE          2,945.80    NONSTATUTORY STOCK OPTIONS     171,548.50
-
 STATE/LOCAL TOTALS:
 STATE TAX WITHHELD                     .00   STATE TAXABLE WAGES                   .00    CAL/NJ DISABILITY TAX                 .00
 LOCAL TAX WITHHELD                     .00   LOCAL TAXABLE WAGES                   .00    NJ WD/HC TAX                          .00
 MARYLAND TAX PICKUP AMT                .00
```

Sample Year Balancing Report: Transmitter Section, Federal Information by Payer Type

```
                                                   YEAR END PROCESSING         REPT                                   PAGE     1
                   TRANSMITTER SECTION           BALANCING REPORT             51BR                TIME 15:29:38 DATE 10/06/04
                                                TRANSMITTER CONTROL TOTALS
                                                     EIN = 04-0202889
  PAYER=941/941E                              NUMBER OF FORMS                 48.00      MEDICARE WAGES & TIPS   24,603,497.80
                                              ALLOCATED TIPS               4,725.00      MEDICARE TAX WITHHELD      356,551.13
                                              FEDERAL TAX WITHHELD     6,702,543.76        DEFERRED COMP              149,642.83
                                              WAGES TIPS & OTHR COMP  22,555,393.04      DEPENDNT CARE BENEFITS      63,000.00
                                              SOC SECURITY TAX W/H        85,996.93      99R GROSS DISTRIBUTION
                                              SOCIAL SECURITY WAGES    1,385,490.30      1099-R TAXABLE AMOUNT
                                              SOCIAL SECURITY TIPS         1,575.00
```

6. For Federal Queue amounts, track payer totals up to the EIN level

Proceed to the next part of the Transmitter Section of the Balancing Report (51BR). This section contains totals for the EIN for all wage and tax amounts transmitted by the Year-End Processor run.

The Federal information summarizes wage and tax totals from each payer type in the EIN. Following are wage/tax totals, at the Federal EIN level, for all state/local tax authorities transmitted.

Procedure

For Federal information, for each EIN, spot-check to verify that the totals reported represent the sum of the tax/wage amounts reported for all the payer types in the EIN as reported in the first part of the Transmitter Section report.

Note: *In most reporting situations for Federal information, there is only one payer type in an EIN. This is regular (941/941E) employment in which employees are withheld for both FICA-OASDI (Social Security) and FICA-HI (Medicare) taxes. In this case, the totals for the payer type are the same as the totals for the EIN.*

Reading the Samples

In the following report samples, the totals are being compared. There is only the 941/941E payer type for the EIN.

Sample Year End Balancing Report: Transmitter Section, Federal Information by Payer Type

```
                                              YEAR END PROCESSING       REPT                              PAGE     1
                   TRANSMITTER SECTION      BALANCING REPORT          51BR                TIME 15:29:38 DATE 10/06/04
                                           TRANSMITTER CONTROL TOTALS
                                                EIN = 04-0202889

 PAYER=941/941E                            NUMBER OF FORMS               48.00       MEDICARE WAGES & TIPS   24,603,497.80
                                           ALLOCATED TIPS             4,725.00       MEDICARE TAX WITHHELD      356,551.13
        FEDERAL TAX WITHHELD     6,702,543.76        DEFERRED COMP          149,642.83
                                           WAGES TIPS & OTHR COMP  22,555,393.04       DEPENDNT CARE BENEFITS      63,000.00
                                           SOC SECURITY TAX W/H       85,996.93       99R GROSS DISTRIBUTION
                                           SOCIAL SECURITY WAGES    1,385,490.30       1099-R TAXABLE AMOUNT
                                           SOCIAL SECURITY TIPS       1,575.00
```

Sample Year-End Balancing Report: Transmitter Section, EIN Totals

```
                                              YEAR END PROCESSING       REPT                              PAGE     1
                   TRANSMITTER SECTION      BALANCING REPORT          51BR                TIME 15:29:38 DATE 10/06/04
                                           TRANSMITTER CONTROL TOTALS
                                                EIN = 04-0202889

 TOTAL EIN                                 NUMBER OF FORMS              108.00       MEDICARE WAGES & TIPS   25,969,253.31
                                           ALLOCATED TIPS             4,725.00       MEDICARE TAX WITHHELD      376,340.59
        FEDERAL TAX WITHHELD     6,873,203.41        DEFERRED COMP          167,744.83
                                           WAGES TIPS & OTHR COMP  23,903,046.55       DEPENDNT CARE BENEFITS      63,000.00
                                           SOC SECURITY TAX W/H       85,996.93       99R GROSS DISTRIBUTION
                                           SOCIAL SECURITY WAGES    1,385,490.30       1099-R TAXABLE AMOUNT
                                           SOCIAL SECURITY TIPS       1,575.00

              COLORADO                     STATE TAXABLE WAGES       86,400.00       STATE TAX WITHHELD          1,908.36

              KENTUCKY                     STATE TAXABLE WAGES        4,408.46       STATE TAX WITHHELD            240.66

              MASSACHUSETTS                STATE TAXABLE WAGES      423,200.00       STATE TAX WITHHELD         66,209.44

              MICHIGAN                     STATE TAXABLE WAGES      486,410.23       STATE TAX WITHHELD         61,297.24

              NORTH DAKOTA                 STATE TAXABLE WAGES      245,044.40       STATE TAX WITHHELD          3,388.61
```

7. For state/local tax authorities, compare totals on the Transmitter Totals Reports (5W5W) from the State/Local Queue with those in the EIN Transmitter Section of the Year-End Processing Balancing Report (51BR)

Following Federal information are state/local totals by EIN.

Procedure

For each state/local tax authority, find the Transmitter Totals Report (5W5W) from the State/ Local Queue. Check the tax/wage amounts against those in the EIN Transmitter Section report.

Note: *The sequence of authorities listed on the Transmitter Totals Section report is by tax code for the state/local authority's income tax within Federal EIN.*

State/Local Transmitter Totals Reports are generally broken down by state/local EIN number within state/local authority. For the purposes of doing this check, it is assumed that the state/local EIN groupings correspond to Federal EIN groupings.

Reading the Samples

In the following two samples, totals for Michigan are being compared. The sum of the underscored lines on the Balancing Report (51BR) equal the figure on Transmitter Totals Report (5W5W).

Sample W-2 Transmitter Totals Report: State Output Report

```
9V1  STATE/LOCAL W-2 TAPE - #2                    YEAR END PROCESSING            REPT                                   PAGE     3
     EIN=MI - 657349       STATE=MI             TRANSMITTER TOTALS REPORT         5W5W                 TIME 15:29:38 DATE 10/06/04
TRANSMITTER:                                   RETURN:                                              DATA TYPE = W-2
CALLAG SYSTEMS                                 CALLAG SYSTEMS INC
120 SOUTH RIVERSIDE PLAZA 17TH FLOOR           400 WEST MADISON
CHICAGO                  IL 60606-2345         CHICAGO                  IL 60606
EIN = 049017861

EMPLOYER/PAYER:                                NUMBER OF FORMS                       13     MEDICARE WAGES AND TIPS      1,472,104.00
MANAGEMENT SUPPORT SERVICES                    ALLOCATED TIPS                       .00     MEDICARE TAX WITHHELD           21,345.52
17TH FLOOR                                     ADVANCE EIC PAYMENTS                 .00     NONQUALIFIED PLANS                    .00
120 SOUTH RIVERSIDE PLAZA                      FEDERAL TAX WITHHELD          443,806.90     DEFERRED COMPENSATION           67,685.31
CHICAGO                  IL 60606              WAGES TIPS & OTHER COMP       447,618.69     DEPENDENT CARE BENEFITS         21,000.00
EIN = 04-0202889                               SOC SECURITY TAX WITHHELD      21,371.64     SOCIAL SECURITY WAGES          344,704.00
PAYER TYPE =                                   SOCIAL SECURITY TIPS                 .00

STATE/LOCAL TOTALS:
STATE TAX WITHHELD              61,297.24               STATE TAXABLE WAGES             486,410.23     CAL/NJ DISABILITY TAX                .00
LOCAL TAX WITHHELD                    .00      LOCAL TAXABLE WAGES                  .00     NJ WD/HC TAX                          .00
MARYLAND TAX PICKUP AMT               .00      MT OLD FUND LIABILITY WAGE           .00     MT OLD FUND LIABILITY TAX             .00
```

Sample Year End Balancing Report: Transmitter Section, EIN Totals

```
                                                        YEAR END PROCESSING        REPT                                  PAGE     1
                   TRANSMITTER SECTION                  BALANCING REPORT             51BR                TIME 15:29:38 DATE 10/06/04
                                                       TRANSMITTER CONTROL TOTALS
                                                            EIN = 04-0202889
  TOTAL EIN                                     NUMBER OF FORMS             108.00       MEDICARE WAGES & TIPS   25,969,253.31
                                                ALLOCATED TIPS            4,725.00       MEDICARE TAX WITHHELD      376,340.59
                                                FEDERAL TAX WITHHELD  6,873,203.41       DEFERRED COMP              167,744.83
                                                WAGES TIPS & OTHR COMP 23,903,046.55     DEPENDNT CARE BENEFITS      63,000.00
                                                SOC SECURITY TAX W/H     85,996.93       99R GROSS DISTRIBUTION
                                                SOCIAL SECURITY WAGES 1,385,490.30       1099-R TAXABLE AMOUNT
                                                SOCIAL SECURITY TIPS      1,575.00

                COLORADO                        STATE TAXABLE WAGES      86,400.00       STATE TAX WITHHELD           1,908.36
                KENTUCKY                        STATE TAXABLE WAGES       4,408.46       STATE TAX WITHHELD             240.66
                MASSACHUSETTS                   STATE TAXABLE WAGES     423,200.00       STATE TAX WITHHELD          66,209.44
                MICHIGAN                        STATE TAXABLE WAGES     486,410.23       STATE TAX WITHHELD          61,297.24
                NORTH DAKOTA                    STATE TAXABLE WAGES     245,044.40       STATE TAX WITHHELD           3,388.61
```

8. Cross-check EIN totals in the Tax Filing Section of the Year-End Processing Balancing Report (51BR) with those in the Transmitter Section

The last balancing check compares the EIN totals for the two sections of the Year-End Processing Balancing Report: the Tax Filing and Transmitter Sections.

Procedure

The transmitted line totals for each tax reported for the EIN in the Tax Filing Section should match the applicable totals on the line(s) for the tax authority on the EIN totals pages of the Transmitter Section report.

In effect, you are checking the EIN-level totals of wage and tax amounts input to the year-end production process from the adjusted year-end master (as verified against related tax filing report totals with discrepancies accounted for) against EIN totals of wages and tax actually submitted to the various tax authorities by W-2 or 1099-R outputs, either magnetic media or forms.

Reading the Samples

In the following report samples, Federal withholding totals are being compared.

Note: *When W-2s or 1099-Rs have* ***not*** *optionally been requested for no-income-tax states, this middle line prints for those states. Also for New Jersey and Pennsylvania (and Alaska if you are reporting for no-income-tax state), this information is printed to identify employee-paid SUI taxes that are not transmitted because they are not required to be reported on W-2s or 1099-Rs.*

Sample Year End Balancing Report: Tax Filing Section, EIN Totals

TOTALS FOR EIN 04-0202889 YEAR END PROCESSING REPT PAGE 1
TAX FILING SECTION BALANCING REPORT 51BR TIME 15:29:38 DATE 10/06/04

DESCRIPTION	TAX CODE	EMPLOYEE FICA WAGES	EMPLOYEE FICA TAX	WITHHOLDING WAGES	WITHHOLDING TAX	SUI TAX	W2 EIC 1099R GR DST	# OF W2'S/1099R'S
FICA-OASDI	101	1,464,641.25	90,806.64					
- W2 EXCEPTIONS		77,575.95	4,809.71					
= TRANSMITTED ON W2		1,387,065.30	85,996.93					98
FICA-HI	103	26,046,829.26	377,465.44					
- W2 EXCEPTIONS		77,575.95	1,124.85					
= TRANSMITTED ON W2		25,969,253.31	376,340.59					98
FEDERAL W/H TAX	150			23,979,057.18	6,883,399.27		1,397.00	
- W2 EXCEPTIONS				76,010.63	10,195.86		1,397.00	
= TRANSMITTED ON W2				23,903,046.55	6,873,203.41		98	

TOTALS FOR EIN 04-0202889 YEAR END PROCESSING REPT PAGE 2
TAX FILING SECTION BALANCING REPORT 51BR TIME 15:29:38 DATE 10/06/04

DESCRIPTION	TAX CODE	EMPLOYEE FICA WAGES	EMPLOYEE FICA TAX	WITHHOLDING WAGES	WITHHOLDING TAX	SUI TAX	W2 EIC 1099R GR DST	# OF W2'S/1099R'S
COLORADO	2CO			86,400.00	1,908.36			
= TRANSMITTED ON W2				86,400.00	1,908.36			4
KENTUCKY	2KY			4,408.46	240.66			
= TRANSMITTED ON W2				4,408.46	240.66			1
MASSACHUSETTS	2MA			423,200.00	66,209.44			
= TRANSMITTED ON W2				423,200.00	66,209.44			10
MICHIGAN	2MI			529,112.73	63,038.69			
- W2 EXCEPTIONS				42,702.50	1,741.45			
= TRANSMITTED ON W2				486,410.23	61,297.24			13
NORTH DAKOTA	2ND			245,044.40	3,388.61			
= TRANSMITTED ON W2				245,044.40	3,388.61			10
NEW HAMPSHIRE	2NH			307,997.40				
- NON-REPORTED STATE				307,997.40				
= NOT TRNSMITTD ON W2S								
NEVADA	2NV			344,558.84				
- NON-REPORTED STATE				344,558.84				
= NOT TRNSMITTD ON W2S								

Sample Year End Balancing Report: Transmitter Section, EIN Totals

```
                                                      YEAR END PROCESSING        REPT                                    PAGE     1
                  TRANSMITTER SECTION               BALANCING REPORT          51BR                 TIME 15:29:38 DATE 10/06/04
                                                   TRANSMITTER CONTROL TOTALS
                                                        EIN = 04-0202889
TOTAL EIN                                     NUMBER OF FORMS               108.00       MEDICARE WAGES & TIPS   25,969,253.31
                                              ALLOCATED TIPS              4,725.00       MEDICARE TAX WITHHELD      376,340.59
                                                     FEDERAL TAX WITHHELD     6,873,203.41       DEFERRED COMP                167,744.83
                                                     WAGES TIPS & OTHR COMP  23,903,046.55       DEPENDNT CARE BENEFITS        63,000.00
                                              SOC SECURITY TAX W/H       85,996.93       99R GROSS DISTRIBUTION
                                              SOCIAL SECURITY WAGES    1,385,490.30       1099-R TAXABLE AMOUNT
                                              SOCIAL SECURITY TIPS        1,575.00
              COLORADO                        STATE TAXABLE WAGES        86,400.00       STATE TAX WITHHELD           1,908.36
              KENTUCKY                        STATE TAXABLE WAGES         4,408.46       STATE TAX WITHHELD             240.66
              MASSACHUSETTS                   STATE TAXABLE WAGES       423,200.00       STATE TAX WITHHELD          66,209.44
              MICHIGAN                        STATE TAXABLE WAGES       486,410.23       STATE TAX WITHHELD          61,297.24
              NORTH DAKOTA                    STATE TAXABLE WAGES       245,044.40       STATE TAX WITHHELD           3,388.61
```

APPENDIX E

Generators for Year-End File Preparation

In This Appendix

Generators for Year-End File Preparation

The list below describes generators relevant to year-end and their functions. These generators are designed to help you prepare your appropriate Employee Database (FILE02) for year-end processing.

Generator	Function
8W8W	Provides an estimate of the number of W-2 and 1099R forms needed for year-end processing
1Z1Z*	Adjusts memo HED amounts into the appropriate Employee Database (FILE02) accumulator so that these amounts can be included in W-2 Box 1 (Wages, Tips, Other Compensation)
1Y1Y*	Deletes obsolete WLFDW2 transactions from the Sequential Master File (P20) so that they cannot interfere with current year processing
9H9H*	Deletes all unused H and J records that exist for any employee

*These generators require two maintenance runs to complete processing. The first run creates maintenance transactions in either the P05T80 file or the recycle file (P05OUT). The second run applies the maintenance transactions. None of the generators is kept on the output P20 file.

Each of these generators is described on the following pages.

Note: *Generators 8W8W and 9H9H are delivered with your Solution Series CYBMST and are not on the year end CYBYEUS.*

Generator 8W8W: Forms Estimator

Generator 8W8W provides an estimate of the number of W-2 forms needed for year-end processing, based on the employee records on your Employee Database (FILE02).

Use this information to estimate the number of forms to order.

Report Contents (8W8W)

The 8W8W generator produces a report that estimates the number of W-2 forms according to the output queue:

- Federal Queue (P5W2FF)
- State/Local Queue (P5W2SF or P5W2LF)

Information is broken down by number of forms for each tax authority, with an overall total given for the queue.

- Employee Queue (P5W2EE or P5W2ES)

Also listed are estimates for these tax authorities:

- Puerto Rico forms (P5W2PF)
- Virgin Island forms (P5W2VI)
- Guam forms (P5W2GU)

In addition, an estimate labeled 'No Tax State' is included. Use this number only if you plan to activate the option of producing employee forms that show wages for states that do not levy an income tax.

☞ *Refer to Chapter 6: Setting Primary Parameters for instructions on completing the Year-End Organization Level Options - 2 form (W2CSC2) and to learn how to elect to either produce W-2s for states with no income tax or not.*

When estimating the number of forms to order, add this number to the total for the Employee Queue.

The report has totals by organization (Control 1-2s) and grand (file) totals for W-2s and 1099-Rs.

Operation

The 8W8W generator estimates form quantities according to these general rules:

Form P5W2FF	one form per employee
Form P5W2SF or Form P5W2LF	one form for each state and one form for each local authority in an employee's record
Form P5W2EE or Form P5W2ES	one form for each employee, plus one form for each state after the first in the employee's record and one form for each local authority in a state (after the first)

The form estimates do not include allowances for line-up forms, totals forms, or banner forms between state/local tax authorities. Be sure to consider these factors when you order forms.

D Record Setup

Here is the D record setup for generator 8W8W:

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
D 8W8W0       00   aaaa
```

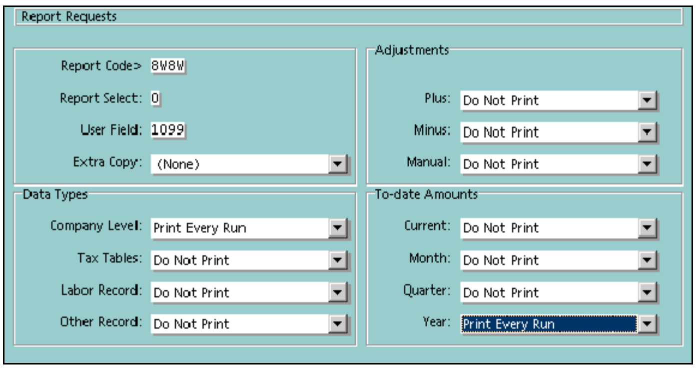
Note: *Columns 7, 14, and 15 contain zeros.*

	Position	**Value**	**Description**
a	19-22	1099	For pension-only (1099-R) organization (Control 1-2s), enter 1099 in this field. This entry triggers the appropriate headings and separate totaling necessary for any 1099-R organization (Control 1-2s).

Enter a D record for each organization (Control 1-2) that you want to include in the form estimate.

Report Requests form (DD-SCR) setup:

The following Report Requests form (DD-SCR) can be entered to load the Generator in lieu of entering a D record in batch.



Enter values in the following fields:

Field	Entry
Report Code	8W8W
Report Select	0
User Field	For pension-only (1099-R) organization (Control 1-2s), enter 1099 in this field. This entry triggers the appropriate headings and separate totaling necessary for any 1099-R organization (Control 1-2).
Company Level	Print Every Run
Year	Print Every Run

Generator 1Z1Z: MEMO HED Adjuster

The 1Z1Z generator adjusts memo HED amounts into the appropriate Employee Database accumulator so that these amounts can be included in taxable wages.

The generator produces year-to-date adjustments for field #119, taxable wages, adding the amount associated with the memo HED that you indicate in a D transaction.

The tax authorities for which field #119 is adjusted include Federal, as well as state, county, and active city tax authorities. It is possible to bypass certain types of tax authorities in the adjustment process. This procedure is documented in the generator itself.

Operation

Generator 1Z1Z produces KD transactions in file P05T80.

D Record Setup

Below is the D record setup for generator 1Z1Z:

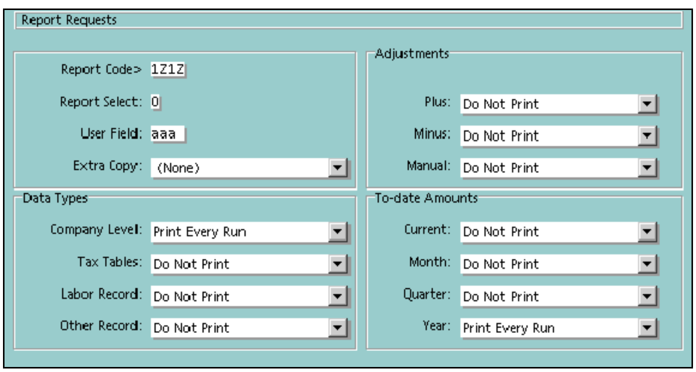
```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
D 1Z1Z0      00   aaa
```

Note: *Columns 7, 14, and 15 contain zeros*

	Position	Value	Description
a	19-21	aaa	Number of the MEMO HED to be adjusted into taxable wages

Report Requests form (DD-SCR)

The following Report Requests form (DD-SCR) can be entered to load the Generator in lieu of entering a D record in batch.



Enter values in the following fields:

Field	Entry
Report Code	1Z1Z
Report Select	0
User Field	Number of the MEMO HED to be adjusted into taxable wages
Company Level	Print Every Run
Year	Print Every Run

Generator 1Y1Y: Deleting Obsolete WLFDW2 Transactions

This generator deletes obsolete WLFDW2 transactions from the Sequential Master File (P20) so that they cannot interfere with current year processing.

WLFDW2 transactions control the operation of the Year-End Processor. The transactions on file from previous years should be deleted, since they are obsolete. The 1Y1Y generator should be run before you begin entering the current year's transactions, either on the year-end forms or in batch.

Operation

The 1Y1Y generator creates maintenance transactions that are written to the P05T80 file. These maintenance transactions delete the WLFDW2 transactions from the Sequential Master File (P20) when the P05T80 file is brought into a maintenance run.

D Record Setup

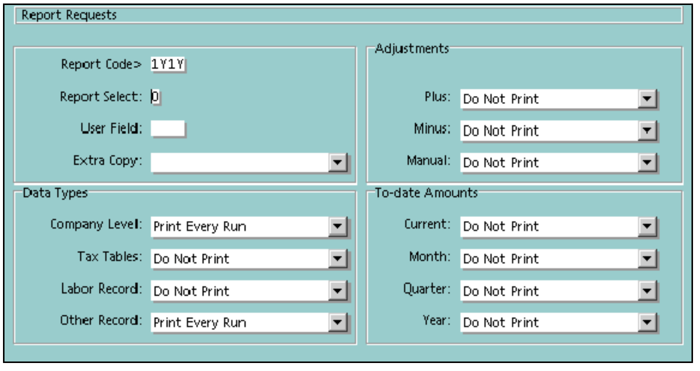
Here is the D record setup for generator 1Y1Y:

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
D 1Y1Y0       0  0
```

Note: *Columns 7, 15, and 18 contain zeros*

Report Requests form (DD-SCR) setup

The following Report Requests form (DD-SCR) can be entered to load the Generator in lieu of entering a D record in batch.



Enter values in the following fields:

Field	Entry
Report Code	1Y1Y
Report Select	0
Company Level	Print Every Run
Other Record	Print Every Run

Generator 9H9H: Deleting Unused H and J Records

The 9H9H Report Generator can be used to delete all unused H and/or J records that exist for any employee. This frees up file space and prepares the file for year-end processing.

Note: *Tax records for FICA-OASDI (101), FICA-HI (103), federal (102), and earnings 001 (Regular) and Net Pay (999) are never deleted. Also, earnings must not be accrual earnings.*

You can run this program once near the end of the year, and possibly again in the first quarter of the new year. Keep in mind that it will delete HEDs with a frequency of inactive (00) and zero amounts and hours in the year to date. If you have an HED which starts in March, run this generator after the deduction has started up.

9H9H requires a payroll run and maintenance run, or a maintenance run followed by a second maintenance run, to complete. The first pass writes X transactions to the Recycle File (P05OUT). The second pass must bring in the Recycle File since it then applies the X transactions to update the employee Permanent Master Record.

This implies that you should turn off the 9H9H through the D record before performing the second run [unless you prefer to use an alpha Select Code which is triggered by a matching letter in the Report Select fields of the Payroll Run Process Control form (AE-SCR).

D Record Setup

Here is the D record setup for generator 9H9H:

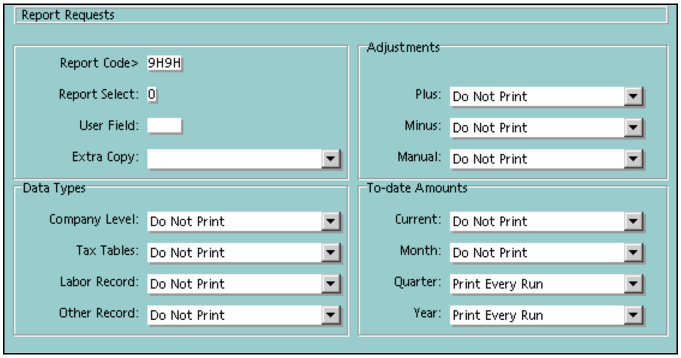
```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
D 9H9H0     00
```

Note: *Columns 13, 14 contain zeros*

Note: *On the D record entry for 9H9H, you can choose to delete only H records or only J records, or both. Make your selection by typing a zero in position 13 for Js, and/or a zero in position 14 for Hs.*

Report Requests form (DD-SCR) setup

The following Report Requests form (DD-SCR) can be entered to load the Generator in lieu of entering a D record in batch.



Note: *On the D record entry for 9H9H, you can choose to delete only H records or only J records, or both. On the Report Requests form (DD-SCR) select Print Every Run for the Quarter dropdown list box (position 13) for Js, and/or select Print Every Run for the Quarter dropdown list box (position 14) for Hs.*

Enter values in the following fields:

Field	Entry
Report Code	9H9H
Report Select	0
Quarter	Print Every Run
Year	Print Every Run

APPENDIX F

Year-End Worksheets

In This Appendix

Year-End Worksheets

These Year-End Worksheets are designed to help you:

- review the content of the boxes on year-end forms to determine what information from an employee's record must be reported
- decide what output you need to produce to meet your reporting requirements
- determine the specific output that is most convenient for handling and distribution

If you review the information on output and complete the checklists included in this section, you will have organized and prepared all of the important information you need to supply DP/IS for year-end processing.

W-2 Checklist

Note: *You must provide the information on these sheets for each of the organizations (Control 1-2s) to be run in W-2 year-end processing. List the organization for which the information on this checklist applies:*

____

Section 1: Employee/Company level verification

Box 1

Verify the accuracy of tax record 102, field #119, Wages, Tips, Other Compensation.

Box 2

Verify the accuracy of tax record 102, field #120, Federal Income Tax Withheld.

Box 3

Verify the accuracy of tax record 101, field #118, Social Security Wages.

Box 4

Verify the accuracy of tax record 101, field #122, Social Security Tax Withheld.

Box 5

Verify the accuracy of tax record 103, field #118, Medicare Wages and Tips.

Box 6

Verify the accuracy of tax record 103, field #122, Medicare Tax Withheld.

Box 7

Verify the accuracy of tax record 101, field #118, (subset of the withholding category code at the company level of tips) Social Security Tips.

Box 9

Verify the accuracy of tax record 102, field #122, Advanced EIC Payments.

Section 2: HEDs to associate with boxes

Enter the HEDs associated with each W-2 box. Space for five HEDs is left for each box, but you may enter more if necessary.

Boxes 1-7 and 9

Verify the accuracy of the year-to-date totals for boxes 1-7 and 9.

Box 8

What HED numbers are used to store allocated tips?

Box 10

What HED numbers are used to store qualified dependent care benefit amounts?

Box 11

What HED numbers are used to store nonqualified deferred compensation plans?
(**Do not include** 457 nonqualified plans.)

List separately the HED numbers used to store 457 nonqualified plans?

Box 12

Reference: Internal Revenue Service, Department of the Treasury, 2004 Instructions for Form W-2 Wage and Tax Statement

Code C

What HED numbers are used to store the cost of group term life insurance over $50,000?

Code D

What HED numbers are used to store employee contributions to section 401(k) plans?

Code E

What HED numbers are used to store employee contributions to section 403(b) plans?

Code F

What HED numbers are used to store employee contributions to section 408(k)(6) plans?

Code G

What HED numbers are used to store employee contributions to section 457 plans?

Code H

What HED numbers are used to store employee contributions to section 501(c)(18)(D) plans?

Note: *Employee contributions to Box 12-H, 501(c)(18)(D) are added to Record 102, Field 119, Wages, Tips, and Other Compensation.*

Code J

What HED numbers are used to store sick pay not included as income?

Code K

What HED numbers are used to store the 20% excise tax on excess golden parachute payments?

Code L

What HED numbers are used to store employee business expense reimbursements substantiated under IRS rules?

Code M

What HED numbers are used to store amounts of uncollected FICA-OASDI or RRTA tax on group term coverage over $50,000 for former employees?

Code N

What HED numbers are used to store amounts of uncollected FICA-HI tax on group term coverage over $50,000 for former employees?

Code P

What HED numbers are used to store amounts of moving expense reimbursements that qualify as excludable fringe benefits?

Code R

What HED numbers are used to store employer contributions to a medical savings account (MSA)?

Code S

What HED numbers are used to store employee salary reduction contributions to a section 408(p) SIMPLE?

Code T

What HED numbers are used to store adoption benefits?

Code V

What HED numbers are used to store income from exercise of non-statutory stock options?

Code W

What HED numbers are used to store contributions to employee health savings accounts?

Section 3: Box 13 Entries

Would you like any of the following boxes to be Xed automatically for all the employees in the organization? (Can be overridden at the employee level.)

Statutory employee	Yes	No	
Retirement plan	Yes	No	PB
3rd Party Sick Pay	Yes	No	

If yes, also prepare a list of the specific employees for whom Xs must be overridden.

If no, prepare a list of any employees for whom the boxes should be Xed.

Section 4: Box 14 Entries

What optional items do you want to be reported to employees, if any? For each item give an up-to-six character description to print in Box 14. List the priority in which you want the items to appear. You can include up to 26 items. However, only the five highest priority items that contain amounts in an employee's record will be printed on the W-2.

This information prints only on forms from the Employee queue.

	Description	**HED Numbers**					**Priority**
Item 1							
Item 2							
Item 3							
Item 4							
Item 5							
Item 6							

(Use an additional sheet of paper for more items, up to 26.)

Section 5: Output Profile Checklist

What output is to be run?

For W-2s

Federal magnetic media		Yes	No
Federal Forms	Yes	No	
State/Local Forms	Yes	No	
State/Local magnetic media		Yes	No
Employee Output (Forms)	Yes	No	
Virgin Island Forms	Yes	No	
Puerto Rico Forms	Yes	No	
Guam Forms	Yes	No	

Will there be Establishment Reporting? Yes No

State/Local Output

For State/Local Tapes Output Only

Which states?

Note: *Include any organization (Control 1-2) that will need to produce forms for a state which is getting a W-2 magnetic media for other Control 1-2s.*

Which local tax authorities?

Sorting

Which grouping is to be the highest? ____

Choices:

1. Sort by Federal EIN, then by state postal abbreviation, then by state EIN. (For local file, sort by Federal EIN, state postal abbreviation, then by tax code.)

or

2. Sort by state postal abbreviation, then by Federal EIN, then by state EIN. (For local file, sort by state postal abbreviation, then by tax code, then by state EIN.)

Employee Output

Format

Which format? (Choose one)

- Self-mailer (multiple-ply)
- Laser
- Pressure seal
- Puerto Rico impact printer
- Puerto Rico laser printer

Sorting

Highest Grouping: ________________________

Choices are by Federal EIN, by Control 1-2 (organization), or by Federal EIN and then Control 1-2.

Intermediate Grouping: ________________________

Choices are by Control 3-6, state, ZIP Code, etc. See also Override run-level intermediate sort for Employee Queue.

Lowest Grouping: ________________________

Choices are employee name, employee number, employee social security number.

Postal Permit

Will postal permit information be printed? Yes No

State Wages

Do you want W-2s with wage information printed for states that do not levy an income tax and, therefore, don't require W-2s? Yes No

1099-R Checklist

Note: *You must provide the information on these sheets for each of the organizations (Control 1-2s) to be run in 1099-R year-end processing. List the organizations (Control 1-2s) for which the information on this checklist applies:*

____

Section 1: Employee/Company level verification

Box 1

Verify the accuracy of the tax record 101, field #119, Total Pay.

Box 2a

Verify the accuracy of the tax record 102, field #119, FIT Taxable Wgs.

Box 2b

Verify the Xing of Total distribution for each pensioner.

Box 4

Verify the accuracy of the tax record 102, field #120, year-to-date totals, for box 4 - Federal income tax withheld.

Box 7

Ensure the accuracy of the Distribution Code entry controlled by fields W2-C12-BOX 7-CODE, W2-C12-2ND BOX7-CODE at the company level or, if applicable, the entry in fields Distribution and Secondary at the employee level.

Box 8

Verify the accuracy of the entry made that reports the percentage of the total annuity contract.

Box 9a

Verify the accuracy of the entry made that reports the employee's percentage of total distribution.

Section 2: HEDs to associate with boxes

Enter the HEDs associated with each 1099-R box. Space for five HEDs is left for each box, but you may enter more if necessary.

Box 3

Which HED numbers are used to store Capital Gains?

Box 5

Which HED numbers are used to store Employee contributions or insurance premiums?

Box 6

Which HED numbers are used to store Net unrealized appreciation in employer's securities?

Box 8

Which HED numbers are used to store the current actuarial value of an annuity contract?

Box 9b

Which HED numbers are used to store the total employee contribution?

Section 3: Defaults

Would you like any of the following boxes to be Xed automatically for all the employees in the Control 1-2? (Can be overridden at the employee level.)

Box 2b

Taxable amount not determined Yes No

Box 7

IRA/SEP/SIMPLE Yes No

Section 4: State/Local information

Verify the accuracy of the year-to-date totals to be printed in boxes 10 - 15.

Section 5: Output Profile Checklist

What output is to run?

For 1099-Rs

Federal magnetic media Yes No

Federal Forms Yes No

State/Local Forms Yes No

Note: *1099-R magnetic media is only produced using the Federal format. State formats are not supported for 1099-R magnetic media.*

Employee Output (Forms) Yes No

State/Local Output

Sorting

Which grouping is to be the highest? ____

Choices:

1. Sort by Federal EIN, then by state postal abbreviation, then by state EIN. (For local file, sort by Federal EIN, state postal abbreviation, then by tax code.)

   or

2. Sort by state postal abbreviation, then by Federal EIN, then by state EIN. (For local file, sort by state postal abbreviation, then by tax code, then by state EIN.)

Employee Output

Which format? (Choose one)

- Self-mailer (multiple-ply)
- Laser

Sorting

Highest Grouping: _______________________

Choices are by Federal EIN, by Control 1-2 (organization), or by Federal EIN and then Control 1-2.

Intermediate Grouping: _______________________

Choices are by Control 3-6, state, ZIP Code, etc. See also Override run-level intermediate sort for Employee Queue.

Lowest Grouping: _______________________

Choices are employee name, employee number, employee social security number.

Postal Permit

Will postal permit information be printed (Form RM only)? Yes No

1099-MISC Checklist

Note: You must provide the information on these sheets for each of the organizations (Control 1-2s) to be run in 1099-MISC year-end processing. List the organizations (Control 1-2s) for which the information on this checklist applies:

____

Section 1: Employee/Company level verification

Box 4

Verify the accuracy of the Year-to-Date Totals.

Section 2: HEDs to associate with boxes

Enter the HEDs associated with each 1099-MISC box. Space for five HEDs is left for each box, but you may enter more if necessary.

Box 1

Which HED numbers are used to store rents?

Box 2

Which HED numbers are used to store royalties?

Box 3

Which HED numbers are used to store other income?

Box 5

Which HED numbers are used to store fishing boat proceeds?

Box 6

Which HED numbers are used to store medical and health care payments?

Box 7

Which HED numbers are used to store non-employee compensation?

Box 8

Which HED numbers are used to store substitute payments in lieu of dividends or interest?

Box 10

Which HED numbers are used to store crop insurance proceeds?

Box 13

Which HED numbers are used to store excess golden parachute payments?

Box 14

Which HED numbers are used to store gross proceeds paid to an attorney?

Section 3: State/Local information

Verify the accuracy of the year-to-date totals to be printed in boxes 16 - 18.

Section 4: Defaults

Second TIN Notice: Identify payees for whom you have received a notice from the Internal Revenue Service (IRS) twice within three years because of an incorrect TIN (tax payer identification number).

Would you like any of the following boxes to be Xed automatically for all the employees in the organization (control 1-2)? (Can be overridden at the employee level.)

Box 9

Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale. Yes No

Section 5: Output Profile Checklist

Federal Magnetic Media Yes No

Federal Forms Yes No

State/Local Forms Yes No

Note: *1099-MISC magnetic media is only produced using the Federal format. We do not support state formats for 1099-MISC magnetic media.*

Employee Output (Forms) Yes No

State/Local Output

Sorting

Which grouping is to be the highest? ____

Choices:

1. Sort by Federal EIN, then by state postal abbreviation, then by state EIN. (For local file, sort by Federal EIN, state postal abbreviation, then by tax code.)

or

2. Sort by state postal abbreviation, then by Federal EIN, then by state EIN. (For local file, sort by state postal abbreviation, then by tax code, then by state EIN.)

Employee Output

Which format? (Choose one)

- Self-mailer (multiple-ply)
- Laser

Sorting

Highest Grouping: ________________________

Choices are by Federal EIN, by organization (Control 1-2), or by Federal EIN and then Control 1-2.

Intermediate Grouping: ________________________

Choices are by Control 3-6, state, ZIP Code, etc. See also Override run-level intermediate sort for Employee Queue.

Lowest Grouping: ________________________

Choices are employee name, employee number, employee social security number.

Postal Permit

Will postal permit information be printed (Form RM only)? Yes No

APPENDIX G

Exceptions Report Messages

In This Appendix

Introduction

On every run, the Year-End Processor may produce an Exceptions Report in the PRINT2 file that shows the results of the editing done by the processor. This report is an application troubleshooting tool. It reports conditions in employee records that affect year-end processing. It also contains information about the validity of year-end processing forms or transactions that you have entered.

This section contains a complete list of the messages that can appear on the Exceptions Report, gives information on how to interpret these messages, and suggests a course of action for resolving issues.

☞ *See Chapter 11:* **Reviewing Year-End Reports** *(on page 223) for more information on reading the report headings.*

Types of Messages

Three levels and types of messages appear on Exceptions Reports:

Fatal F-level error messages indicate conditions with year-end processing transactions or with information on the master file that are so serious that processing cannot continue. In all cases, the production of year-end output is immediately canceled from the point at which a fatal error is encountered. In many cases, however, editing of Year-End Processor transactions and employee records continues.

Note: *All year-end magnetic media and forms output resulting from a run in which a Fatal error occurs must be discarded. This year-end output must be considered incomplete.*

Error E-level error messages occur only at the employee level. They indicate a major condition with an employee's record that requires correction.

Note: *No W-2 or 1099 is produced for an employee who has an E-level error message on the Exceptions Report.*

Warning W-level warning messages indicate conditions encountered when processing organization (Control 1-2) or employee records that could cause the production of incorrect W-2s or 1099s. When a W-level message is issued, processing continues and affected W-2s and/or 1099s are produced.

FICA Over/Under Withholding

FICA Over/Under Withholding messages can be issued as either E-level errors or W-level warnings, depending upon the value in the FICA Error field on Year-End Run Control Options—2 form (W2RSC2).

Error Types

The error type indicates the nature of the condition:

OPTN	a situation with a Year-End Processor form or transaction you have entered
TAX	a situation identified by tax or tax-related editing
MISC	a situation identified by editing related to matters other than Year-End Processor transactions and taxes. Examples: an invalid Social Security Number in an employee record or an invalid Federal EIN in a Federal 102 tax specification record.

Message List Organization

The following list has four sections: Fatal Messages, Error Messages, Warning Messages, and FICA Over/Under Withholding Messages.

Within each section, the messages are organized by type (OPTN, TAX, MISC), designated to the left of the message, and are in alphabetical order under that category.

The procedure for locating a specific message from your Exceptions Report is:

1. Locate the severity level on the report (F, E or W) and turn to that section in this section, or choose the last section if you are looking for a FICA Over/Under Withholding message.
2. Locate the message type on the report (OPTN, TAX or MISC) and find that type group in the message list.
3. Find your message in alphabetical order.

Fatal Messages

Type	Message	Description	Action
OPTN	99R MAG TAPE ACTIV. REQ'D WLFDW2 99R REC MISSING FROM CNTRL1-2.W2 OUTPUT CANCELED	Federal 1099-R magnetic media output for the organization (Control 1-2) has been specified on the Year-End Run Control Options - 1 and - 2 forms (W2RSCR, W2RSC2) and Year-End Organization Level Options - 1 and -2 forms (W2CSCR, W2CSC2) or their corresponding transactions. Producing this output also requires completion of a 1099-R A-Record Information form (WR8SCR) or WLFDW2 ADDIT INFO and WLFDW2 ADDIT INFO 2 transactions for this organization. The Year-End Processor does not find the required transactions on file for the organization (Control 1-2). All scheduled year-end output from this point is canceled, but editing continues.	Check to see if the required 1099-R A-Record Information form (WR8SCR) or WLFDW2 1099-R ADDIT INFO and WLFDW2 ADDIT INFO 2 transactions were inadvertently entered for a different organization. Enter the required form or transactions for this organization.
OPTN	BOX NAME IN WLFDW2 TRANSACTION IS NOT RECOGNIZED - XXXXXXXXXX	In editing WLFDW2 HED-to-Box transactions, the Year-End Processor encountered an invalid descriptor code. All scheduled year-end output from this point is canceled, but editing continues.	Check the list of appropriate descriptor codes in Setting Primary Parameters, correct the code, and rerun the Year-End Processor.
OPTN	EDIT ERR AT WLFDW2C LOCATION AT RIGHT. ALL W2 OUTPUT IS CANCELED. EDIT CONTINUED	The Year-End Processor detected an error in the WLFDW2 CONTROL 1-2 OPTIONS transaction. The transaction location of the entry in question is identified to the right of the message. All scheduled year-end output from this point is canceled, but editing continues.	Review the indicated entry in the transaction. Correct it and rerun. Online users create the WLFDW2 CONTROL 1-2 OPTIONS transaction through entry of the Year-End Organization Level -1 and -2 forms (W2CSCR and W2CSC2).
OPTN	EDIT ERR AT WLFDW2R LOCATION AT RIGHT. ALL W2 OUTPUT IS CANCELED. EDIT CONTINUED	The Year-End Processor detected an error in the WLFDW2 RUN CONTROL transaction. The transaction location of the entry in question is identified to the right of the message. All scheduled year-end output for all organizations (Control 1-2s) from this point is canceled, but editing continues.	Carefully review the indicated entry in the transaction. Correct it and rerun. Online users create the WLFDW2 RUN CONTROL transaction through entry of the Year-End Run Control Options - 1 and -2 forms (W2RSCR and W2RSC2).

Type	Message	Description	Action
OPTN	EDIT ERR AT WLFDW29 LOCATION AT RIGHT. ALL W2 OUTPUT IS CANCELED. EDIT CONTINUED	The Year-End Processor detected an error in the WLFDW2 1099-R ADDIT INFO transaction. The transaction location of the entry in question is identified to the right of the message. All scheduled year-end output from this point is canceled, but editing continues.	Carefully review the indicated entry in the transaction. Correct it and rerun. Online users create the WLFDW2 1099-R ADDIT INFO transaction through entry of the W-2 Submitter Info forms (WMASCR, WMASC2, and WMASC3).
OPTN	EDIT ERR AT WLFDW2 ED LOC AT RIGHT. ALL W2 OUTPUT IS CANCELED. EDIT CONTINUED	The Year-End Processor detected an error in the WLFDW2 EIN DATA transaction. The transaction location of the entry in question is identified to the right of the message. All scheduled year-end output from this point is canceled, but editing continues.	Carefully review the indicated entry in the transaction. Correct it and rerun. Online must create the WLFDW2 EIN DATA transaction in batch or through the use of the WL Record Maintenance form (WL-SCR).
OPTN	INCOMPLETE SET OF WLFD W2 RS TRANSACTION S FOR TAX AUTHORITY AT RIGHT	The Year-End Processor creates five WLFD W2 RS transactions when you complete the Year-End State/Local Magnetic Media Information form (WMSSCR). The processor found an incomplete set of WLFD W2 RS transactions for one of the tax authorities.	Check your batch transactions and add any missing WLFD W2 RS transactions. Online users create the WLFD W2 RS transactions through entry of the Year-End State/Local Magnetic Media Information form (WMSSCR).
OPTN	HED # IN LOCATION AT RIGHT DUPLICATES PREVIOUS VALID HED USED FOR W-2 PROCESSING	The WLFDW2 HED transaction with the descriptor code identified to the left of the message contains an HED number that has already been associated with another descriptor code. Duplication of HED numbers between different descriptor codes is valid only for Box 14 items. The HED in question is entered in the positions identified to the right of the message provided. All scheduled year-end output from this point is canceled, but editing continues.	Find the previous entry of the HED number. Research and correct the erroneous WLFDW2 HED transaction and rerun. Online users create the WLFDW2 HED transaction through entry of the W-2 HED Specification Record form (W2HSCR) or 1099-R HED Specification Record form (WRHSCR).

Type	Message	Description	Action
OPTN	HED # IN LOCATION RIGHT POINTED TO W2 CATEGORY LEFT BUT NOT DEFINED FOR CONTRL1-2	The WLFDW2 HED transaction for the descriptor code identified to the left of the message specifies an HED number that is not set up for this organization (Control 1-2). The HED in question is entered in the positions identified to the right of the message. All scheduled year-end output from this point is canceled, but editing continues.	Check the HED number specified, and verify that it is the intended entry. If so, it must be set up for the organization (Control 1-2) and all applicable employees. If not, correct the WLFDW2 HED transaction and rerun. Online users create the WLFDW2 HED transaction through entry of the W-2 HED Specification Record form (W2HSCR) or 1099-R HED Specification Record form (WRHSCR).
OPTN	HED # INVALID IN W2 HED REC FOR CATEGORY AT LEFT. VALUE AT RIGHT IS HED LOCATION	The WLFDW2 HED transaction with the descriptor code identified to the left of the message contains an HED number that is not in the valid range of HED numbers defined for the descriptor code. The positions in which the invalid HED is entered are identified to the right of the message provided. All scheduled year-end output from this point is canceled, but editing continues.	Check the HED number, correct the WLFDW2 HED transaction, and rerun. Online users create the WLFDW2 HED transaction through entry of the W-2 HED Specification Record form (W2HSCR) or 1099-R HED Specification Record form (WRHSCR).
OPTN	INVALID TAX YEAR AT RIGHT FOUND ON WLFDW2 RUN CONTROL. OUTPUT IS CANCELLED.	The WLFDW2 RUN CONTROL transaction contains a tax year that is not the current tax year.	Change the tax year to the current tax year. Online users create the WLFDW2 RUN CONTROL transaction through entry of the Year-End Run Control Options -1 and -2 forms (W2RSCR and W2RSC2).
OPTN	TAPE REQUESTED, REQ'D XMTR WL REC MISSING FROM DESIGNATD C1-2.W2 OUTPUT CANCLD	A XMTR WL transaction required for magnetic media processing is missing. These transactions must be entered for the organization (Control 1-2) specified in the A/B Rec Org field on the Year-End Run Control Options - 1 form (W2RSCR) on the WLFDW2 RUN CONTROL transaction. All scheduled year-end output from this point is canceled, but editing continues.	Review the magnetic media forms or transactions, and add the transaction that is missing. Online users create the WLFDW2 RA transactions through entry of the W-2 Submitter Info forms (WMASCR, WMASC2, and WMASC3).

Type	Message	Description	Action
OPTN	RUN ERROR, CONTROL1-2 AG/AH RECS MISSING, ALL W-2 PROCESSING MUST BE ABANDONED	The required AG* and AH* transactions were missing from the run, and the Year-End Processor could not continue processing. *If this error occurs, the Year-End Processor shuts down immediately. No year-end output is produced.*	Propagate the AG* and AH* transactions to all active Control 1-2s by entering them behind a BATCH TAX transaction. Then rerun the Year-End Processor.
OPTN	RUN ERROR, CONTROL1-2 MISSING REQD WLFDW2R FROM OTHR REC AREA. W2 PROC ABANDONED	A valid WLFDW2 RUN CONTROL transaction was not found for this organization (Control 1-2). This probably was the result of your WLFDW2 RUN CONTROL transaction failing the edit requirements. All scheduled year-end output from this point is canceled, but editing continues.	Correct the WLFDW2 RUN CONTROL form or transaction and then rerun. Online users create the WLFDW2 RUN CONTROL transaction through entry of the Year-End Run Control Options -1 and -2 forms (W2RSCR and W2RSC2).
OPTN	WLFDW2 HED CATEGORY XXXXXXXXXX, COLS 12-21, INVALID. OUTPUT CANCELED. CONTINUE EDIT	The Year-End Processor found an invalid HED category code (descriptor code) in positions 12-21 of a WLFDW2 HED transaction. The invalid code is listed in the message. All scheduled year-end output from this point is canceled, but editing continues.	Check the lists of acceptable descriptor codes, and correct the error. Online users create the WLFDW2 HED transaction through entry of the W-2 HED Specification Record form (W2HSCR) or 1099-R HED Specification Record form (WRHSCR).
OPTN	WLFDW2 SPCL TAXCODE XXXXXXX NOT IN C1-2 TAX SPEC. OUTPUT CANCELED. CONTINUE EDIT	There is no tax specification record set up at the organization (Control 1-2) level for a tax code you have entered in a W-2 Special Tax Record Information form (W2SSCR) or WLFDW2 Special Tax transaction. The tax code in question is listed in the message. All scheduled year-end output from this point is canceled, but editing continues.	Review the form or transaction to see if it has been entered to the appropriate organization (Control 1-2).

Type	Message	Description	Action
OPTN	WLFDW2 SPECIAL TAX REC FLD# XXX IS INVALID. OUTPUT IS CANCELED. CONTINUE EDIT	The Year-End Processor discovered an invalid tax field number in columns 36-38 of the WLFDW2 Special Tax transaction. Online users create this transaction through entry of the W-2 Special Tax Record Information form (W2SSCR). The code should be a number from 117 through 124. The invalid field number is listed in the message. All scheduled year-end output from this point is canceled, but editing continues.	Correct the field number on the W-2 Special Tax Record Information form (W2SSCR) or transaction.
OPTN	WLFDW2 RS ST/LCL TAXCODE XXXXXXX NOT IN C1-2 TAX SPEC. OUTPUT CANCELED. CONTINUE EDIT	Magnetic media output has been requested on a Year-End State/Local Info form (WMSSCR and WMSSC2) or WLDFW2 RS transaction for the state/local tax authority shown in the message. However, this tax authority code is either invalid, or a valid tax specification record for this tax code has not been set up at the organization (Control 1-2) level. A Tax Specification Information form (T1-SCR) or T1 transaction must be entered to establish the tax specification record for the tax for the organization (Control 1-2). All scheduled year-end output from this point is canceled, but editing continues.	Check to see whether the year-end form or transaction has been entered incorrectly, or whether there is an error in the tax specification setup on your Employee Database (Master File; FILE02).
OPTN	WLFDW2 RS ST/LCL TAXCODE XXXXXXX NOT RECOGNIZED. OUTPUT CANCELLED. CONTINUE EDIT.	The WLFDW2 RS tax code is invalid.	Check the WLFDW2 RS tax code, and enter a valid tax code. Online users create the WLFDW2 RS transaction through entry of the Year-End State/Local Magnetic Media Information form (WMSSCR).

Type	Message	Description	Action
OPTN	XXXXXXXXXX XXXXXXXXXX X INVALID WLFD T COLS 7-27. OUTPUT CANCELED, CONTIM	The Year-End Processor found a WLFDW2 transaction that does not contain a valid key in positions 7-27. Valid entries are a space followed by one of these key values: RUN CONTROL CONTROL1-2 OPTIONS HED with a valid descriptor code POSTAL PERMIT 1 POSTAL PERMIT 2 POSTAL PERMIT 3 SPECIAL TAX with an alphabetic priority code 1099-R T1 1099-R T2 1099-R T3 1099-R T4 1099-R T5 1099-R T6 1099-R T7 1099-R T8 1099-R ADDIT INFO 1099-R ADDIT INFO 2 1099-R TRANS AGENT 1 1099-R TRANS AGENT 2 EIN DATA	Check that descriptor and priority code entries are valid and correct any errors. It is also possible that obsolete WLFDW2 have been left on the file from prior year processing. If there are any obsolete WLs, delete them and then rerun. Online users create these transactions through entry of the associated Year-End Processor year-end forms. All scheduled year-end output form this point is cancelled, but editing continues.
OPTN	WLFDW2 RS 2PR FOUND. THE SEPARATE PUERTO RICO TAPE IS OBSOLETE WITH MMREF	The Year-End processor tried to generate magnetic media for Puerto Rico. Puerto Rico year-end information is included in the Federal magnetic media.	Remove entries for Puerto Rico on the P5 card and rerun the processor.

Type	Message	Description	Action
OPTN	WLFDW2 RS FOR NY FOUND, NY YEAR END PROCESSING IS VIA QUARTERLY PROCESSOR	A WMSSCR entry is present for 2NY, 4NYC, or 4NYYONK.	Remove the entry. New York year-end information is processed through the Quarterly Processor.
OPTN	WLFDW2 HED 99M FOUND IN W2 ORGANIZATIO N	The Year-End processor found an HED for a 1099-MISC in a W-2 organization (Control 1-2).	Remove the HED from the W-2 company.
TAX	FICA TAX SPECIFICATION NOT AVAILABLE FOR THE CONTROL1-2 - NEED FICA RATE	An employee has a Social Security tax record (FICA-OASDI, tax code 101), but there is no 101 tax specification record for the Control 1-2. All scheduled year-end output from this point is canceled, but editing continues.	Make sure that the FICA-OASDI tax specification record is added to the Employee Database (Master File; FILE02) for the organization (Control 1-2). Check that the Social Security rate is included in the tax specification.
TAX	HI TAX SPECIFICATION NOT AVAILABLE FOR THE CONTROL1-2 - NEED HI RATE	An employee has a Medicare Hospital Insurance tax record (FICA-HI, tax code 103), but there is no 103 tax specification record for the Control 1-2. All scheduled year-end output from this point is canceled, but editing continues.	Make sure that the FICA-HI tax specification record for tax code 103 is added to the Employee Database (Master File; FILE02) for the organization (Control 1-2). Check that the Medicare rate is included in the tax specification.
TAX	MQGE FICA SPEC NOT AVAILABLE FOR THE CONTROL1-2 - NEED FICA RATE AND MAX TAX	An employee identified as MQGE (Medicare Qualified Government Employment) is being processed, and the employee has a Medicare Hospital Insurance tax record (FICA-HI, tax code 103). However, there is no tax specification for the Control 1-2. All scheduled year-end output from this point is canceled, but editing continues.	Make sure that the FICA-HI tax specification record for tax code 103 is added to the Employee Database (Master File; FILE02) for the organization (Control 1-2). Check that the Medicare rate is included in the tax specification.

Type	Message	Description	Action
TAX	PROGRAM ERROR - Q-CODE SET, BUT NO 103 MQGE TAX RECORD WAS FOUND. CANNOT CONTINUE	An employee identified as MQGE (Medicare Qualified Government Employment) was being processed, but the Year-End Processor could not locate a Medicare Hospital Insurance tax record (tax code 103) in the employee's record. As a result, the processor shut down.	This condition should never occur; all employees must have a tax record 103. Check the employee's record to see if the 103 record is missing. If so, add the record. If not, a program logic error has occurred. Contact the Help Desk for assistance.
TAX	PROGRAM ERROR - R-CODE IS SET, BUT NO 101 TAX RECORD WAS FOUND. CANNOT CONTINUE.	An employee is identified as regular (subject to FICA-OASDI and FICA-HI), but the Year-End Processor could not locate a Social Security tax record (tax code 101) in the employee's record. As a result, the processor shut down.	This condition should never occur; all regular FICA employees must have a 101 tax record. Check the employee's record to see if it is missing the 101 record. If so, add the record. If not, a program logic error has occurred. Contact the Help Desk for assistance.
TAX	PROGRAM ERROR - R-CODE IS SET, BUT NO 103 TAX RECORD WAS FOUND. CANNOT CONTINUE.	An employee is identified as regular (subject to FICA-OASDI and FICA-HI), but the Year-End Processor could not locate a Medicare Hospital Insurance tax record (tax code 103) in the employee's record. As a result, the processor shut down.	**Action:** This condition should never occur; all regular FICA employees must have tax record 103. Check the employee's record to see if the 103 record is missing. If so, add the record. If not, a program logic error has occurred. Contact the Help Desk for assistance.

Type	Message	Description	Action
MISC	ANALYZER NOT ABLE TO LOCATE WLFDW2 RUN CONTROL TRANSACTION. CANNOT CONTINUE.	When analyzing an employee's record the Year-End Processor could not locate the required WLFDW2 RUN CONTROL transaction, which sets the parameters for the year-end run, on file for the organization (Control 1-2). All scheduled year-end output from this point is canceled, but editing continues.	**Action:** This condition should never occur, as a missing Year-End Run Control Options -1 form (W2RSCR) or WLFDW2 RUN CONTROL transaction is normally discovered by the Year-End Processor much earlier in the processing cycle. Try creating or recreating the WLFDW2 RUN CONTROL transaction and rerunning the Year-End Processor. If the condition is not resolved, a program logic error has occurred. Contact the Help Desk for assistance.
MISC	CNTRL1-2 EIN INVALID.VALUE AT RIGHT NOT IN SSA-SPECIFIED FORMAT.W2 OUTPUT CANC	The organization's (Control 1-2's) Federal Employer Identification Number (EIN) is not in the SSA-specified format (99-9999999). The number as it is stored on the file appears in the VALUE column at the right of the Exceptions Report line. All scheduled year-end output from this point is canceled, but editing continues.	Correct the EIN for the organization. The EIN is entered in the Tax Filing Nbr field on the Tax Specification Information form (T1-SCR) for tax code 102.
MISC	CNTRL1-2 FED(102) TAX SPEC MISSING. NO EIN FOR W2 PROCESSING. OUTPUT IS CANCELED	There is no Federal 102 tax specification record set up at the organization level. Since the Federal Employer Identification Number (EIN) is stored in the 102 tax specification, no EIN can be determined. All scheduled year-end output from this point is canceled, but editing continues.	Action: Add the Federal 102 tax specification record to the organization (Control 1-2), and then rerun the Year-End Processor. Make sure that there is a valid EIN in the Tax Filing Nbr field on the Tax Specification Information form (T1-SCR) in the format 99-9999999.

Error Messages

Type	Message	Description	Action
OPTN	EDIT ERROR AT F1 LOCATION AT RIGHT. NO W2S ARE PRODUCED FOR THE EMPLOYEE	An invalid entry has been made for an employee level option.	Check the Year-End Employee Level Options form (W2ESCR)/F1 transaction and make sure the employee level option is valid and in the right position.
OPTN	SPOUSE SSN AT RIGHT IN LOC 66-74 NOT SSA-SPECIFIED FORMAT. NO W2S PRINTED FOR THE EMPLOYEE	For Puerto Rico W-2s, the spouse Social Security Number is not in the valid format.	Check the spouse Social Security Number and make sure it is in the valid format.
OPTN	SPOUSE SSN AT RIGHT IN LOC 66-74 SPEC DISALLOWED BY SSA. NO W2S PRINTED FOR THE EMPLOYEE	For Puerto Rico W-2s, the spouse Social Security Number is disallowed.	Check the spouse Social Security Number and make sure it is valid.
TAX	EMPLOYEE EIC EXCEEDS FEDERAL EIC MAXIMUM BY $...	Excess EIC is considered a payment by the employer to the employee and is taxable as Federal, FICA, state, and local income. No year-end output is produced for the employee.	This condition probably results from an adjustment. Check whether an adjustment was incorrectly made. Otherwise, recover the excess from the employee or convert it to a taxable payment to the employee. See the note at the end of this section.

Type	Message	Description	Action
TAX	EMPLOYEE HAS TAX RECORD, BUT NO C1-2 TAX SPEC FOR: XXX OR XXXXXXX	For the indicated employee, there is an employee tax record for a tax code that has no matching tax specification record at the organization (Control 1-2) level. The message shows a state tax code and, if applicable, a local tax code. There is no tax specification record for the organization for one of these tax codes. The Year-End Processor must access the organization tax specification to get the tax filing information and will not produce a W-2 for this employee until the tax specification record is added for the organization. No W-2s are produced for the employee.	Check the employee's record and determine whether the tax record in question is correct. If so, add the required tax specification for organization. If not, delete the tax record from the employee's record.
TAX	EMPLOYEE WITH NO FICA, NO FEDERAL, NO PAY -NO W-2S ARE PRODUCED FOR THE EMPLOYEE	The employee has no FICA (OASDI or HI) taxes or wages, no Federal withholding taxes or wages, and no GROSS PAY (field #119 of employee tax record 101). As a result, no year-end output will be produced for the employee.	Check the employee's record and determine if this is an acceptable condition or if the record needs correction.
TAX	RESIDENT TAXABLE WAGES EXCEEDED TAXABLE WAGES, NO W2S PRODUCED FOR EMPLOYEE	This error applies only to New York city (4NYC).	Check the employee's record and determine if this is an acceptable condition or if the record needs correction.
TAX	EMPLOYEE HAS TOTAL PAY BUT NO FEDERAL OR FICA WAGES, NO W2S PRODUCED FOR EMP	The employee has total pay (field 119 of tax body 101) but no wages designated as federal or FICA wages.	Check the employee's record and determine if this is an acceptable condition or if the record needs correction.
TAX	EMPLOYEE TAX REC AT RIGHT HAS NEGATIVE WAGES AND/OR TAXES. NO W2S PRINTED FOR EE.	The employee tax record for the tax code shown has a negative amount in a wage and/or tax field. The tax code is listed in the VALUE column, at the right of the Exceptions Report. As a result of this condition, the Year-End Processor does not produce any year-end output for the employee.	Research the employee's situation to determine why the condition occurred, and correct negative amounts as necessary by processing adjustment transactions.

Type	Message	Description	Action
TAX	ONE OR MORE TIP HEDS ARE NOT SET UP TO BE FICA TAXABLE	Tips should always be FICA-OASDI taxable and FICA-HI-taxable. Analyze the employee's record and use adjustments to assure that all tips have been included in the applicable FICA-taxable wages.	Change the value in the Taxability field on the Company Earnings form (A8-SCR) for Tip HEDs to one that includes FICA.
TAX	TIPS NOT PROPERLY INCLUDED IN FICA TAXABLE WAGES - MORE TIPS THAN TOTAL	The Year-End Processor detected a discrepancy between the employee's FICA-taxable wages and tips. Tips should always be included in FICA-taxable wages. No year-end output are produced for the employee.	If the total of all tips is greater than FICA total wages, tips have not been properly included in wages at some time during the year or an adjustment was made that did not take into account the relationship between the two. Analyze the employee's records carefully, and make adjustments to properly include tips in FICA-taxable ages. See the note at the end of this section.
TAX	TIPS NOT PROPERLY INCLUDED IN HI TAXABLE WAGES - MORE TIPS THAN TOTAL	The Year-End Processor detected a discrepancy between the employee's FICA-HI-taxable wages and tips. Tips should always be included in FICA-HI-taxable wages. No year-end output is produced for the employee.	**Action:** If the total of tips are greater than FICA-HI wages, tips have not been properly included in wages at some time during the year or an adjustment was made that did not take into account the relationship between the two. Analyze the employee's records carefully, and make adjustments to properly include tips in FICA-HI-taxable wages. See the note at the end of this section.
TAX	SHOULD HAVE BOTH REG HI AND MQGE HI IN 103 SEGMENT - HI NOT MORE THAN OASDI	An employee was an MQGE (Medicare Qualified Government Employment) employee for part of the year and a regular employee for part of the year. Logically, FICA/HI wages should be greater than FICA/OASDI wages, and they are not.	Correct the employee's FICA wages via adjustments.

Type	Message	Description	Action
MISC	DISABILITY TX REC AT RIGHT HAS NO ASSOCIATED STATE TAX REC. NO W2 PRINTED FOR EE	The indicated employee has the tax record shown at the right of the message for state disability tax processing, but the matching employee state tax record, which is required for successful year-end processing of the tax, is missing from the employee's record. No year-end output is produced for the employee.	**Action:** Research the situation to determine whether having the disability tax record present for the employee is correct. If so, add the related state tax record to the employee's record, and make any necessary adjustments to state tax amounts. If the disability tax record is not required for the employee, delete it. In either case, no year-end output was produced for the employee. Once the employee's record is corrected, either rerun the Year-End Processor or issue the employee a W-2 or 1099-R manually.
MISC	EE SSN INVALID. VALUE AT RIGHT NOT SSA-SPECIFIED FORMAT. NO W-2 PRINTED FOR EE	The employee with the employee number shown at the left has a Social Security Number that is not in the SSA-specified format (999-99-9999). The number stored in the employee's record is listed in the VALUE Column at the right of the Exceptions Report. The Year-End Processor does not produce any year-end output for the employee.	Correct the employee's Social Security Number on the Employee Information form (EF-SCR).
MISC	EE SSN INVALID. SSA SPECIFICALLY DISALLOWS VALUE AT RIGHT. NO W2S PRINTED FOR EE	The employee with the employee number shown at the left has a Social Security Number with a value specifically disallowed by SSA edit criteria. The number stored in the employee's record is listed in the VALUE Column at the right of the Exceptions Report. The Year-End Processor does not produce any year-end output for the employee.	Correct the employee's Social Security Number on the Employee Information form (EF-SCR). See Contents of Year-End Form Boxes for information on invalid Social Security Numbers.
MISC	EMPLOYEE MISSING LVF/LVH NAME/ADDR SEGMENT(S), NO W-2 PRODUCED FOR EMPLOYEE	During conversion the LVF and LVH segments are created when entering an Employee Information form (EF-SCR).	If you do not have these records, use the Employee Information form (EF-SCR) in The Solution Series 3.2 or 4.5 to enter the records and create the segments.

Type	Message	Description	Action
MISC	HED #XXX IN WL=XXXXXXXXXX DEFER COMP DEDUCTION MUST BE POSITIVE	In the employee record for the employee number shown at the left, the HED deduction specified as deferred compensation has a negative amount. HED deferred compensation deductions require a positive value. No year-end output is produced for the employee.	Research the employee's situation, and make corrections with adjustment transactions as necessary.
MISC	HED #XXX IN WL=XXXXXXXXXX DEFER COMP EARNING MUST BE NEGATIVE	In the employee record for the employee number shown at the left, the HED earning specified as deferred compensation has a positive amount. HED deferred compensation earnings require a negative value. No year-end output is produced for the employee.	Research the employee's situation, and make corrections with adjustment transactions as necessary.
MISC	HED #XXX IN WL=XXXXXXXXXX MUST BE POSITIVE - FOUND IT NEGATIVE	In the employee record for the employee number shown at the left, the HED specified has a negative amount for a reporting item that requires a positive value. No year-end output is produced for the employee.	Research the employee's situation, and make corrections with adjustment transactions as necessary.
MISC	NO-TAX STATE TAX RECORD AT RIGHT HAS SIT WITHHELD. NO W2S PRINTED FOR EMPLOYEE.	In the employee record for the employee number shown at the left, state income tax has been accumulated for a no-tax state. The state in question is listed in the VALUE column at the right. As a result, the Year-End Processor does not produce year-end output for the employee.	Research the employee's situation and make adjustment transactions as necessary.
MISC	FILE01 ACCESS FAILED FOR HR05 COUNTRY CODE AT RIGHT, NO W2'S FOR EMPLOYEE	MMREF state codes were not found for employees. No W-2s were produced for the employee.	Apply RB02-030 (Employee Citizenship Code Audit) and rerun the year-end processor. Make sure FILE01 is accessible to P4CALC.

Warning Messages

Type	Message	Description	Action
TAX	EMPLOYEE FICA WITHHOLDIN G GREATER THAN MAX WITHHOLDIN G BY $...	The warning indicates that FICA-OASDI tax has been over-withheld for an employee. An amount greater than the maximum specified for the current tax year has been withheld.	This condition must be corrected either by adjusting FICA-OASDI taxable wages to support the withholding or by refunding the over-withheld FICA-OASDI to the employee. If the condition is found before year-end, a subsequent payroll cycle will probably correct the situation. Make sure any FICA-OASDI tax or wage adjustments are correctly applied. See the note at the end of this section.
TAX	EMPLOYEE MQGE FICA WITHHOLDIN G GREATER THAN MAX WITHHOLDIN G BY $...	For an employee identified as MQGE (Medicare Qualified Government Employee), the warning indicates that FICA-HI tax has been over-withheld. An amount greater than the maximum has been withheld.	This condition must be corrected either by adjusting FICA-HI taxable wages to support the withholding or by refunding the over-withheld FICA-HI tax to the employee. If the condition is found before year-end, a subsequent payroll cycle will probably correct the situation. Make sure any FICA-HI tax or wage adjustments are correctly applied. See the note at the end of this section.
TAX	1099-R TAXABLE AMOUNT GREATER THAN GROSS DISTRIBUTIO N	Employee has a taxable amount greater than his/her gross distribution. This is a warning message.	Check employee's record to determine if this is a valid condition for this employee.

Type	Message	Description	Action
TAX	1099-R GROSS DISTRIBUTION GREATER THAN TAXABLE AMOUNT	Employee has a gross distribution greater than the taxable amount. This is a warning message.	Check employee's record to determine if this is a valid condition for this employee.
MISC	MORE THAN 5 ITEMS FOR BOX 14, ONLY THE FIRST 5 WILL BE USED	For Box 14 optional reporting, an employee's record has amounts for more than the five items that you have specified for reporting by means of BOX14 HED-to-Box forms or transactions. This message indicates that only the five items with the highest priority will be printed on the employee's W-2 from the Employee Queue, and some requested amounts present in the employee's record cannot appear due to space limitations. Remember that priorities for Box 14 items are set by your organization when the HED-to-Box forms or transactions are completed.	You may want to review the employee's record and Box 14 forms or transactions to confirm that no critical Box 14 items will be omitted from an employee's W-2. You can change priorities by changing the descriptor code in the HED-to-Box transactions. Note that doing this changes Box 14 item priorities for all employees in the organization (Control 1-2).
MISC	MORE THAN 1 SPCL TAX ITEM IN EMPLOYEE REC. ONLY HIGHEST PRIORITY ITEM USED	This message relates to the W2 Special Tax Information form (W2SSCR) and transaction, which permits you to specify the printing of a tax amount in the Special Box, with an optional description, for a tax not required to be reported on W-2s. You may specify up to 26 taxes to be reported, in order of priority, for an organization (Control 1-2). However, only one tax amount prints on any one employee's W-2. This message indicates that an employee has the specified tax amount for more than one of the requested taxes.	You may want to review the employee's record and the W2 Special Tax Information form (W2SSCR) or transactions to confirm that the requested taxes are in your specified order of priority. You can change priorities by modifying the entry in the priority field.
MISC	MORE THAN 2 TAX STATES FOR 1099 MISC EE FORM, STATE TO RIGHT IS NOT REPORTED	The 1099-MISC form holds information for two states. Every contractor paid in more than two states will generate an error message as there is no room on the form for the additional information.	

Type	Message	Description	Action
MISC	WARNING! EMPLOYEE ADDRESS COMPONENT MISSING OR INVALID	In this organization's or employee's address, the positions are blank or the information is not in the format you have specified in an organization (Control 1-2) level processing option. If EMPLR ADDR appears to the left of this message, the organization's address format is incorrect. If EMPLE address appears instead, the indicated employee's address is incorrect.Refer to Contents of Year-End Form Boxes for information on the proper address format.	Check how addresses are stored on your file, and confirm that you have entered the correct information for the City/State and State Abbreviation Location fields on the Year-End Organization Level Options - 1 form (W2CSCR) on the WLFDW2 CONTROL 1-2 OPTIONS transaction. You may need to correct the information for the individual organization and/or the employee.
MISC	FILE01 ACCESS FAILED FOR HR37 GENERATION CODE AT RIGHT	An employee has a generations code suffix (Jr., Sr., II, III, etc.) on the Employee Information form (EF-SCR), but the code set HR37 cannot be accessed or does not contain this value.	Make sure that FILE01 is accessible to P4CALC. Check that the employee's generation code is present in HR37.
MISC	WARNING! AA-SCR COMPANY ADDRESS COMPONENT MISSING OR INVALID	The processor was unable to find a company address needed for the magnetic media record.	Check the Organization Name and Address form (AA-SCR) and add the company address.

FICA Over/Under Withholding Messages

The following messages can be issued as either E-level errors or W-level warnings, depending upon the value entered in the FICA Error field on the Year-End Run Control Options - 1 form (W2RSCR) on the WLFDW2 RUN CONTROL transaction. This option allows your organization to choose whether FICA over/under withholding errors that are greater than the FICA over/under withholding tolerance value set by the FICA Tolerance field on the Year-End Run Control Options - 2 form (W2RSC2) or on the WLFDW2 RUN CONTROL transaction are reported as one of the following:

- Warnings, with no effect on the year-end output produced for employees receiving these messages
  or
- Errors, causing no year-end output to be produced for the affected employees

In general, if the FICA Error field has been given a value of None or Warning Message, the FICA over/under withholding errors greater than the established FICA over/under withholding tolerance are reported and processed as warnings. If the value of the FICA Error field is Error Message, these same conditions are reported as employee-level errors that prevent the affected employees from receiving any year-end output.

Type	Message	Description	Action
TAX	EMPLOYEE FICA UNDER WITHHELD, EVEN AFTER UNCOL TIP TAX & GTI TAX - $...	FICA-OASDI tax should be withheld on tips, but the employee's pay may not be enough to cover the tax. An employee must never be under-withheld on the portion of FICA-OASDI taxable wages other than tips. Depending on the value of the FICA Error field, either a warning message is issued on the Exceptions Report and all required year-end output is produced for the employee, or an error message is issued and no year-end output is produced.	If the value of the FICA Error field is None or Warning Message, the employee receives a warning message and all required year-end output. In this case, the FICA discrepancy reflects in the FICA tax amounts reported to the Federal government. Because this individual discrepancy exceeds your organization's tolerance limit set for such errors, it may be necessary to submit a document to the Social Security Administration with your annual wage reporting submission, explaining the particular circumstances pertaining to this employee's FICA withholding discrepancy.If the value of the FICA Error field is Error Message, no year-end output is produced for the employee. Either the employer must collect the withholding from the employee, or the employer is liable to pay it for the employee. If the withholding is to be paid by the employer, be sure to include the amount paid in Federal taxable wages and any state/local wages. As this situation is probably the result of an adjustment, check whether the adjustment was correctly made. Otherwise, obtain legal or professional advice on how to resolve the issue. See the note at the end of this section.

Type	Message	Description	Action
TAX	EMPLOYEE FICA WITHHOLDING GREATER THAN WITHHOLDING DUE BY $...	FICA-OASDI has been over-withheld for an employee. Depending on the value of the FICA Error field, either a warning message is issued on the Exceptions Report and all required year-end output is produced for the employee, or an error message and no year-end output is produced.	If the value of the FICA Error field is None or Warning Message, the employee receives a warning message and all required year-end output. The FICA discrepancy reflects in the FICA tax amounts reported to the Federal government. Because this individual discrepancy exceeds your organization's tolerance limit set for such errors, it may be necessary to submit a document to the Social Security Administration with your annual wage reporting submission, explaining the particular circumstances pertaining to this employee's FICA withholding discrepancy. If the value of the FICA Error field is Error Message, no year-end output is produced for the employee. The condition must be corrected either by adjusting FICA-OASDI taxable wages to support the withholding or by refunding the over-withheld FICA-OASDI to the employee. If the condition is found before year-end, a subsequent payroll cycle will probably correct the situation. Make sure any FICA-OASDI tax or wage adjustments are correctly applied. See the note at the end of this section.

Type	Message	Description	Action
TAX	EMPLOYEE HI UNDER WITHHELD, EVEN AFTER UNCOL TIP TAX & GTI TAX - $...	FICA-HI tax should be withheld on tips, but the employee's pay may not be enough to cover the tax. An employee must never be under-withheld on FICA-HI-taxable wages other than tips. Depending on the value of the FICA Error field, either a warning message is issued on the Exceptions Report and all required year-end output is produced for the employee, or an error message and no year-end output is produced.	If the value of the FICA Error field is None or Warning Message, the employee receives a warning message and all required year-end output. The FICA discrepancy reflects in the FICA tax amounts reported to the Federal government. Because this individual discrepancy exceeds your organization's tolerance limit set for such errors, it may be necessary to submit a document to the Social Security Administration with your annual wage reporting submission, explaining the particular circumstances pertaining to this employee's FICA withholding discrepancy. If the value of the FICA Error field is Error Message, no year-end output is produced for the employee. To fix the condition either the employer must collect the withholding from the employee, or the employer is liable to pay it for the employee. If the withholding is to be paid by the employer, be sure to include the amount paid in Federal taxable wages and any state/local wages. As this situation is probably the result of an adjustment, check whether the adjustment was correctly made. Otherwise, obtain legal or professional advice on how to resolve the issue. See the note at the end of this section.

Type	Message	Description	Action
TAX	EMPLOYEE HI WITHHOLDING GREATER THAN WITHHOLDING DUE BY $...	FICA-HI has been over-withheld for an employee. Depending on the value of the FICA Error field, either a warning message is issued on the Exceptions Report and all required year-end output is produced for the employee, or an error message and no year-end output is produced.	If the value of the FICA Error field is None or Warning Message, the employee receives a warning message and all required year-end output. The FICA discrepancy reflects in the FICA tax amounts reported to the Federal government. Because this individual discrepancy exceeds your organization's tolerance limit set for such errors, it may be necessary to submit a document to the Social Security Administration with your annual wage reporting submission, explaining the particular circumstances pertaining to this employee's FICA withholding discrepancy. If the value of the FICA Error field is Error Message, no year-end output is produced for the employee. The condition must be corrected either by adjusting FICA-HI taxable wages to support the withholding or by refunding the over-withheld FICA-HI to the employee. If the condition is found before year-end, a subsequent payroll cycle will probably correct the situation. Make sure any FICA-HI tax or wage adjustments are correctly applied. See the note at the end of this section.
TAX	EMPLOYEE MQGE FICA UNDER WITHHELD, BY $...	For an employee identified as MQGE (Medicare Qualified Government Employee), FICA-HI tax has been under-withheld. An employee should never be under-withheld on FICA-HI-taxable wages other than tips. Depending on the value of the FICA Error field, either a warning message is issued on the Exceptions Report and all required year-end output is produced for the employee, or an error message and no year-end output is produced.	If the value of the FICA Error field is None or Warning Message, the employee receives a warning message and all required year-end output. The FICA discrepancy reflects in the FICA tax amounts reported to the Federal government. Because this individual discrepancy exceeds your organization's tolerance limit set for such errors, it may be necessary to submit a document to the Social Security Administration with your annual wage reporting submission, explaining the particular circumstances pertaining to this employee's FICA withholding discrepancy. If the value of the FICA Error field is Error Message, no year-end output is produced for the employee. Either the employer must collect the withholding from the employee, or the employer is liable to pay it for the employee. If the withholding is to be paid by the employer, be sure to include the amount paid in Federal taxable wages and any state/local wages. As this probably resulted from an adjustment, check whether the adjustment was correctly made. Otherwise, obtain legal or professional advice on how to resolve the issue. See the note at the end of this section.

Type	Message	Description	Action
TAX	EMPLOYEE MQGE WITHHOLDING GREATER THAN WITHHOLDING DUE BY $...	FICA has been over-withheld for an employee identified as MQGE (Medicare Qualified Government Employee). Depending on the value of the FICA Error field, either a warning message is issued on the Exceptions Report and all required W-2s are produced for the employee, or an error message and no year-end output is produced.	If the value of the FICA Error field is None or Warning Message, the employee receives a warning message and all required year-end output. The FICA discrepancy reflects in the FICA tax amounts reported to the Federal government. Because this individual discrepancy exceeds your organization's tolerance limit set for such errors, it may be necessary to submit a document to the Social Security Administration with your annual wage reporting submission, explaining the particular circumstances pertaining to this employee's FICA withholding discrepancy.If the value of the FICA Error field is Error Message, no year-end output is produced for the employee. The condition must be corrected either by adjusting FICA-HI taxable wages to support the withholding or by refunding the over-withheld FICA-HI to the employee. If the condition is found before year-end, a subsequent payroll cycle will probably correct the situation. Make sure any FICA-HI tax or wage adjustments are correctly applied. See the note at the end of this section.

Note: ***Regarding adjustments***

Several messages in this section have referred you to the information below. The most likely cause of the message is that an adjustment has been incorrectly or inadvertently made to the employee's record, and the employee was not paid after the adjustment.

Make sure to check this possibility in handling the situation. You should check all your adjustments thoroughly and correct them if necessary.

APPENDIX H

Special Considerations for Magnetic Media Filing

In This Appendix

Introduction

Some states require special formats for state identification numbers for year-end reporting. To assure proper reporting of state numbers, review the information in this section. It represents the current information available.

The Year-End Processor uses the entry in the Tax Filing Nbr field on the state's Tax Specification Information form (T1-SCR) or T1 transaction as the source for the state ID number.

While the formats required by tax authorities may vary considerably, a simple guideline is to enter each authority number as it appears on correspondence.

Note: *For annual wage reporting purposes, the length of the ID number is strictly limited to 12 characters.*

☞ *Refer to the Payroll Organization Setup guide to learn how to enter the tax filing ID number for tax authorities.*

Magnetic Media Filing Requirements

The following table summarizes information on state requirements for magnetic media or diskette reporting. The chart information indicates whether:

- the state accepts or requires magnetic media or diskette.
- the state specifies variations from the Federal standard format in terms of records present and individual record formats.

Following is an explanation of the table headings in the State Magnetic Media Filing Requirements chart.

Note: *Mandatory may mean under certain conditions, such as a minimum of 150 employees. Refer to standard payroll reference sources for this information. Also, states with no state income tax are designated.*

Abbr	Standard FIPS (Federal Information Processing Standards) postal abbreviation for the state
FIPS Code	FIPS postal numeric code
W-2 Tape	Indicates whether filing of magnetic media is optional, mandatory, or not permitted.
Diskette	The state has indicated that it will accept reporting on a diskette in the Federal format.
Filing Date	The date on which magnetic tapes or diskettes are due
Structure	The standard Federal magnetic media records are listed across the top of the column. Y = state requires this record type N = state does not require this record type O = this record type is produced if data exists for the record; optional *Note:* *The structure columns are informational only.*

Chart of Magnetic Media Filing Requirements for States and Territories

Following is a chart showing known requirements for each state at the time when this manual was published.

Refer to the Social Security Administration Magnetic Media Reporting and Electronic Filing for Tax Year 2004 manual for additional information

. --Structure---------------------------------------

Abbr	State	FIPS	W-2 Magnetic Media	Disk	CD ROM	File Date	RA	RE	RW	RO	RS	RT	RU	RF
2AL	Alabama	01	Optional	Yes	No	2/28	N	Y	N	N	Y	N	N	N
2AK	Alaska	02	No State Tax											
2AZ	Arizona	04	Mandatory	Yes	No	2/28	Y	Y	Y	Y	Y	Y	Y	Y
2AR	Arkansas	05	Optional	Yes	Yes	2/28	Y	Y	Y	Y	Y	Y	Y	Y
2CA	California	06	Not required											
2CO	Colorado	08	Only if requested	Yes	Yes	2/28	Y	Y	N	N	Y	N	N	Y
2CT	Connecticut	09	Mandatory	Yes	No	2/28	Y	Y	N	N	Y	Y	N	Y
2DE	Delaware	10	Mandatory	Yes	Yes	2/28	Y	Y	N	N	Y	N	N	Y
2FL	Florida	12	No State Tax											
2GA	Georgia	13	Mandatory	Yes	No	2/28	Y	Y	Y	Y	Y	Y	Y	Y
2HI	Hawaii	15	Not Permitted		No									
2ID	Idaho	16	Mandatory	Yes	Yes	2/28	Y	Y	Y	O	Y	Y	O	Y
2IL	Illinois	17	Mandatory	Yes	No		Y	Y	Y	Y	Y	Y	Y	Y
2IN	Indiana	18	Optional	Yes	Yes	2/28	Y	Y	N	N	Y	N	N	Y
2IA	Iowa	19	Not Required		No									
2KS	Kansas	20	Optional	Yes	Yes	2/28	Y	Y	Y	O	Y	Y	O	Y
2KY	Kentucky	21	Mandatory	Yes	Yes	1/31	Y	Y	Y	N	Y	Y	N	Y
2LA	Louisiana	22	Mandatory	Yes	Yes	2/28	Y	Y	Y	Y	Y	Y	Y	Y
2ME	Maine	23	Optional	Yes	No	2/28	Y	Y	N	N	Y	N	N	N
2MD	Maryland	24	Mandatory	Yes	Yes	2/28	Y	Y	N	N	Y	Y	N	Y

Abbr	State	FIPS	W-2 Magnetic Media	Disk	CD ROM	File Date	RA	RE	RW	RO	RS	RT	RU	RF
2MA	Massachusetts	25	Mandatory	Yes	No	2/28	Y	Y	N	N	Y	Y	N	Y
2MI	Michigan	26	Mandatory	Yes	No	2/28	Y	Y	N	N	Y	N	N	N
2MN	Minnesota	27	Mandatory	Yes	Yes	2/28	Y	Y	Y	N	Y	Y	N	Y
2MS	Mississippi	28	Mandatory	Yes	No	1/31	Y	Y	Y	Y	Y	Y	Y	Y
2MO	Missouri	29	Optional	Yes	No	2/28	Y	Y	Y	Y	Y	Y	Y	Y
2MT	Montana	30	Optional	Yes	No	2/28	Y	Y	Y	N	Y	Y	N	Y
2NE	Nebraska	31	Optional	Yes	Yes	3/15	Y	Y	Y	N	Y	Y	N	Y
2NV	Nevada	32	No state tax											
2NH	New Hampshire	33	No state tax											
2NJ	New Jersey	34	Optional	Yes	No	2/15	Y	Y	Y	O	Y	Y	O	Y
2NM	New Mexico	35	Optional	Yes	No	2/28	Y	Y	Y	Y	Y	Y	Y	Y
2NY	New York	36	Mandatory	Yes	Yes	2/28	------------------Use Quarterly Processor-------------------------							
2NC	North Carolina	37	Optional	Yes	Yes	2/28	N	Y	Y	N	Y	N	N	N
2ND	North Dakota	38	Optional	Yes	Yes	2/28	Y	Y	Y	N	Y	N	N	Y
2OH	Ohio	39	Optional	Yes	Yes	2/28	Y	Y	Y	O	Y	Y	O	Y
2OK	Oklahoma	40	Not Required		No									
2OR	Oregon	41	Not Required		No									
2PA	Pennsylvania	42	Mandatory	No	No	1/31	Y	Y	N	O	Y	Y	O	Y
2PR	Puerto Rico	PR	Mandatory	Yes	In 2005	1/31	Y	Y	Y	Y	Y	Y	Y	Y
2RI	Rhode Island	44	Mandatory	Yes	No	2/28	Y	Y	O	O	Y	Y	O	Y
2SC	South Carolina	45	Mandatory	Yes	No	2/28	Y	Y	Y	N	Y	Y	N	Y
2SD	South Dakota	46	No state tax											
2TN	Tennessee	47	No state tax											
2TX	Texas	48	No state tax											
2UT	Utah	49	Optional	Yes	Yes	2/28	Y	Y	Y	O	Y	Y	O	Y
2VT	Vermont	50	Not permitted											

Abbr	State	FIPS	W-2 Magnetic Media	Disk	CD ROM	File Date	RA	RE	RW	RO	RS	RT	RU	RF
2VA	Virginia	51	Optional	Yes	Yes	1/31	Y	Y	N	N	Y	N	N	Y
2DC	Washington DC	11	Optional	Yes	No	1/31	Y	Y	O	O	Y	Y	O	Y
2WA	Washington	53	No state tax											
2WV	West Virginia	54	Optional	No	Yes		Y	Y	Y	Y	Y	Y	Y	Y
2WI	Wisconsin	55	Mandatory	Yes	Yes	1/31	Y	Y	Y	O	Y	N	N	Y
2WY	Wyoming	56	No state tax											

W-2 Magnetic Media Mandatory if company has 50 or more employees or if the federal government requires magnetic media.

Special Cases - Special Considerations

Certain states provide special instructions for formatting their state ID numbers. For these states, special entries must be made in the Tax Specification Information form (T1-SCR) or T1 transaction for the tax authority.

The alphabetical listing on the following pages identifies these states.

States with no state tax

If a state has no state tax, no state magnetic media is produced for that state. The following states have no state tax and will produce no state magnetic media:

- Alaska
- Florida
- Nevada
- New Hampshire
- Tennessee
- Texas
- Washington
- Wyoming

Georgia

Georgia requires a seven number Employer Identification Number (EIN) on the Year-End State/Local Magnetic Media Information form (WMSSCR). This number should not be preceded by the state abbreviation (GA). If you do not enter an EIN number on this form, the year-end processor uses the number from the Tax Specification Information form (T1-SCR) without the first three positions, which are assumed to be the state abbreviation and a dash (-).

Indiana

For the RS record enter the employer tax identification number in the State Control Number field of the Year-End State/Local Magnetic Media Information form (WMSSCR). Do not include the three-digit location.

Kentucky

In order to include Kentucky Rural Economic Development Act (KREDA) amounts or Kentucky Job Development Act (KJDA) amounts on Kentucky state magnetic media and in Box 17 of employee forms, a WLFDW2 KRDA or WLFDW2 KJDA transaction must be entered in the Control 1-2 containing such employees using the WL-SCR or using a batch WL transaction.

Following are the WL layout and transactions for KREDA and KJDA.

KENTUCKY KREDA Transaction

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 TAXBODY KRDA        aaa
```

1. Access the WL Record Maintenance form (WL-SCR).
2. Select Co Other (FD) from the Table Type drop down box.
3. In the Table Key field, type W2 TAXBODY KRDA. Leave the rest of the field blank.
4. Type the following information in the Field 1 and Field 2 fields, using the columnar scale as a guide.

Field ID	Transaction Position	Description
a	28-30	HED that contains the KREDA state amount

KENTUCKY KJDA Transaction

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7    8
1....5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0
WLFDW2  TAXBODY KDJA        aaabbb
```

1. Access the WL Record Maintenance form (WL-SCR).
2. Select Co Other (FD) from the Table Type drop down box.
3. In the Table Key field, type W2 TAXBODY KJDA. Leave the rest of the field blank.
4. Type the following information in the Field 1 and Field 2 fields, using the columnar scale as a guide.

Field ID	Transaction Position	Description
a	28-30	HED that contains the KJDA state amount
b	31-33	HED that contains the KJDA local amount

Maryland

The state of Maryland has incorporated resident income tax withholding rates into the county income tax rates and the City of Baltimore income tax withholding rate. As a result, no resident income tax is withheld at the state level. However, Maryland requires the total of state and local taxes withheld to be added together at the state level. As a result, the Year-end Processor automatically adds the taxable wage and tax amounts for 3MD and 4MD tax bodies to 2MD for W-2 and 1099 reporting.

For the RS record enter the eight-digit Maryland Central Registration Number in the Supplemental Data 1 field on the MMREF - RS State Tape Information form (WMSSC2).

Maine

For the RS record enter the 11-digit Maine employer account number in the first 11 positions of the Supplemental Data field on the RS State Tape Information form (WMSSC2). This number is generally the reporting company's EIN (Employer Identification Number) with a 00 suffix.

New Jersey

New Jersey Disability Insurance Private Plan

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 TAXBODY NJ          abbbbbbbbbbbbbby
```

1. Access the WL Record Maintenance form (WL-SCR).
2. Select Co Other (FD) from the Table Type drop down box.
3. In the Table Key field, type WFLDW2 TAXBODY NJ. Leave the rest of the field blank.
4. Type the following information in the Field 1 and Field 2 fields, using the columnar scale as a guide.

Field ID	Transaction Position	Description
a	28	Enter a P only if employer has private disability plan approved by New Jersey Department of Labor. Otherwise, leave blank
b	29-42	Enter ID number of private disability plan as assigned by New Jersey Department of Labor, Private Plans, Approval & Terminations Section
y	43	Enter Y if employees have deferred compensation. N and blank = No.

Note: *The deferred compensation indicator in column 43 can be overridden at the employee level on the W-2 Employee Level Options form (W2ESCR).*

Ohio

Ohio requires output for the Ohio Regional Income Tax Authority (RITA) and for Columbus. Hewitt created transactions for these special outputs.

Ohio Regional Income Tax Authority (RITA)

Hewitt created the transactions you need to produce the Ohio Regional Income Tax Authority (RITA) magnetic output. These transactions, along with the year-end generators, were extracted when you ran JXRPYEUS during the setup of your batch environment. You can verify that you have these transactions on file by any of the following methods:

- Review the Control Headers Report (0103)
- Review the Options Report
- Use W2VIEW to view the transactions online

The following graphic shows a portion of the Ohio Regional Income Tax Authority transactions on W2VIEW.

```
3.5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80
FDW2 RT 40HECLE          270EAST CLEVELAND
FDW2 RT 40HELYR          277ELYRIA
FDW2 RT 40HFRPK          300FAIRVIEW PARK
FDW2 RT 40HGAHT          320GARFIELD HTS
FDW2 RT 40HGALE          319GALENA
FDW2 RT 40HGLEN          347GLENWILLOW
FDW2 RT 40HGRA2          357GRANDVIEW HTS
FDW2 RT 40HHIHT          370HIGHLAND HTS
FDW2 RT 40HHUDS          378HUDSON
FDW2 RT 40HHUNT          380HUNTING VALLEY
FDW2 RT 40HINDE          390INDEPENDENCE
FDW2 RT 40HJEDD          051BEACHWOOD EAST JEDD
FDW2 RT 40HKIRT          394KIRTLAND
FDW2 RT 40HLAGR          398LAGRANGE
FDW2 RT 40HLAKE          400LAKEWOOD
FDW2 RT 40HLAKI          401LAKEMORE
FDW2 RT 40HLOCK          426LOCKLAND
FDW2 RT 40HLYND          440LYNDHURST
FDW2 RT 40HMAHI          460MAPLE HTS
FDW2 RT 40HMARY          467MARYSVILLE
FDW2 RT 40HMILF          507MILFORD CENTER
```

To produce the Ohio Regional Income Tax Authority (RITA) magnetic output, do the following.

1. On the Year-End Run Control Options-1 form (W2RSCR), State/Local options, the Tape field should be blank (default) or Yes.
2. On the Year-End State/Local Magnetic Media Information form (WMSSCR) enter 4OHRITA in the Tax Code field and complete the remaining fields if applicable.
3. On the P5 Control Record enter 4OHRITA in the area of the transaction designated for local tax codes (positions 56 through 76).

Columbus Income Tax Division

Hewitt created the transactions you need to produce the Columbus Income Tax Division magnetic media output. These transactions, along with the year-end generators, were extracted when you ran JXRPYEUS during the setup of your batch environment. You can verify that you have these transactions on file using the same methods you used to verify the Ohio Regional Income Tax Authority (RITA) output. Columbus Income Tax Division information appears in the P5W2CB output file.

To produce the Columbus Income Tax Division magnetic media output, do the following.

1. On the Year-End Run Control Options-1 form (W2RSCR), State/Local options, the Tape field should be blank (default) or Yes.
2. On the Year-End State/Local Magnetic Media Information form (WMSSCR) enter 4OHCOLB in the Tax Code field and complete the remaining fields if applicable.
3. On the P5 Control Record enter 4OHCOLB in the area of the transaction designated for local tax codes (positions 56 through 76).

Note: *Refer to* **Descriptor codes and HED ranges for W-2 boxes** *(on page 122) for the four new descriptor codes for the Columbus Income Tax Division.*

Pennsylvania

Pennsylvania requires output for Adams County and for the Capital Tax Collection Bureau (CTCB). Hewitt created transactions for these special outputs.

Adams County Earned Income Tax

Hewitt created the transactions you need to produce the Adams County Ohio magnetic output. These transactions, along with the year-end generators, were extracted when you ran JXRPYEUS during the setup of your batch environment. You can verify that you have these transactions on file by any of the following methods:

- Review the Control Headers Report (0103)
- Review the Options Report
- Use W2VIEW to view the transactions online

To produce the Adams County magnetic output, do the following.

1. On the Year-End Run Control Options-1 form (W2RSCR), State/Local options, the Tape field should be blank (default) or Yes.
2. On the Year-End State/Local Magnetic Media Information form (WMSSCR):
   - Enter 4PAADMC in the Tax Code field
   - In the Tax Type Code Field, select F Other Income Tax
   - In the Tax Entity Field enter Adams
   - Complete the remaining fields if applicable.
3. On the P5 Control Record enter 4PAADMC in the area of the transaction designated for local tax codes (positions 56 through 76).

Capital Tax Collection Bureau (CTCB)

Hewitt created the transactions you need to produce the Capital Tax Collection Bureau (CTCB) magnetic media output. These transactions, along with the year-end generators, were extracted when you ran JXRPYEUS during the setup of your batch environment. You can verify that you have these transactions on file using the same methods you used to verify the Adams County output. CTCB will appear in Box 20 of the state, local, and employee forms for localities who report through this agency.

To produce the Capital Tax Collection Bureau magnetic output, do the following.

1. On the Year-End Run Control Options-1 form (W2RSCR), State/Local options, the Tape field should be blank (default) or Yes.

2. On the Year-End State/Local Magnetic Media Information form (WMSSCR) enter 4PACTCB in the Tax Code field and complete the remaining fields if applicable.
3. On the P5 Control Record enter 4PACTCB in the area of the transaction designated for local tax codes (positions 56 through 76).

Puerto Rico

Puerto Rico Tax Body

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 TAXBODY PR1         cccccccccc dddddddd e fffff ggggg
```

1. Access the WL Record Maintenance form (WL-SCR) for each organization (control 1-2) that has employees in Puerto Rico.
2. Select Co Other (FD) from the Table Type drop down box.
3. In the Table Key field, type W2 TAXBODY PR1. Leave the rest of the field blank.
4. Use the columnar scale as a guide to type the following information in the appropriate positions.

Field ID	Transaction Position	Description
c	28-37	The employer's contact telephone number beginning with the area code in the format nnnnnnnnnn.
d	39-46	An eight digit Operation Closing Date (MMDDYYYY), if applicable.
e	48	Enter '1' for employee amendments, otherwise leave the field blank.
f	50-54	Your employer access code assigned by the Department of the Treasury.
g	56-60	Puerto Rico Specialist's Registration Number assigned by the Tax Practitioner and Education Division of the Department of the Treasury: five digit number preceded by leading zeros

Puerto Rico Authorization Number

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDW2 TAXBODY PR2         aaaaaaaaaaaa
```

1. Access the WL Record Maintenance form (WL-SCR) for the first organization (control 1-2) for an EIN.
2. Select Co Other (FD) from the Table Type drop down box.
3. In the Table Key field, type W2 TAXBODY PR2. Leave the rest of the field blank.

4. Use the columnar scale as a guide to type the following information in the appropriate positions.

Field ID	Transaction Position	Description
a	28-39	Enter Authorization ID number assigned by Puerto Rico (right justify with leading zeros).

Note: *To produce Puerto Rico magnetic media you must enter the MMREF-RA Submitter Information forms (WMASCR, WMASC2, and WMASC3) or the corresponding transactions for the Magnetic Media RA transmitter records. The Puerto Rico magnetic media uses the P5W2MJ output file.*

Wisconsin

Beginning in 2004 Wisconsin requires that employee contributions to Health Savings Accounts be reported as taxable income. If you have set up state taxable wages to include these amounts, you use only the Federal HSA HED-to-box item. If you have not set up state taxable wages to include these amounts, also use the WI-CENTRHSA descriptor code when completing the W-2 HED Specification Record form (WRHSCR). The processor then adds the HSA contributions that were not taxed to the state taxable wages.

APPENDIX I

Troubleshooting Symptoms and Probable Causes

In This Appendix

Introduction

This section contains troubleshooting information, including the symptom and probable cause, and how to handle situations that might arise as you execute test runs of the Year-End Processor.

Symptom	Probable Cause
The Year-End Processor aborts.	A non-Year-End Processor generator or sub-generator was loaded and selected during a run. This interfered with execution of the Year-End Processor (results are unpredictable). Check the Payroll Audit Trail to verify if any extraneous generators are being loaded and selected.
The Year-End Processor runs to completion, but certain W-2 or 1099-R boxes for some employees contain the wrong information.	The Year-End Processor depends on W-2 HED Specification Record forms (W2HSCR), 1099-R HED Specification Record forms (WRHSCR), or WLFDW2 HED transactions to direct employee HEDs to certain W-2 boxes. Check the Options Report to verify that the W-2 HED Specification Record forms (W2HSCR), 1099-R HED Specification Record forms (WRHSCR), or WLFDW2 HED transactions were completed correctly.
The Year-End Processor runs to completion, but no W-2s or 1099-Rs were produced for certain employees.	An E level error is reported on the Exceptions Report for the employee, or the employee has no FICA, Federal wages, or gross wages (field #119 in tax specification record 101). Check the Exceptions Report for any E level errors for these employees.
The Year-End Processor runs to completion, but extraneous W-2s or 1099-Rs are produced for test companies.	The test companies were not excluded from year-end processing. Enter a Year-End Organization Level Options - 1 form (W2CSCR) or WLFDW2 Organization Number OPTIONS transaction for the test companies with a B for Bypass in the W2-C12-W2 OR-1099 field.
The Year-End Processor runs to completion, but desired Federal Magnetic Media is not produced.	1. Run Control options must be set up as follows and might not have been set up correctly. Check the Options Report: ■ Process W-2 or Process 1099-R must be YES ■ Activate Federal Queue must be YES ■ Create Federal Tape must be YES

Symptom	Probable Cause
The Year-End Processor runs to completion, but desired Federal Magnetic Media is not produced. (continued)	2. There are additional possible causes, depending on the output (W-2 or 1099). **For W-2 only:** The required magnetic media RA transmitter records are missing from the designated Organization Number. These magnetic media records are created by completing the following forms or transactions for the Organization Number designated in the A/B-REC C1-2 field: ■ MREF-RA Submitter Information Part 1, 2, and 3 forms (WMASCR, WMASC2, and WMASC3). ■ WLFDW2 RA01, WLFDW2 RA02, WLFDW2 RA03, WLFDW2 RA04, WLFDW2 RA05, WLFDW2 RA06, and WLFDW2 RA07 transactions. **For 1099-R only:** The required magnetic media T transmitter and A payer records are missing. 1099-R T records should only be entered to a single Organization Number, even if you are generating 1099-Rs for multiple Organization Numbers. In the event that these forms are entered for multiple Organization Numbers, the 1099-R year-end processor will take T records from the last Organization Number processed. The order by which Organization Numbers are processed varies based on your operating system and environment. 1099-R A records must be completed for each Organization Number used in 1099-R year-end processing. ■ 1099-R A-Record Information form (WR8SCR), the 1099-R Magnetic Media Transmitter T Record-1 form (WR1SCR), the 1099-R Magnetic Media Transmitter T Record-2 form (WR2SCR), and the 1099-R Magnetic Media Transmitter T Record-3 form (WR3SCR) ■ WLFDW2 1099-R T1, WLFDW2 1099-R T2, WLFDW2 1099-R T3, WLFDW2 1099-R T4, WLFDW2 1099-R T5, WLFDW2 1099-R T6, WLFDW2 1099-R T7, WLFDW2 1099-R T8, WLFDW2 1099-R ADDIT INFO, WLFDW2 1099-R ADDIT INFO 2, WLFDW2 1099-R TRANS AGENT 1, and WLFDW2 1099-R TRANS AGENT 2

Symptom	Probable Cause
No year-end forms are produced for certain states or local authorities from the State/ Local Queue.	The presence of a Year-End State/Local Information form (WMSSCR or WMSSC2) or associated WLFDW2 RS series of transactions for a state/local tax authority suppresses production of year-end forms for that tax authority in the State/Local Queue. Check for inappropriate transactions.
State/Local magnetic media are not produced from the Year-End Processor run.	If options have been set up to produce State or Local magnetic media and the Year-End Run Control Options - 1 form (W2RSCR) and Year-End State/Local Information forms (WMSSCR or WMSSC2) have been entered to specify magnetic media production for the required states and local tax authorities, make sure that properly completed P5 records have been input to P5W2PR to trigger creation of this magnetic media.
State magnetic media is produced, but it does not contain certain record types.	State magnetic media can vary from the Federal specifications. Research the magnetic media filing requirements chart in ***Special Considerations for Magnetic Media Filing*** (on page 433) to see if the particular state magnetic media has variations from the Federal specifications.
Federal or State magnetic media has an RE record, but the record contains employer name and address information from an incorrect Organization (Control 1-2).	Unless instructed otherwise, the Year-End Processor uses name and address information from the last Organization (Control 1-2) in the collating sequence made available for RE record processing. You can override this sequence by specifying which Organization (Control 1-2) you want the Year-End Processor to use as the source of RE record information for the Federal EIN by making an entry in the Addr/Banner for EIN field on the Year-End Organization Level Options - 2 form (W2CSC2).
Only certain State magnetic media are produced on a run. No other W-2 output can be found.	The P5 control record has the ability to suppress all W-2 outputs except those specified. Check position 40 of the P5 record. If it contains a Y, remove the Y and rerun.
The EIN that prints on the W-2 is that of the previous control 1-2 (organization).	When using a common tax company, the control 1-2 (organization) must be present on the P20 file during the year-end run (jyeusrun), and all companies must have the 'Other' entry set to 'Print Every Run' on the 0101 report.

Symptom	Probable Cause
When using a Common Tax Company, entries are made on the Employer-Specific Tax Information form (TXWSCR), but some W2s print with the EIN information from the previous organization (control 1-2).	When using a common tax company, (1) the common tax company must be present on the P20 file during the year-end run (jyeusrun), and (2) all companies must have the Other field set to "Print Every Run" on the Report Requests form (DD-SCR) for the 0101 report. If this is not the case, the system ignores the entries made on the Employer-Specific Tax Information form (TXWSCR).

APPENDIX J

Magnetic Media Cross Reference to W-2/1099 Boxes

In This Appendix

Introduction

This section explains where the Year-End Processor places required W-2 and 1099 information on magnetic media, in accordance with Federal government specifications.

This section also describes the variations in reporting for magnetic media as opposed to forms. Several items of information included on the forms are not included on magnetic media. An example is Uncollected FICA-HI Tax on Tips, Box 12-B on the W-2.

The chart on the following pages contains this information. The letters in the Magnetic Media Record/Location column on the chart refer to the records defined for magnetic media processing.

MMREF Record Types

The meaning of the record type letters is described below:

Record Type	Description
RA	Submitter record is the first record on the file. It contains the information about the company transmitting or submitting the MMREF output. The data for this record is entered into three new forms beginning with the WMASCR, MMREF – RA Submitter Information Part 1 with prompts to the WMASC2 and WMASC3 forms.
RE	Employer record is the second record on the magnetic media. There will be one RE record for each EIN. The data for the record is taken from the Company Name and Address form (AA-SCR) and from a new optional form, MMREF RE Employer Information (WMESCR).
RW	Employee Wage record follows the RE record for all employees with wages in all organizations for the EIN being reported. This is a mandatory record and contains all the wage and tax information as well as all deferred compensation, military allowance, fringe benefits, Group Term over 50K, and employee indicators. All information for this record is taken from the employee record.
RO	Employee Wage record is optional. It is required only if an employee has tips, MSA, SRA, qualified adoption expenses or has wages/tax for Puerto Rico, Virgin Islands, or Guam. All information for the RO record is also taken from the employee record.
RS	State record is optional and not read by the SSA or IRS. It follows the RW record and is created when a state magnetic media is requested for a state accepting MMREF output. Information for this record is taken from the employee record and a new form, Year-End State/Local Magnetic Media Information (WMSSCR). This form replaces the W29SCR and is to be used to request all state magnetic media. The year-end processor program is coded to know which states accept MMREF and which require TIB4. The correct output will be created based upon each state's requirements.
RT	Total record follows all employee records and is a total of all employee RW records for the EIN. There will be one RT record for each RE record.
RU	Total record is optional. It follows the RT record and is a total of all employee RO records for the EIN.
RF	Final record is the last record on the output and contains only the total number of RW records on the MMREF output.

Note: The RS record, with state/local information, is optional. The RS record for Federal magnetic media follows what is called the 'standard' format, as defined by the Federal government under Code RS -Supplemental Record in MMREF-1. What is described here is the standard Federal format for the RS record. Individual states and local authorities may specify requirements that vary from the Federal format in the magnetic media they accept for submission

Relationship between W-2 boxes and Magnetic Media Records

The following chart shows the relationship between W-2 boxes and records on the magnetic media along with the location of the records.

W-2 Form Box		Magnetic Media Record/Location
a	Control Number	Does not relate to MMREF-1 Field; not included on the magnetic media
b	Employer Identification Number (EIN)	Code RE/Employer/Agent EIN/8-16
c	Employer Name Address 1 & 2 Compressed City State ZIP +4 extension	Code RE/Employer Name/40-96 Code RE/Location Address/97-118 Code RE/Delivery Address119-140 Code RE/City/141-162 Code RE/State Abbreviation/163-164 Code RE/Zip Code/165-169 Code RE/Zip Code Ext./170-173 Code RE/Foreign State/Province/179-201 Code RE/Foreign Postal Code/202-216 Code RE/Country Code/217-218
d	Social Security Number	Code RWSocial Security Number (SSN)/3-11
e	Employee's First Name Initial Employee's Last Name	Code RW/Employee First Name/12-26 Code RW/Employee Middle Name or Initial/27-41 Code RW/Employee Last Name/42-61
f	Employee Address Address 1 & 2 Compressed City State ZIP + 4 Extension	Code RW/Location Address/66-87 Code RW/Delivery Address/88-109 Code RW/City/110-131 Code RW/State Abbreviation/132-133 Code RW/Zip Code/134-138 Code RW/Zip Code Ext./139-142 Code RW/Foreign State/Province/148-170 Code RW/Foreign Postal Code/171-185 Code RW/Country Code/186-187
1	Wages, Tips, etc.	Code RW/Wages, Tips and Other Compensation/188-198
2	Federal Income Tax Withheld	Code RW/Federal Income Tax Withheld/199-209
3	Social Security Wages	Code RW/Social Security Wages/210-220
4	Social Security Tax Withheld	Code RW/Social Security Tax Withheld/221-231
5	Medicare Wages and Tips	Code RW/Medicare Wages & Tips/232-242

W-2 Form Box		Magnetic Media Record/Location
6	Medicare Tax Withheld	Code RW/Medicare Tax Withheld/243-253
7	Social Security Tips	Code RW/Social Security Tips/254-264
8	Allocated Tips	Code RO/Allocated Tips/12-22
9	Advance EIC Payment	Code RW/Advance Earned Income Credit/265-275
10	Dependent Care Benefits	Code RW/Dependent Care Benefits/276-286
11	Nonqualified Plans	Code RW/Non-qualified Plan Section 457/353-363 Code RW/Non-qualified Plan Not Section 457/375-385
12A	Uncollected Social Security or RRTA tax on tips	Code RO/Uncollected Employee Tax on Tips/23-33
12B	Uncollected Medicare Tax on Tips	Code RO/Uncollected Employee Tax on Tips/23-33
12C	Taxable cost of group term life insurance over $50,000	Code RW/Employer Cost of Premiums for Group Term Life Insurance Over $50,000/408-418
12D	Elective deferrals to a Section 401 (k) cash or deferred arrangement	Code RW/Deferred Compensation Contributions to Section 401 (k)/287-297
12E	Elective deferrals under a Section 403(b) salary reduction arrangement	Code RW/Deferred Compensation Contributions to Section 403(b)/298-308
12F	Elective deferrals under a Section 408(k)(6) salary reduction SEP	Code RW/Deferred Compensation Contributions to Section 408(k)(6)/309-319
12G	Elective deferrals and employer contributions (including non-elective deferrals) to a section 457(b) deferred compensation plan	Code RW/Deferred Compensation Contributions to section 457(b) 320-330
12H	Elective deferrals to a section 501(c)(18)(D) tax exempt organization plan	Code RW/Deferred Compensation Contributions to Section 501(c)(18)(D)/331-341
12J	Nontaxable Sick Pay	Does not relate to MMREF-1 Field; not included on the magnetic media
12K	20% Excise Tax on Excess Golden Parachute Payments	Does not relate to MMREF-1 Field; not included on the magnetic media
12L	Substantiated employee business expense reimbursements	Does not relate to MMREF-1 Field; not included on the magnetic media
12M	Uncollected social security or RRTA tax on Group Term Life Insurance over $50,000 (for former employees)	Code RO/Uncollected Social Security or RRTA Tax on Cost of Group Term Life Insurance Over $560,000/67-77
12N	Uncollected Medicare tax on taxable cost of group term life insurance over $50,000 (for former employees)	Code RO/Uncollected Medicare Tax on Cost of Group Term Life Insurance Over $50,000/78-88
12P	Excludable Moving Expense Reimbursements paid directly to employee	Does not relate to MMREF-1 Field; not included on the magnetic media

W-2 Form Box		Magnetic Media Record/Location
12R	Employer contributions to Archer (MSA)	Code RO/Medical Savings Account/34-44
12S	Employee salary reduction contributions to a section 408(p) SIMPLE	Code RO/Simple Retirement Account/45-55
12T	Adoption Benefits	Code RO/Qualified Adoption Expenses/56-66
12V	Income from the exercise of non-statutory stock option(s)	Code RW/Income from the Exercise of Non-statutory Stock Options/419-429
12W	Employer contributions to a Health Savings Account	Code RW/Employer Contributions to a Health Savings Account/364-374
13	Statutory Employee Retirement Plan Third Party Sick Pay	Code RW/Statutory Employee Indicator/486 Code RW/Retirement Plan Indicator/488 Code RW/Third-Party Sick Pay Indicator/489
14	Other	Does not relate to MMREF-1 Field; not included on the magnetic media
15	State/Employer's state ID number	Not a required MMREF-1 field; may be used in an RS Record for State filing
16	State wages, tips, etc.	Not a required MMREF-1 field; may be used in an RS Record for State filing
17	State Income Tax	Not a required MMREF-1 field; may be used in an RS Record for State filing
18	Local wages, tips, etc.	Not a required MMREF-1 field; may be used in an RS Record for State filing
19	Local income tax	Not a required MMREF-1 field; may be used in an RS Record for State filing
20	Locality Name	Does not relate to MMREF-1 Field; not included on the magnetic media

1099 Magnetic Media Record Types

The meaning of the record type letters is described below:

Record Type	**Description**
T	Transmitter record is the first record on the file. It contains the information that identifies the company transmitting or submitting the magnetic media/electronic file. The data for this file is entered into three forms beginning with the 1099 Magnetic Media Transmitter T Record - 1 form (WR1SCR) with prompts to the 1099 Magnetic Media Transmitter T Record - 2 form (WR2SCR) and 1099 Magnetic Media Transmitter T Record - 3 form (WR3SCR).
A	The Payer record identifies the person making payments. This could be a trustee or issuer of any IRA or MSA plan for example. The number of A records depends on the number of payers and the different types of returns being reported. The data for this file is entered into the 1099 A-Record Information form (WR8SCR).
B	The B record contains the payment information from the information returns.
C	The C record consists of the total number of payees and the totals of the payment amount fields filed by a given payer and/or a particular type of return.
K	Not Supported
F	The F record is a summary of the number of payers in the entire file.

Relationship between 1099-R boxes and Magnetic Media Records

The following chart shows the relationship between 1099-R boxes and records on the magnetic media along with the location of the records.

1099-R Form Box		**Magnetic Media Record/Location**
1	Gross Distribution	Code A; Amount Code 1/28-39 Code B; Payment Amount 1/55-56
2a	Taxable Amount	Code A; Amount Code 2/28-39 Code B; Payment Amount 2/67-68
2b	Taxable Amount not determined	Code B; Taxable Amount not determined indicator/547
	Total Distribution	Code B; Total Distribution Indicator/549
Payer's name, street address, city, state, and zip code		Code A; Payer name, mailing address city state zip code/53-224
Payer's Federal Identification number		Code A; Payer TIN/12-20
Recipient's identification number		Code B; Payee's TIN/12-20
3	Capital gain (included in box 2a)	Code A; Amount Code 3/28-39 Code B; Payment Amount 3/79-90
4	Federal income tax withheld	Code A; Amount Code 4/28-39 Code B; Payment Amount 4/91-102
5	Employee contributions or insurance premiums	Code A; Amount Code 5/28-39 Code B; Payment Amount 5/103-114
6	Net unrealized appreciation in employer's securities	Code A; Amount Code 6/28-39 Code B; Payment Amount 6/115-126
7	Distribution code	Code B; Distribution Code/545-546
IRA/SEP/SIMPLE		Code A; Amount Code A/28-39 Code B; IRA/SEP/SIMPLE Indicator/548
8	Other %	Code A; Amount Code 8/28-39 Code B; Payment Amount 8/139-150
9a	Your percentage of total distribution	Code B; Percentage of Total Distribution/550-551

1099-R Form Box		Magnetic Media Record/Location
9b	Total employee contributions	Code A; Amount Code 9/28-39 Code B; Payment Amount 9/151-162
Recipients name, street address, city, state and zip code		Code B; Payee name, mailing address city state zip code/248-498
Account Number (optional)		
10	State tax withheld	Code B; State Income Tax Withheld/723-734
11	State/Payer’s state no.	Code B; Special Data Entries/663-722
12	State distribution	Code B; Special Data Entries/663-722
13	Local tax withheld	Code B; Local Income Tax Withheld/735-746
14	Name of locality	Code B; Special Data Entries/663-722
15	Local distribution	Code B; Special Data Entries/663-722

Relationship between 1099-MISC boxes and Magnetic Media Records

The following chart shows the relationship between 1099-MISC boxes and records on the magnetic media along with the location of the records.

1099-MISC Form Box		**Magnetic Media Record/Location**
Payer’s name, street address, city, state and zip code		Code A; Payer name, mailing address city state zip code/53-224
Recipients name, street address, city, state and zip code		Code B; Payee name, mailing address city state zip code/248-498
Account Number		
2nd TIN not.		Code B; Second TIN Notice/544
1	Rents	Code A; Amount Code 1/28-39 Code B; Payment Amount 1/55-66
2	Royalties	Code A; Amount Code 2/28-39 Code B; Payment Amount 2/67-78
3	Other income	Code A; Amount Code 3/28-39 Code B; Payment Amount 3/79-90
4	Federal income tax withheld	Code A; Amount Code 4/28-39 Code B; Payment Amount 4/91-102
5	Fishing boat proceeds	Code A; Amount Code 5/28-39 Code B; Payment Amount 5/103-114
6	Medical and health care payments	Code A; Amount Code 6/28-39 Code B; Payment Amount 6/115-126
7	Nonemployee compensation	Code A; Amount Code 7/28-39 Code B; Payment Amount 7/127-138
8	Substitute payments in lieu of dividends or interest	Code A; Amount Code 8/28-39 Code B; Payment Amount 8/139-150
9	Payer made direct sales of $5,000 or more of consumer products to a buyer for resale	Code B; Direct Sales Indicator/547
10	Crop insurance proceeds	Code A; Amount Code A/28-39 Code B; Payment Amount A/163-174
11		

1099-MISC Form Box		Magnetic Media Record/Location
12		
13	Excess golden parachute payments	Code A; Amount Code B/28-39 Code B; Payment Amount B/175-186
14	Gross proceeds paid to an attorney	Code A; Amount Code C/28-39 Code B; Payment Amount C/187-198
15		
16	State tax withheld	Code B; State Income Tax Withheld/723-734
17	State/Payer's state no.	Code B; Special Data Entries/663-722
18	State income	Code B; Special Data Entries/663-722

APPENDIX K

Review Answers

In This Appendix

About this section

This appendix provides answers for the Review of Questions Answered included at the end of each instructional chapter.

Ordering Year-End Processing Forms

1. What determines the types of forms you need for year-end processing?
   The media you use for filing (forms, magnetic media, or transfer over the Internet) and how you distribute W-2 information to employees (paper form or display over the Internet).

2. What tool does are provided to help you estimate the number of forms to order?
   Generator 8W8W

Setting Up the Online Environment

. How do you ensure that there are no WLFDW2 transactions on your year-end Employee Database?
You can delete individual WLFDW2 transactions online using the WL Record Maintenance form (WL-SCR) and making the following menu selection: Actions ► Delete This Entry. Or you can use the 1Y1Y generator on a maintenance run.

Setting Primary Parameters

1. What is the relationship between the year-end processing forms at the run control, organization, and employee levels.
   The forms are hierarchical. You can override some run control options at the organization level for specific organizations, and you can override some organization level options at the employee level for specific employees

2. In what organization should I enter the MMREF-RA Submitter Information forms when I am ready to set W-2 Magnetic Media Parameters?
   The MMREF - RA Submitter Parts 1, 2, and 3 forms (WMASCR), (WMASC2), and (WMASC3) should be entered in the organization (Control 1-2) entered in the "RA Rec Org" field of the Year-End Run Control Options - 1 form (W2RSCR).

3. What is the only Year-End form that can only be entered once?
   The Year-End Run Control Options 1 and 2 forms (W2RSCR) and (S2RSC2) automatically propagate to all organizations on the file no matter what organization you enter on them.

4. What form(s) allow you to propagate the information on the form to other organizations on file?
   The W2 HED Specification Record form (W2HSCR) and the 1099 HED Specification Record form (WRHSCR) contain a checkbox that, when checked, propagates the information on the form to other organizations.

5. If there are three organizations on file and two of the organizations should have an intermediate sort of Control 3 and one organization on file should be sorted by zip code, what forms would be used to enter this information?

Choose Control 3 for the Emp Inter sort on the Year-End Run Control Options - 1 form (W2RSC2) and override it witn Zip Code on the Year-End Organization Options 1 form (W2CSCR) for the organization to be sorted by zip code.

Setting W-2 Magnetic Media Parameters

1. What is the format for all data reported to the Federal and state governments?
   The MMREF format is used for all Federal and state year-end information.
2. What form or series of transactions are used if you are producing state/local magnetic media?
   The Year-End State/Local Magnetic Media Information form (WMSSCR) or the WLFDW2 RS series of transactions are used to produce state/local magnetic media.

Setting 1099 Magnetic Media Parameters

Why must the Payer Amt Codes checked on the 1099 A-Record Information form (WR8SCR) match the totals on the Transmitter Totals report?
If the Payer Amount Codes do not match the totals on the Transmitter Totals report, the government will reject the magnetic media.

Setting Optional Parameters

Why would you use the WL Record Maintenance form (WL-SCR)?
Use the WL Record Maintenance form (WL-SCR) to enter information that is unique to a particular Employer Identification Number (EIN).

Setting Up Batch Parameters

1. When should you load the Year-End generators?
   You should load the generators in a maintenance run before testing the Year-End processor.
2. If a company requires no magnetic media for local taxing authorities, how many state tapes can be produced on a single run?
   Eighteen states can be produced on a single run if no local tapes are required.
3. What state's information will be in the file P5W2M5?
   The state entered in positions 23-24 of the P5 card.
4. The standard maintenance run consists of three programs: P2EDIT, P4CALC, and P5PRNT. Which of these programs is replaced for Year-End processing and why?
   P5PRNT is replaced by P5W2PR.
5. Year-End output (W-2s, 1099s, forms, etc.) are created using the delivered jobstream JYEUSRUN. Should this jobstream be used for maintenance runs done to fix employee's numbers for year end?
   No, you should not use JYEUSRUN for maintenance runs done to fix employee's numbers for year end.
6. Should all MMREF records be included for all states?
   No, a specific state's requirements can be checked in Appendix H: Special Considerations for States, Territories and Others. The chart in this appendix contains the records required for each state and indicates whether they are standard or modified.

Reviewing Year-End Reports

1. How can you check what state's output will be in which of the P5W2Mx files?
   The output will be reflected at the bottom of the Year End Processing W2 Audit Report (P5W2AR).

2. What are the queues, and what reports are generated from each queue?

3. How can we identify which organization's (Control 1-2) information has been reported on the magnetic media?
   Using Report Generator 6F6F you can generate the report, Year-End EIN Name and Address Source Organization Report, which provides this information.

Glossary of Terms

Additional Federal W-2

A type of Federal W-2 produced in addition to the primary W-2 under certain conditions. This kind of W-2 is produced for employees who were subject, for some part of the year, while in your employ to:

- Railroad Retirement withholding (FICA-exempt)

and

- Regular Social Security and Medicate taxes

These additional Federal W-2 forms contain static information as well as FICA taxes and wages. They are grouped under a different Payer Type from the primary Federal W-2.

ASCII

American **S**tandard **C**ode for **I**nformation **I**nterchange. The basis of character sets used in almost all present-day computers; US-ASCII uses only seven bits to convey some control codes, space, numbers, most basic punctuation, and unaccented letters a-z and A-Z.

Banner

Banner forms separate groupings on forms produced from the Federal, State/Local, and Employee Queues.

Banner page

An optional page, used to separate one logical grouping of forms from another, which can simplify physical forms distribution to tax authorities, plants, mailing (zip code), and so on.

Common pay master

An organization that pays employees who work for different legal entities. If all the conditions related to a common paymaster are met, the FICA and, in most cases, the SUI does not have to start over.

Control 1-2 level options

Options, entered on screens or WL transactions, that specify detailed information required for processing a particular Control 1-2 for Year-End Processing. For example, on the Organization Number level forms or Control 1-2 transactions, you specify for each Control 1-2 in the run whether W-2, 1099-R, or 1099-MISC forms are to be produced and whether to insert an X in certain Box 15 items.

Distribution line

An optional line that can be printed on employee forms above the employee’s name and address to assist in the physical distribution of forms to employees. The contents of this line, if printed, are comprised of the sort components entered on options.

EBCDIC

Extended Binary Coded Decimal Interchange Code; binary code for alphabetic and numeric characters developed by IBM for its computers.

Employee forms

Forms grouped by employee, with complete information for employee submission to all required governmental authorities and for employee record-keeping purposes. These forms are sequenced by your specification of sort options.

Employee level options

Options entered at the employee level that supply information specific to an employee. These options include the placement or removal of an X in Box 13 of the W-2 form, the indication of multiple types of employment, or the request for a replacement W-2.

Employee Queue

One of the three output queues produced by the Year-End Processor, together with the Federal and State/Local Queues.

The queue produces for W-2, 1099-R, and 1099-MISC forms only printed forms, not tapes. In Employee output, all forms for an employee are grouped together. The output can be sorted by a variety of choices (for example, by the various control levels). This output queue is only for distribution of required year-end forms to employees and is designed to facilitate this distribution.

Establishment Reporting

Establishment Reporting occurs when an employer with several business locations chooses to file wage reports, broken down by location or unit, to the Social Security Administration. Each unit is identified by a four-character code, called an Establishment Number. The employer obtains approval from the SSA to use Establishment Reporting. Establishment Reporting does not apply to 1099s.

Federal forms

One of the three types of output from the Federal Queue. The Federal Forms output produces only Federal Copy A forms for W-2s, 1099-Rs, or 1099-MISCs.

Federal queue

One of the three output queues produced by the Year-End Processor, together with the State/Local and Employee Queues.

The Federal queue produces forms and/or tapes for submission to the Federal government. The precise combination of the kinds of output is determined by run-control output options.

Federal tape

One of the two types of output from the Federal Queue. The Federal Forms output produces only Federal Copy A forms for W-2, 1099-R, and 1099-MISC forms.

HED-to-Box Specification forms and transactions

Online forms or transactions entered at the Control 1-2 level. These entries relate HEDs you have set up for the Control 1-2 to a specific box on the W-2, 1099-R, or 1099-MISC form in which the information is to appear. Multiple HEDs can be associated with a single box.

IRP/BSS

Information Reporting Program/Bulletin Board

IRS/MCC

Internal Revenue Service/Martinsburg Computing Center

Job streams

A generic reference, Job Control Language, for your operating system's command language. Control statements that execute programs.

Alternately: Jobstreams

MMREF

Magnetic Media Reporting and Electronic Filing. Also used to refer to the specifications and instructions for reporting to participating states through magnetic media. See Social Security Administration publication MMREF-1 for specifications and instructions for reporting quarterly wage information to participating states through magnetic media.

Overflow Federal W-2

Overflow Federal W-2s are automatically produced by the Year-End Processor when an employee has more than three Box 12 items to report or has been compensated with 100% of the lease value of a provided vehicle as well as other fringe benefits.

All overflow forms are grouped together with an employee's primary Federal W-2.

Payer type

Cyborg supports three payer types for Federal Annual Wage Reporting:

- 941/941E for regular employment, in which the employee pays both FICA-OASDI and FICA-HI taxes

- MQGE for Medicare Qualified Government Employment, in which the employee is required to pay only FICA-HI

- CT-1, in which the employee is subject to the Railroad Retirement Tax Act (RRTA) and therefore exempt from all FICA taxes

The Federal government requires that each payer type be reported separately under a separate transmittal form.

Primary Federal W-2

The first Federal W-2 produced for any employee. The primary Federal W-2 form contains the basic information for Federal government reporting. In certain situations, the Federal government requires “extra” forms to report information. See additional and overflow Federal W-2s.

Run Control level options
Options entered on screens or in WL transactions that supply the parameters controlling the run, output types, optional sorts, and so on.

State/Local forms
One type of output from the State/Local Queue.

The State/Local Forms output contains a form for each state/local authority for which an employee has wages/taxes to report. Two files are produced for this output: one contains state forms and the other contains local forms. The forms are grouped by state or local code. This output type is designed to facilitate distribution of forms to states and local authorities.

When State/Local Tape is run along with State/Local Forms, forms are not produced for those tax authorities for which tape is being requested.

State/Local queue
One of the three output queues produced by the Year-End Processor, together with the Federal and Employee Queues.

The State/Local Queue produces both forms and tapes.

State/Local Secondary
A type of W-2 automatically produced only in the Employee queue when an employee has either

- more than one state to which to report taxes/wages

OR

- more than one local authority to report to in a state

Each State/Local Secondary contains the information for one state and/or one local authority.

Statutory employee
Any of the four categories of workers who are independent contractors under common law and are treated by statute as employees. These include:
(1) a driver who distributes beverages (other than milk) or meat, vegetables, fruits, or bakery products; or who picks up or delivers laundry or dry cleaning, if the driver is your agent or is paid by commission.
(2) certain types of full-time insurance sales reps
(3) an individual who works at home on materials supplied by you that must be returned to you
(4) certain full-time travelling or city salespeople.

Social Security and Medicare (FICA) taxes may or may not be withheld. Income taxes are not withheld from a statutory employee. A statutory employee will receive a W-2 with the ‘Statutory Employee’ box checked.

Supporting reports
A set of seven reports produced by the Year-End Processor that provide:

- A description of the options entered to control the run

- A list of any errors found in options, Control 1-2, and/or employee information

- Balancing figures for comparison to standard payroll reports

- A complete audit record of all year-end form and tape output produced

Wage File Identifier (WFID)
A government provided control number.

Year End Master File
P20OUT file from the final payroll run of the year

Year-end forms and transactions
A series of online forms and transactions for Solution Series customers on which year-end processing options and related information can be entered, including run control options, Control 1-2 level options, HED-to-Box specifications, and employee-level options.

Year-End Processor
A related set of generators and COBOL programs that are specifically designed to produce year-end W-2, 1099-R and 1099-MISC forms and related outputs.

Index

D

E

Q

R