



Calendar Year End Payroll Procedures (Redesign)

Revised December 2021

Use this checklist when closing Payroll (USPS-R)

(Additional Explanations for each step are attached)

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Calendar Year End Payroll Procedures (Redesign)

This procedure outlines the steps that Districts should take to close USPS for the calendar year in the Redesign. This may/may not include your District's normal procedures as it was designed by State Software. Some ITC-specific steps or tips may have been added by LACA. As changes are made to the Redesign, please continue to check <https://wiki.ssd-t-ohio.org/display/uspsrdoc/Checklists> for any updates. Also note that there are many hyperlinks within this checklist that may be helpful for more detailed information.


Pre-Closing Procedures

Step 1 - Verify Employee Social Security Numbers

- Go to Core/Employee and filter grid on Hire Date >=1/1/2021
- Verify these employees' names and SSNs through the SSA Business Services Online
 - Register and submit through at <https://www.ssa.gov/employer/ssnv.htm>
- JIRA issue USPSRFB-374 is open to add the submission file feature as a future enhancement.

Step 2 - Verify Payroll Item Configurations

- Check **OSDI** codes on Ohio School District Income payroll items.
 - Go to Core/**Payroll Item Configuration**

 The four digit OSDI code is required to be printed on the W2. In the W2 Abbrev field, verify the four digit OSDI code appears first, followed by the school name.

- Check **W2 abbreviations** on all city Payroll Item Configuration records.
 - Go to Core/**Payroll Item Configuration**.
- If you used Classic's CITYTAX report, go to the Report Manager and run the following reports:
 - **LACA City Tax CYE Report by Payee**
 - **LACA City Tax CYE Report by Payroll Item Code**
 - These reports can be used for verification and organization of your W2 submission. If payroll items are not grouped by Payee as desired, verify that the correct Payee is attached to the Payroll Item Configuration record.
 - Since reporting requirements changed in 2016 per HB5 and ORC 718.03 (H), the City Tax CYE Reports may not be accepted as submission. Verify with the city.
- Check **City Tax Entity Codes** for Electronic Filing
 - Go to Core/**Payroll Item Configuration**. Verify the **Tax Entity Code** is entered as follows::

City	Tax Entity Code
Newark	00000NEWRK
Whitehall	00000WHT
Delaware	00000DELWR
Columbus City	00088COLUC
Lancaster*	00000LANCA

*Lancaster requires electronic filing if 150 or more employees have Lancaster withholding. If fewer, electronic filing is optional.

- If any other cities needs to be submitted electronically and are not listed, please email fiscal@laca.org.



- Update abbreviation for all city income tax records to show full city name.
 - Go to Core/**Payroll Item Configuration**. Update the **Abbreviation** field as necessary.
 - *Note: This will change the description of the city income tax records on pay stubs too.*
- For any cities using either the Regional Income Tax Agency (RITA) or the Central Collection Agency (CCA) to report city tax information, verify the **Tax Entity Code** in addition to the **RITA and/or CCA three digit code** and **description**.
 - Go to Core/**Payroll Item Configuration**
 - Rita – three digit code in RITA field, city name in RITA Description, R0### (where ### is the three digit code) in Tax Entity Code

A screenshot of a web form for RITA configuration. It features a 'Tax Entity Code' field with the value 'R0619'. Below this is a section header 'RITA' followed by a horizontal line. Underneath, there are two fields: 'RITA' with the value '619' and 'RITA Description' with the value 'PATASKALA'. All fields are highlighted with red boxes.

- CCA in Appendix A – three digit code in CCA field, Report to CCA checked, City Name in CCA Description, CC### (where ### is the three digit code) in Tax Entity Code

A screenshot of a web form for CCA configuration (Appendix A). It features a 'Tax Entity Code' field with the value 'CC260'. Below this is a section header 'CCA' followed by a horizontal line. Underneath, there are three fields: 'CCA' with the value '260', 'CCA Description' with the value 'DRESDEN', and a checkbox labeled 'Report To CCA' which is checked. All fields are highlighted with red boxes.

- CCA in Appendix B – three digit code in CCA field, Report to CCA unchecked, City Name in CCA Description, CC### (where ### is the three digit code) in Tax Entity Code
- Non-Rita, non-CCA cities – City names in CCA Description, 00000 in Tax Entity Code (unless in chart above)
- See CCA and RITA websites for valid three digit codes
 - See document on LACA Website: Helpful Links
- *In addition, for the employee to be reported to RITA/CCA correctly, the city **payroll item 'Deduction Type'** field must be set to **Employment** or **Residence**. It is advised to update this field on all city payroll items, not just RITA and CCA cities.*
- CCA also has strict guidelines for the format of employee names and addresses.
 - Employee last name should not include the suffix (i.e. JR, ST, I, III, IV, etc.)
 - Employee suffix should not contain professional titles (i.e. MC, DDS, etc.)
 - No punctuation permitted except hyphen (-) or apostrophe (').
 - Employee addresses must adhere to USPS Publication 28 Standards.
 - Use correct abbreviations for street directional (i.e. E, N, NE, NW, S, SE, SW, W)
 - Use correct abbreviations for street suffix (i.e. AVE, BLVD, CIR, DR, LN, ST, etc.)
 - Use correct abbreviations for secondary location (i.e. APT, STE, UNIT, FRNT, BACK, UPPR, LOWR, etc.)
 - Use only recognized USPS city names for the specified zip code.
 - Use the USPS Zip Code Lookup Tools to verify and correct addresses.
 - Review using Core/Employee grid.
 - Can update using Utilities/Mass Load if desired.



- Verify for **Health Savings Account** payroll items that the **Type** is set to “**Health Savings Account**” and the **Annuity Type** is set to “**Other**” - even if no employee amounts are being withheld.
 - Go to **Core/Payroll Item Configuration**



These amounts will appear on the W2 in Box 12 with a code of W.

- Verify that all of your Annuity records are coded with the correct **Annuity Type**.
 - Go to **Core/Payroll Item Configuration**
 - If you are unsure of the annuity type, contact the annuity company.

Note: *Payroll Item Configuration may be more easily reviewed from the grid, rather than opening each configuration separately.*

Step 3 - Enter Adjustments to Employee Payroll Items

- **Employer sponsored healthcare:** The value of healthcare coverage must be reported in Box 12 with Code DD if employer filed 250 or more W2s for preceding calendar year. Life, Dental, Vision are not included if separate plans. HSA contributions are not included since they are instead reported on W2 in Box 12 with Code W. For an explanation of what qualifies as Employer Sponsored Healthcare, see <https://www.irs.gov/affordable-care-act/form-w-2-reporting-of-employer-sponsored-health-coverage>

Option #1:

- If all health care payroll item configuration screens have 'Employer Health Coverage' boxes checked and both employee and/or employer amounts are tracked on the system, nothing further is required.

Option #2:

- If an employee paid for insurance out of pocket, this needs to be added to the Employer Health field of the 001 federal tax payroll item by entering an Adjustment. Enter an adjustment for any amount that was not processed through payroll, including both employee and board share if either were not processed through payroll.
 - Go to **Core/Adjustments**
 - Click Create
 - Enter employee name or ID
 - Under the Payroll Item drop down, choose the 001 record
 - Under Type choose Health Insurance
 - Enter in a Transaction Date within the current posting period
 - Enter in the amount not tracked in USPS-R (see message below)
 - Description can be added if desired
 - Click Save



The Adjustment for Health Insurance does **NOT OVERRIDE** the amount, it increases or decreases the total amount calculated. Only enter the amount **NOT** tracked in USPS-R system using the 001 Federal Tax Payroll Item.

- If needing to update multiple employees:
 - Create .CSV file containing Employee Number, Payroll Item Code (001), Adjustment Amount, Transaction Date within the current posting period, and Type of Health Insurance.



As a starting point, you can filter the Payroll Item grid to the affected employees and payroll item(s) and click the Report button to generate an Excel or .CSV file. Click [here](#) to see the Mass Load section of the manual for more information on columns to include and required headers.

- After your .CSV file is complete, use **Utilities/Mass Load** to upload the information.
 - Browse to .CSV file
 - Under Importable Entities, select AdjustmentJournal
 - Click Load



This information will be placed on the W2 in Box 12 with Code DD.

- Enter **health reimbursement arrangement** information (if applicable). A qualified small employer health reimbursement arrangement (QSEHRA) allows eligible employers to pay or reimburse medical care expenses of eligible employees after the employees provide proof of coverage. Eligible employers have less than 50 Full Time Equivalent employees and do not offer a group health plan to any employees.
 - Go to Core/**Adjustments**
 - Click Create
 - Enter employee name or ID
 - Under the Payroll Item drop down, choose the 001 record
 - Under Type choose Health Reimbursement
 - Enter in a Transaction Date within the current posting period
 - Amount = total amount needing to report
 - Description can be added if desired
 - Click Save



This information will be placed on the W2 in Box 12 with Code FF.

- Verify the **pension plan** field on the federal tax record (001) for each employee. Pay particular attention to students and board members.
 - Go to Core/**Payroll Item**
 - Select Federal Tax Item from the Select Payroll Item drop down
 - Add Last Name, First Name, Pension Plan to your grid using the More button
 - Re-select Federal Tax Item from the Select Payroll Item drop down
 - Filter or sort your grid to review. Edit records that are not marked as desired.
 - Automatically check the pension plan box based on retirement withholding
 - Yes, check the pension plan box
 - No, never check the pension plan box
- **Taxable Benefits/Reimbursement of Employee Expenses:** If the 'Non-cash Taxable Benefit' pay type was **NOT USED** during payroll processing, an Adjustment entry is needed using the Taxable Benefits. This will update the total and taxable gross totals on the Federal and State records on W2 Report. If your district would like amounts paid through warrant checks to appear on the W2 as wages, please see document on the LACA website called *Reimbursements of Employee Expenses* for further details.

Option #1:

- Go to Core/**Adjustments**
- Click Create
- Enter the employee name or ID
- Under the Payroll Item drop down, choose the 001 record
- Under Type choose Taxable Benefits
- Enter in a Transaction Date within the current posting period
- Enter in the amount of the taxable benefit
- Description can be added if desired
- Click Save

Option #2:

- If the 'Non-cash Taxable Benefit' pay type in **Payroll Payments Current** or **Future** was used, this will represent the non-cash taxable benefits amount. Nothing further needs to be processed.



Questions on how information should appear on an employee's W2 should be directed to your district's legal adviser. Also refer to the IRS General Instructions for Forms W2 and W3 for clarification.



- **Moving Expenses:** Reimbursements for moving expenses, including payments made directly to a third party, for **ACTIVE MILITARY** employees only, can be entered as a Moving Expense Adjustment. The amount entered is treated as an excludable fringe benefit.
 - Go to **Core/Adjustments**
 - Click Create
 - Enter the employee name or ID
 - Under the payroll item drop down, choose the 001 record
 - Under type choose Moving Expenses
 - Enter in a transaction date within the current posting period
 - Enter the amount of the moving expenses
 - Description can be added if desired
 - Click Save
- **Fringe Benefits** (known in Classic as NC3): If the Non-Cash Taxable Benefit Pay Type was **NOT USED** prior to the last pay of the calendar year, the taxable benefits payment amount must be entered as an adjustment in order for the non-cash taxable benefit amount to show correctly on the W2 form and to ensure that the Quarter balances. This amount would only be entered under the 001 Federal Payroll Item. The W2 Report will automatically adjust the Federal and State total and taxable gross amounts. Tuition reimbursement above \$5250.00 is considered a fringe benefit. The amount above \$5250.00 would need to be entered as an adjustment. Contact your legal advisor with questions.

Option #1:

- Use **Core/Adjustments** to increase the Federal and State total and taxable gross.
 - Go to **Core/Adjustments**
 - Click Create
 - Enter the employee name or ID
 - Under the payroll item drop down and choose the 001 record
 - Under type choose Fringe Benefits
 - Enter in a transaction date within the current posting period
 - Enter the amount of the fringe benefit
 - Description can be added if desired
 - Click Save
- Use **Core/Adjustments** to manually add the Medicare Amount Paid. (The board will need to pay for both Employee and Employer portion of Medicare and employee can reimburse the district if board desires.)
 - Go to **Core/Adjustments**
 - Click Create
 - Enter the employee name of ID
 - Under the payroll item drop down, choose Medicare Tax 692
 - Under type choose Amount Withheld
 - Enter in a transaction date within the current posting period
 - Enter the amount owed for employee for Fringe Benefits. (The board will need to pay both employee and employer share. Employee can reimburse the district if the board desires.)
 - Description can be added if desired
 - Click Save
 - *Add another Core/Adjustment for the employer Medicare selecting type Board's Amount of payroll item*
- Use **Core/Adjustments** to manually adjust the City and OSDI total and taxable gross.
 - Go to **Core/Adjustments**
 - Click Create
 - Find the employee name or ID
 - Choose the payroll item from the drop down
 - Choose the type-Total Gross
 - Enter or choose a transaction date
 - Enter the amount of the fringe benefit
 - Description can be added if desired
 - Click Save
 - *Repeat this step for the Applicable (taxable) Gross*



Option #2:

- If the 'Non-cash Taxable Benefit' pay type in **Payroll Payments Current** or **Future** was used, this will represent the non-cash taxable benefits amount. Nothing further needs to be processed.
- **Dependent Care:** If **not** using the Dependent Care Payroll Item type, enter the amount for Dependent Care benefits. This amount will be added to the total and taxable gross fields by any amount above the maximum (\$10,500.00) for any Payroll Item that taxes Dependent Care (Federal, Ohio, and City (if applicable)). This amount would only be entered under the 001 Federal payroll item.

***NOTE- Questions on whether the dependent care is reportable or not should be directed to your district legal adviser.

Option #1:

- Go to **Core/Adjustments**
- Click Create
- Find the employee by name or id
- Under payroll item, choose Federal Tax, Code: 001
- Set type to Dependent Care
- Enter a transaction date within the current posting period
- Enter the amount of dependent care
- Description can be added if desired
- Click Save

Option #2: If the **Dependent Care Payroll Item** has been used during normal payroll processing, no further action is necessary.



These amounts will appear on the W2 in Box 10.

- **Adoption Assistance** (known in Classic as NC2): If the Adoption Assistance pay type was **NOT USED** prior to the last pay of the calendar year, the adoption assistance payment amount must be entered as an adjustment in order for the amount to show correctly on the W2 form and to ensure that the quarter balances. The W2 Report will automatically adjust the Medicare and City, if applicable, the total and taxable gross amounts.



The city is only adjusted when the city payroll item configuration Tax Non Cash Earnings box is checked.

- Go to **Core/Adjustments**
- Click Create
- Enter the employee name or ID
- Under the Payroll Item drop down, choose the 001 record
- Under Type choose Adoption Assistance
- Enter in a Transaction Date within the current posting period
- Enter in the amount of the adoption assistance
- Description can be added if desired
- Click Save



This information will be placed on the W2 in Box 12 as a Code T.

- **Company Vehicle:** The Vehicle Lease option adds to the total and taxable gross fields on the Federal and Ohio payroll items. This amount would only be entered under the 001 Federal Payroll Item.
 - Go to **Core/Adjustments**
 - Click Create
 - Enter the employee name or ID
 - Under the payroll item drop down, choose the 001 record
 - Under type choose Vehicle Lease
 - Enter in a transaction date within the current posting period



- Enter the amount of the vehicle lease
- Description can be added if desired
- Click Save



This information will be placed on the W2 in Box 14. See IRS Publication 15-B for more details.

- **Third Party Sick Pay:** There are two types, taxable and non taxable. Verify taxability using information received from annuity company. For further information, please see the document on the LACA website called *Third Party Sick Pay (Redesign)*.

Taxable Sick Pay:

- Go to Core/**Adjustments**
- Click Create
- Find the employee name or ID
- Choose the payroll item from the drop down (see informational message below)
- Choose the type-Total Gross
- Enter or choose a transaction date
- Enter the amount of the third party pay
- Description can be added if desired
- Click Save
- *Repeat this step for the Applicable (taxable) Gross*



These adjustments will need to be made on the 001, 002, city (if honored), OSDI, and Medicare records accordingly.



If Medicare tax was not withheld by the Third Party vendor, then an Adjustment journal entry for Medicare-Amount Withheld will need to be processed. The board will need to pay the employee and employer amount and can ask the employee for reimbursement if desired.

Non-Taxable Sick Pay:

- Go to Core/**Adjustments**
- Click Create
- Enter the employee name or ID
- Choose the Federal tax payroll item from the drop down
- Choose the type-Third Party Pay
- Enter a transaction date within the current posting period
- Enter in the amount of the non-taxable third party pay
- Description can be added if desired
- Click Save



This information will be placed on the W2 in Box 12 as a Code J. See IRS Publication 15-A for more details.

- Enter **COVID-19 Amounts** (if applicable). Qualified Sick Leave Wages and Qualified Family Leave Wages paid to employees under the Families First Coronavirus Response Act (FFCRA) must be reported in Box 14 of the W2.
 - Go to Core/**Payroll Item** or find an employee in the Employee Dashboard and select Payroll Items
 - Edit the 001 Federal Tax Item
 - Update the following fields as applicable:
 - **COVID-19 Self Amount**
 - Enter the amount of paid leave the employee used for their own COVID-19 related quarantine. This leave was paid at the employee's regular daily rate up to a maximum of \$511 per day for up to 10 days (80 hours), or a total of \$5,110.
 - **COVID-19 Others Amount**
 - Enter the amount of paid leave the employee used while caring for another person who is subject to quarantine for COVID-19 or whose school or child care provider is closed due to COVID-19. This leave was paid at $\frac{2}{3}$ of the employee's regular rate of pay up to a maximum of \$200 per day for up to 10 days (80 hours), or \$2,000 total.



- **COVID-19 Emergency Family Amount**
 - Enter the amount of paid leave the employee used for the COVID-19 expanded family and medical leave. This leave was paid at 2/3 of the employee's regular rate of pay up to a maximum of \$200 per day for up to 10 weeks, or a total of \$10,000.
- Note: These amounts are already included in the gross and applicable gross amounts if paid through payroll, but they must be entered separately on the Federal record to populate Box 14 of the W2.
- Box 14 can only accommodate three amounts. Vehicle Lease will appear first, followed by the three COVID-19 amounts, followed by other payroll items selected when running W2 Report. If an employee has more than three amounts, you may need to provide the information via alternate means.
- For more information, see <https://www.irs.gov/pub/irs-drop/n-20-54.pdf> or <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>

Step 4 – Process Any Group Life Insurance over \$50,000 as NC1 per chart

- **Board Paid Life Insurance over \$50,000** (known in Classic as NC1): If the Life Insurance Premium Pay Type was **NOT USED** prior to the last pay of the calendar year, the Life Insurance payment amount must be entered as an adjustment on the 001 payroll item. The W2 Report will automatically adjust the Federal, State, OSDI, City (if applicable) and Medicare total gross and taxable gross amounts. **No other manual adjustments are needed for the Gross and Taxable Gross amounts.** If the Medicare withholding was paid by the employee, employer or employee/employer, adjustments must be made to the Amount Withheld and Board Amount of Payroll Item. If Medicare is fully board paid (Pickup), then the total Adjustment should be made to the Board Amount of Payroll Item.

Figure the monthly cost of the insurance to include in the employee's wages. Use the employee's age on the last day of the tax year. Use the chart in IRS Publication 15-B.

Cost per \$1,000 of Protection For 1 Month		Example: District provides \$81,000 group term life for the Superintendent. The Superintendent is 49 years old on the last day of 2021. The non-cash earnings would equal $(.15 \times 31 \times 12) = \mathbf{\$55.80}$
Age	Cost	
Under 25	.05	
25 - 29	.06	
30 - 34	.08	
35 - 39	.09	
40 - 44	.10	
45 - 49	.15	
50 - 54	.23	
55 - 59	.43	
60 - 64	.66	
65 - 69	1.27	
70 and older	2.06	

Option #1:

- If the 'Life Insurance Premium' pay type in **Payroll Payments Current** or **Future** was used, this will represent the Life Insurance taxable amount. Nothing further needs to be processed.
 - Go to **Payroll/Payroll Payments Future** or **Current**
 - Click Create
 - Choose **Life Insurance Premium** from **Pay Type** drop down
 - Populate remaining fields and click save
 - See the chapter of the USPS-R manual called [Life Insurance Premium](#)

The city is only adjusted when the city payroll item configuration Tax Non Cash Earnings box is checked. This differs from Classic, where the Taxable and Total gross had to be manually adjusted.



Option #2:

- Use Core/**Adjustments** to manually add the Life Insurance payment amount.
 - Go to Core/Adjustments
 - Click Create
 - Enter the employee name or ID
 - Under the payroll item drop down, choose the 001 record
 - Under type choose Life Insurance Premium
 - Enter a transaction date
 - Enter the amount of the life insurance
 - Description can be added if desired
 - Click Save
- Use Core/**Adjustments** to manually add the Medicare Amount Paid. (The board will need to pay for both Employee and Employer portion of Medicare and employee can reimburse the district if board desires.)
 - Go to Core/Adjustments
 - Click Create
 - Enter the employee name of ID
 - Under the payroll item drop down, choose Medicare Tax 692
 - Under type choose Amount Withheld
 - Enter a transaction date within the current posting period
 - Enter the amount owed for employee Medicare for the Life Insurance Premium. (The board will need to pay both employee and employer share and employee can reimburse the district if board desires.)
 - Description can be added if desired
 - Click Save
- Add another Core/Adjustment for the employer Medicare selecting type Board's Amount of payroll item



Medicare withholding will be updated on the W2 Report.

- **Life Insurance purchased by withheld annuities:** If any portion of an annuity is identified as life insurance by the annuity company, you will receive a notice from the annuity company. Please contact LACA for instructions.

Step 5 – Verify and Update Employees on Active Military Duty as necessary

- Military differential pay is considered wages and must be reported in box 1 of the W2 for income tax purposes. Military differential pay is includable as wages for income tax purposes on Form W2, but is excludable from Social Security and Medicare Taxes (FICA).
 - See: <https://www.irs.gov/pub/irs-drop/rr-09-11.pdf>
- Certain compensation paid by state or local government to members of the U.S. Armed Forces for active service in a combat zone is excludable from gross income. Combat zone pay is not military differential pay.
 - See: <https://www.irs.gov/newsroom/employers-with-employees-in-a-combat-zone>


Step 6 – Verify Deceased Employees

- Verify that any deceased employees are receiving the correct amounts on their W2 and 1099.
 - If payment is made in the year that the employee died, W2 reporting is required and 1099 reporting is required.
 - If payment is made in the year after death, 1099 reporting is required.
 - See IRS General Instructions for Forms W-2 and W-3 for more details.
 - Manual changes may be required.
 - See document on LACA website: Deceased Employee Final Payment (Redesign).



Step 7 – Balance W2 Report BEFORE 1st pay of December

- **Run W2 Report for Error Checking** (*recommended to do quarterly to minimize problems at calendar year end*)
 - Go to Reports/**W2 Report and Submission**
 - Output type – choose Report
 - Format – choose PDF
 - Report Title - defaults to W2 Report
 - Federal ID Number - defaults to EIN on Organization record
 - State ID Number - defaults to EIN on the Organization record
 - Kind of Employer – choose from drop down
 - Sort Options - choose from drop down
 - Report for Year - defaults to the current calendar year
 - Include Fringe Benefits in Box 14 – unchecked by default
 - Report Employees with errors only - check box
 - Select Payroll Items to print in box 14 (maximum of 3 selected will print in box 14, leave empty to not include specific payroll items in box 14) – can leave blank since only running to review errors
 - Select Individual Employees - Leave all employees on left to select all
 - Select Pay Groups - Leave all pay groups on left to select all
 - Click Generate Report
- **Research and Correct Any Errors**
 - Please reference the [W2 Report and Submission](#) chapter in the USPS-R manual for common errors and solutions:

 If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or manual changes made through Core/Adjustments. The Audit Report on the Report menu can be useful in identifying these problems.

- **Run W2 Report for Balancing Purposes**
 - Go to Reports/**W2 Report and Submission**
 - Output type – choose Report
 - Format – choose PDF
 - Report Title - defaults to W2 Report
 - Federal ID Number - defaults to EIN on Organization record
 - State ID Number - defaults to EIN on the Organization record
 - Kind of Employer – choose from drop down
 - Sort Options - choose from drop down
 - Report for Year - defaults to the current calendar year
 - Include Fringe Benefits in Box 14 - if want to include, check the box
 - Report Employees with errors only- leave unchecked
 - Select Payroll Items to print in box 14 (maximum of 3 selected will print in box 14, leave empty to not include specific payroll items in box 14) – if desired, enter payroll item and click Add
 - Select Individual Employees - Leave all employees on left to select all
 - Select Pay Groups - Leave all pay groups on left to select all
 - Click Generate Report
 - Balance the W2 Report with the Earnings Register and Quarter Report.

Step 8 – Balance W2 Report AFTER 1st pay of December

- After the first pay of December has been completed, repeat the verification and balancing explained in Step 7.

Step 9 – Complete Last Pay of December

- Complete the last payroll for the month of December.
- Print any reports you need to retain as hard copies as needed.



Month-End Closing

Step 10 – Complete SERS & STRS Reporting

Submit SERS New Hire Reporting

- Go to Reports/SERS New Hire Report
 - Generate Report to verify that all New Hires are listed and will be reported.
 - Once verifying the report information is correct, select Generate File. Upload the file to eSERS.



Criteria needed for an employee to be on the SERS New Hire report- An employee has to have a SERS =400 payroll item with the New Employee box checked, hold a position that has SERS as the retirement code, and a Position Start Date (both found on the Position screen) within 180 days of the current date.

Create and Submit SERS Per Pay Report

- Go to Reports/SERS Per Pay Report
 - Report Title- SERS Per Pay Report-Can be changed if desired
 - Sort By- Choose from drop down option
 - Begin Each Employee on New Page-Check if desired
 - Show Detail on report-Defaulted as checked.
 - Show informational Messages on Report-Defaulted as checked.
 - Pay Date- Enter or choose Pay Date from calendar
 - Under eSERS Pay Cycles enter
 - Pay Cycle
 - Pay Cycle Code
 - Begin Date
 - End Date
 - Click Generate Report
- Review the report and verify employee earnings, days and hours.
 - If necessary, make adjustments/corrections in Core/Adjustments.
- Review the report and clean up any errors.
- Verify that the total contribution amounts listed on the report equal the total Payroll Item checks for SERS withholdings plus any USAS checks written for pick-up on pick-up.
- Verify that contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding (within a few cents).
- Once satisfied that the data is correct, run the SERS Per Pay Report program again, selecting Generate Submission File.
 - Set Employees Within Submission File As Reported to SERS will be defaulted as checked.
- Save the file to your desktop or a folder of your choosing.
 - Note: Files are also saved under Utilities/File Archive/Payroll Archive/SERS Reporting
- Click the Link to eSERS option and upload your file to eSERS and submit payment if applicable.

Submit STRS New Hire Reporting

- Go to Reports/STRS New Hire Report



- Generate Report for verification purposes.
- Once verifying the report information is correct:
 - To create and submit the file to STRS click

OR

 - Select
 - Save the file to your computer.
 - Click Choose File and locate the saved file.
 - Click to send the file to STRS.



Criteria needed for an employee to be on the STRS New Hire report- An employee has to have a STRS =450 payroll item with the New Employee box checked, hold a position that has STRS as the retirement code, and a Position Start Date (both found on the Position screen) within 180 days of the current date.

Complete and Submit STRS Per Pay Report

- Go to Reports/STRS Report
 - Report Title- STRS Report-Can be changed if desired
 - Sort By-Choose sort option from drop down
 - Payment Method-Check is default can be changed using drop down
 - Check or Transaction Number-Populate if applicable
 - Report Format-Choose format type
 - Check the box next to the Historical Payroll date you will be creating the report for
 - Click Generate Report
- Review the report and verify employee earnings and days.
 - If necessary, make adjustments/corrections in Core/Adjustments.
- Review the report and clean up any errors.
- Verify that the total contribution amounts listed on the report equal the total Payroll Item checks for STRS withholdings plus any USAS checks written for pick-up on pick-up.
- Verify that contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding (within a few cents).
- Once satisfied that the data is correct, run the STRS Report again to generate and/or submit the file to STRS.
 - To Create and submit the file to STRS click

OR


 - Click
 - Save the file to your desktop or a folder of your choosing.
 - Note: Files are also saved under Utilities/File Archive/Payroll Archive/STRS Reporting.
 - Click
 - Click to send the file to STRS.

Note: STRS & SERS Monthly Reports are available but not required.

Step 11 – Balance the Payroll Account (when statement is received from bank)

- Reconcile checks.
 - To Auto-reconcile checks with a file from the bank:
 - Go to Payments/Check Register and click on **Auto-Reconcile**.
 - Enter Reconciliation Date for reconciliation.
 - Be sure Pay Rec Format is correct (will stay after entering first time).



- Choose file and Click UPLOAD.
- To reconcile checks manually:
 - Go to Payments/Check Register.
 - Filter Grid to show only status of "Paid".
 - Click the box next to the checks you want to reconcile.
 - Click on **Reconcile**.
- Generate an Outstanding Checks Report.
 - Go to Reports/Report Manager/**SSDT Outstanding Checks Report** and click Generate 
 - Format-Choose the format from the drop down
 - Page Size-Choose from drop down
 - Orientation-Choose from drop down
 - Name-Default is Outstanding Checks. Can be changed if desired
 - Start Date-Enter a Start Date
 - End Date-Enter an End Date
 - Click Generate Report
 - OR-
 - Go to Reports/**Payment Transaction Status Report**
 - Sort Options-Select from the drop down
 - Payment Transaction Type Options-Select from drop down
 - Payment Transaction Status-Select from drop down
 - Bank Account-Select from drop down
 - Starting Check Number-enter a specific check number or leave blank for all outstanding
 - Ending Check Number-enter a specific check number or leave blank for all outstanding
 - Issue Start Date-enter a specific issue start date
 - Issue Stop Date-enter a specific issue stop date
 - Reconciled Start Date-enter a specific reconcile start date or leave blank for all outstanding
 - Reconciled Stop date-enter a specific reconcile stop date or leave blank for all outstanding
 - Void Start Date-enter a specific void start date or leave blank for all outstanding
 - Void Stop Date-enter specific void stop date or leave blank for all outstanding
 - Click Generate Report
- Verify there are **no outstanding payroll items**.
 - Go to Processing/Outstanding Payables. Screen should be empty.

Quarter-End Closing

Step 12 – Balance Quarter Report

- **Run Quarter Report**
 - Go to Reports/Quarter Report
 - Year- Should be defaulted to current year
 - Quarter-Should be defaulted to current quarter
 - Sort By-Default is Employee Name. Choose desired sorting option from drop down
 - Click Generate Report
- **Balance Quarter Report**
 - Payroll Item checks for the quarter should equal the total Payroll Items showing on the Quarter Report.
 - Be sure to verify the electronic transfers of Federal and Medicare payments as well. This should be true for every Payroll Item code.
 - The total gross showing on Quarter Report should equal the total of all payroll disbursement checks created during Payroll Posting to USAS for the quarter.
 - Balance the QTD, YTD, and FTD gross, taxes, annuities, Medicare, retirement, and Section 125 amounts.



- **Balance Gross**

- In the "Totals Summary" section of the Quarter Report, the gross and adjusted gross should balance using the manual calculation:

Gross
- <u>Annuities</u>
Calculated Adjusted Gross
- Total Adjusted Gross is taken from the totals on employee Federal tax records, which reflects any adjustments entered in Core/Adjustments.
 - Any differences should be researched and corrected or documented.



In the Redesign, there is no clearing of quarter to date totals.

Step 13 – Balance W2 Report

- **Run W2 Report for Error Checking** (*recommended to do quarterly to minimize problems at calendar year end*)
 - Go to Reports/**W2 Report and Submission**
 - Output type – choose Report
 - Format – choose PDF
 - Report Title - defaults to W2 Report
 - Federal ID Number - defaults to EIN on Organization record
 - State ID Number - defaults to EIN on the Organization record
 - Kind of Employer – choose from drop down
 - Sort Options - choose from drop down
 - Report for Year - defaults to the current calendar year
 - Include Fringe Benefits in Box 14 – unchecked by default
 - Report Employees with errors only - check box
 - Select Payroll Items to print in box 14 (maximum of 3 selected will print in box 14, leave empty to not include specific payroll items in box 14) – can leave blank since only running to review errors
 - Select Individual Employees - Leave all employees on left to select all
 - Select Pay Groups - Leave all pay groups on left to select all
 - Click Generate Report
- **Research and Correct Any Errors**
 - Please reference the [W2 Report and Submission](#) chapter in the USPS-R manual for common errors and solutions:



If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or manual changes made through Core/Adjustments. The Audit Report on the Report menu can be useful in identifying these problems.

- **Run W2 Report for Balancing Purposes**
 - Go to Reports/**W2 Report and Submission**
 - Output type – choose Report
 - Format – choose PDF
 - Report Title - defaults to W2 Report
 - Federal ID Number - defaults to EIN on Organization record
 - State ID Number - defaults to EIN on the Organization record
 - Kind of Employer – choose from drop down
 - Sort Options - choose from drop down
 - Report for Year - defaults to the current calendar year
 - Include Fringe Benefits in Box 14 - if want to include, check the box
 - Report Employees with errors only- leave unchecked
 - Select Payroll Items to print in box 14 (maximum of 3 selected will print in box 14, leave empty to not include specific payroll items in box 14) – if desired, enter payroll item and click Add



- Select Individual Employees - Leave all employees on left to select all
 - Select Pay Groups - Leave all pay groups on left to select all
 - Click Generate Report
- **Complete and balance the W2 Reconciliation Worksheet** (on the LACA website) for the quarter following the directions on the worksheet. *IRS/SSA will compare the totals of your 941 reports with the total submitted on your W2 file.*
 - Balance the W2 Report with the Earnings Register and Quarter Report.
 - Figures on Earnings Register represent amounts withheld from employees on each check.
 - Figures on Quarter Report represent amounts in current YTD figures.
 - Balance gross and tax amounts on Federal, Ohio, and City payroll items..

Step 14 – Balance the Payroll Item Totals

- Balance the Payroll Item totals (taxes and annuities) on the W2 Report with the totals from the Processing/Process Outstanding Payables/Payables Reports from the quarter. If you did not keep copies, the reports can be found in the File Archive in the Payee Payment Detail folder.
- Balance the gross amounts on the W2 Report with Pay Reports for the quarter.



These amounts may not balance due to the way W2 Report handles certain amounts (e.g. Medicare pickup, dependent care benefits, fringe benefits, taxable third party sick pay, company vehicle, and expense reimbursements).

- Other Balancing Problems
 - Voided checks from a prior calendar year
 - Go to Payments/Check Register and filter the grid for checks with a status of Void
 - Review list for any payment with Voided Date in the current calendar year but Issued Date in a prior calendar year
 - Refund of annuity withheld in a prior calendar year
 - Manual Updates
 - Go to Core/Adjustments and filter the grid for Transaction Date in current calendar year. Enter additional filters as needed (i.e. Adjustment Type of Total Gross or Applicable Gross, Amount, Payroll Item, etc.)
- For city withholdings, take the applicable gross times the percentage to be sure the tax withheld and submitted are correct.



Mobile employees could cause discrepancies.

- The total of all Board Employer Distribution amounts (if tracked on the system) should equal the total of all USAS accounts payable checks to the vendor or deduction company.
- Complete and file any required month-end, quarter-end, and year-end submission forms.

Step 15 – Create and Submit ODJFS File

- Run ODJFS Report for verification purposes.
 - Go to Reports/**ODJFS Report**
 - Year-Defaulted to current year
 - Quarter-Defaulted to current quarter
 - Sort By-choose sorting option from drop down
 - Click Generate Report



- Check all totals (wages and weeks) carefully for accuracy.



If necessary, adjustments can be made in Core/Adjustments

- Go to **Core/Adjustments**
- Click **Create**
- Find the employee by typing in a few characters of first or last name or id
- Under **Type** choose from the drop down **ODJFS Weeks** or **ODJFS Total Gross**
- Enter or choose from the calendar a **Transaction Date**
- Enter in the amount of weeks/Wages needed in the **Amount** field
- A **Description** can be entered if desired
- Click **Save**

- When all data is correct, run **Report/ODJFS Report** again and select **Generate Submission File**.
- Save the file to your desktop or a folder on your computer.
 - **Note:** Files are also saved under **Utilities/File Archive/Payroll Archive/ODJFS Reporting**.
- Submit your quarterly ODJFS Submission File directly to ODJFS as follows:
 - Log on to <https://thesource.ifs.ohio.gov/> with district username and password
 - Click on **Wage Submission**
 - Select the **File New Report** option
 - Choose **Report Quarter/Year from the dropdown**
 - Select the **Upload a file containing wage information** option
 - Click **Next**
 - Enter your **Email**, then **Confirm Email**
 - Choose **File Type (ICESA)**
 - Click **Select File** to find the file in your folder
 - Click the **Upload** button to add your submission and click **Submit**
 - Click **Next** and Print the confirmation for your records, then click **Finish**

Calendar Year End Closing

Step 16 – Complete W2 Processing

Edit or Verify W2 Configuration

- Edit or Verify W2 Configuration Information
 - Go to **System/Configuration/W2 Configuration**
 - Make sure the box is checked for **District Will Submit Own W2 Files**
 - Verify or Input: **Company Name, Company Location Address, Company Delivery Address, Company City, Company State, Company Zip Code, & Company Zip Code Extension** (if applicable).
 - Verify or Input: **Contact Phone Number** (no dashes or special characters), **Contact Phone Extension** (if applicable), **Contact Email Address, & Contact Name**
 - Verify or Input: **Submitter EIN & Submitter User Id** (SSA Business Services Online User ID)
 - Make sure the box is checked for **Submitter Name and Address same as Company**
 - Click **Save**
 - **Note:** *New validations were added in 2021. Please click Save even if you did not make any changes to verify that your information is in the correct format. Both Company & Location addresses are required even if the same.*

Generate and Balance W2 Report

- Generate the report for verification purposes
 - Go to **Reports/W2 Report and Submission**



- Output Type = Report
- Format = PDF
- Report Title = Defaults to W2 Report. This can be changed if desired.
- Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
- State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
- Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option if desired (i.e. Select Y if your district was granted 501c nonprofit status).
- Sort Options = Choose from the drop down option how the report should be sorted.
- Report for Year = Select year from drop down
- Include Fringe Benefits in Box 14? = Check the box so these are included on W2
- Select Payroll Items to print in box 14 = Click Add to select payroll item(s) to print on W2
- Select Individual Employees - Leave all employees on left to select all
- Select Pay Groups - Leave all pay groups on left to select all
- Click Generate Report
- Print the W2 Report and verify the data.



Make corrections and repeat this step as needed. W2 Report and Submission/Generate Report can be run as many times as needed until all data is correct. See document on the LACA website called Specific Effects on W2 Reporting (Redesign) for additional assistance with balancing.

Create the W2 Print File after W2 Report is Balanced and all Errors have been Corrected

- Generate the W2 Forms:
 - Go to Reports/W2 Report and Submission
 - Output Type = XML
 - XML Title = Defaults to W2 Form Data. Can be changed if desired.
 - Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
 - State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
 - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option if desired (i.e. Select Y if your district was granted 501c nonprofit status).
 - Sort Options = Choose from the drop down option how the report should be sorted.
 - Report for Year = Select year from drop down
 - Employer Name = Defaults to Name in Core/Organization. Check for accuracy.
 - Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
 - Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
 - Employer City = Defaults to City in Core/Organization. Check for accuracy.
 - Employer State = Defaults to State in Core/Organization. Check for accuracy.
 - Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.
 - Include Fringe Benefits in Box 14? = Check the box so these are included on W2.
 - Select Payroll Items to print in box 14 = Select payroll item(s) to print on W2.



Type a few characters of the desired payroll item name or enter the payroll item code in the dropdown and then click on that payroll item and click Add. A maximum of 3 selected payroll items will print in Box 14. The first three (3) for each employee will be printed in box 14, "Other," in the order entered, after vehicle lease and COVID amounts if applicable. Leave empty to not include specific payroll items in Box 14.

- Select Individual Employees - Leave all employees on left to select all



There is an option to process the report for selected employees if desired. Type a few characters of the employee's first or last name or ID in the dropdown and then click on that employee and click Add. Otherwise, leave the Selected Employees box empty to select all Employees.

- Select Pay Groups - Leave all pay groups on left to select all
- Select Generate XML Output
- Save the W2FormData.XML to your desktop or a folder on your computer for your records.
- Email fiscal@laca.org that your W2s are ready to be printed.
 - LACA will download this XML file from your File Archive and print your W2s.



Generate the W2 Submission File for Federal/SSA.

- Create the submission file:
 - Go to Reports/W2 Report and Submission/W2 Report Options tab
 - Output Type = Submission
 - Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
 - Additional Federal ID Number = If additional Federal ID number is available enter here.
 - State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
 - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option if desired (i.e. Select Y if your district was granted 501c nonprofit status).
 - Sort Options = Choose from the drop down option how the report should be sorted.
 - Report for Year = Verify correct tax year is selected.
 - Employer Name = Defaults to Name in Core/Organization. Check for accuracy.
 - Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
 - Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
 - Employer City = Defaults to City in Core/Organization. Check for accuracy.
 - Employer State = Defaults to State in Core/Organization. Check for accuracy.
 - Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.
 - Contact Name = Enter name of employee creating the tape file (required).
 - Contact Phone Number = Enter phone number of person creating tape file (no dashes or special characters) (required).
 - Contact Phone Extension = Enter extension of person creating tape file (optional).
 - Contact Fax Number = Enter fax number for person creating tape file (no dashes or special characters) (optional).
 - Contact Email Address = Enter email address of person creating tape file (required).
 - Is this file being resubmitted? = Defaults to No. Check for accuracy.
 - Type of Software = Defaults to In-House Program
 - Prepare Code = Defaults to L (Self-Prepared)
 - Click Generate SSA W2 Submission File
- Save the W2MAST.TXT file to your desktop or somewhere on your computer for your records.
 - Note: Files are also saved under Utilities/File Archive/Payroll Archive/Calendar Year Reports.
- Submit a copy of your W2s electronically to SSA.
 - See instructions later in this checklist.

Generate the W2 Submission File for the State of Ohio.

- Create the submission file:
 - Go to Reports/W2 Report and Submission/W2 State Options tab
 - State = Ohio
 - Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
 - Additional Federal ID Number = If additional Federal ID number is available enter here.
 - State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
 - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option if desired (i.e. Select Y if your district was granted 501c nonprofit status).
 - Report for Year = Verify correct tax year is selected.
 - Employer Name = Defaults to Name in Core/Organization. Check for accuracy.
 - Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
 - Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
 - Employer City = Defaults to City in Core/Organization. Check for accuracy.
 - Employer State = Defaults to State in Core/Organization. Check for accuracy.
 - Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.
 - Contact Name = Enter name of employee creating the tape file (required).
 - Contact Phone Number = Enter phone number of person creating tape file (required).
 - Contact Phone Extension = Enter extension of person creating tape file (optional).
 - Contact Fax Number = Enter fax number for person creating tape file (optional).
 - Contact Email Address = Enter email address of person creating tape file (required).
 - Is this file being resubmitted? = Defaults to No. Check for accuracy.
 - Type of Software = Defaults to In-House Program



- Prepare Code = Defaults to L (Self-Prepared)
 - Submitter EIN = Defaults to Submitter EIN in System/Configuration/W2 Configuration. Check for accuracy.
 - Submitter User ID = Defaults to Submitter User ID in System/Configuration/W2 Configuration. Check for accuracy.
 - Click Generate Ohio W2 Submission File
- Save the W2MAST_OH.TXT file to your desktop or somewhere on your computer for your records.
 - Note: Files are also saved under Utilities/File Archive/Payroll Archive/Calendar Year Reports.
 - Submit a copy of your W2s electronically to the State of Ohio.
 - See instructions later in this checklist.

Generate the W2 Submission File for the States of Indiana, Kentucky, Michigan, Pennsylvania, and West Virginia as applicable.

- The states surrounding Ohio now require electronic submission of W2s.
- If you withheld any Indiana, Kentucky, Michigan, Pennsylvania, or West Virginia taxes this calendar year, please contact LACA to discuss the steps needed to generate the required submission file.

Generate the CCA Submission File (if applicable)

- Generate the CCA Submission File:
 - Go to Reports/W2 Report and Submission/W2 Report Options tab
 - Output Type = Submission
 - Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
 - Additional Federal ID Number = If additional Federal ID number is available enter here.
 - State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
 - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option if desired (i.e. Select Y if your district was granted 501c nonprofit status).
 - Sort Options = Choose from the drop down option how the report should be sorted.
 - Report for Year = Select year from drop down
 - Employer Name = Defaults to Name in Core/Organization. Check for accuracy.
 - Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
 - Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
 - Employer City = Defaults to City in Core/Organization. Check for accuracy.
 - Employer State = Defaults to State in Core/Organization. Check for accuracy.
 - Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.
 - Contact Name = Enter name of employee creating the tape file (required).
 - Contact Phone Number = Enter phone number of person creating tape file (required).
 - Contact Phone Extension = Enter extension of person creating tape file (optional).
 - Contact Fax Number = Enter fax number for person creating tape file (optional).
 - Contact Email Address = Enter email address of person creating tape file (required).
 - Is this file being resubmitted? = Defaults to No. Check for accuracy.
 - Type of Software = Defaults to In-House Program
 - Prepare Code = Defaults to L (Self-Prepared)
 - Click Generate CCA W2 Submission File
- Save the W2MSTCCA.TXT file to your desktop or somewhere on your computer for your records.
 - Note: Files are also saved under Utilities/File Archive/Payroll Archive/Calendar Year Reports.
- Submit a copy of your W2s electronically to CCA.
 - See instructions later in this checklist.

Generate the RITA Submission File (if applicable)

- Generate the RITA Submission File:
 - Go to Reports/W2 Report and Submission/W2 Report Options tab
 - Output Type = Submission
 - Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
 - Additional Federal ID Number = If additional Federal ID number is available enter here.



- State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
 - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option if desired (i.e. Select Y if your district was granted 501c nonprofit status).
 - Sort Options = Choose from the drop down option how the report should be sorted.
 - Report for Year = Verify correct tax year is selected.
 - Employer Name = Defaults to Name in Core/Organization. Check for accuracy.
 - Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
 - Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
 - Employer City = Defaults to City in Core/Organization. Check for accuracy.
 - Employer State = Defaults to State in Core/Organization. Check for accuracy.
 - Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.
 - Contact Name = Enter name of employee creating the tape file (required).
 - Contact Phone Number = Enter phone number of person creating tape file (required).
 - Contact Phone Extension = Enter extension of person creating tape file (optional).
 - Contact Fax Number = Enter fax number for person creating tape file (optional).
 - Contact Email Address = Enter email address of person creating tape file (required).
 - Is this file being resubmitted? = Defaults to No. Check for accuracy.
 - Type of Software = Defaults to In-House Program
 - Prepare Code = Defaults to L (Self-Prepared)
 - Click Generate RITA W2 Submission File
- Save the W2MSTRITA.TXT file to your desktop or somewhere on your computer for your records.
 - Note: Files are also saved under Utilities/File Archive/Payroll Archive/Calendar Year Reports.
 - Submit a copy of your W2s electronically to RITA. (See instructions later in this checklist.)

Generate City Submission File (if applicable)

- Generate the City Submission File:
 - Go to Reports/W2 Report and Submission/W2 City Options tab
 - Click on the W2 City Options tab
 - Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
 - Additional Federal ID Number = If additional Federal ID number is available enter here.
 - State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
 - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option if desired (i.e. Select Y if your district was granted 501c nonprofit status).
 - Sort Options = Choose from the drop down option how the report should be sorted.
 - Report for Year = Verify correct tax year is selected.
 - Employer Name = Defaults to Name in Core/Organization. Check for accuracy.
 - Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
 - Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
 - Employer City = Defaults to City in Core/Organization. Check for accuracy.
 - Employer State = Defaults to State in Core/Organization. Check for accuracy.
 - Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.
 - Tax Entity Code = enter applicable entity code from table below

City	Tax Entity Code
Newark	00000NEWRK
Whitehall	00000WHT
Delaware	00000DELWR
Columbus City	00088COLUC
Lancaster*	00000LANCA

*Lancaster requires electronic filing if 150 or more employees have Lancaster withholding. If fewer than 150 employees with Lancaster withholding, electronic filing for Lancaster is optional.




- Include Amounts For All Cities? = Make sure the box is checked
 - Include City Name For the Processing City? = Make sure the box is checked
 - Is this file being resubmitted? = Defaults to No. Check for accuracy.
 - Type of Software = Defaults to In-House Program
 - Prepare Code = Defaults to L (Self-Prepared)
 - Optional Custom City Submission Override (blank for all cities except Columbus - for Columbus ONLY, select 00088COLUC - Columbus Override)
 - Click Generate City W2 Submission File
 - Repeat this process for all applicable city submissions (Newark, Whitehall, Delaware, Columbus, and Lancaster)
- Save the W2CITY_00000NEWRK.TXT, W2CITY_00000WHT.TXT, W2CITY_00000DELWR.TXT, W2CITY_00088COLUC.TXT, and W2CITY_00000LANCA.TXT files to your desktop or somewhere on your computer for your records.
 - Note: Files are also saved under Utilities/File Archive/Payroll Archive/Calendar Year Reports.
 - Submit a copy of your W2s electronically to the applicable city.
 - See instructions later in this checklist.
 - For cities that are not reported electronically, you may want to generate the following reports from the Report Manager:
 - **LACA City Tax CYE Report by Payee**
 - **LACA City Tax CYE Report by Payroll Item Code**
 - These reports can be used for verification and organization of your W2 submission..
 - Since reporting requirements changed in 2016 per HB5 and ORC 718.03 (H), the City Tax CYE Reports may not be accepted as submission. Verify with the city.

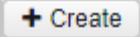
Step 17 – Contact LACA to request a backup


- Do not proceed until LACA informs you that the backup is complete.

Step 18 – Close December and Open January

- To close the month, under the Core menu, click on **Posting Period**.
 - Click on if you would like to Close the current period.

 The Monthly End, Quarter End, and Calendar Year End Report Bundles will automatically run now. Verify that your reports are complete in File Archive under the Utilities menu. Changing the current period before the reports finish may impact the data pulled into the reports.

- After all reports are finished running, click on  to create the new posting period. Select the month, enter the calendar year and checkmark the “current” box to make the new posting period the current period.

 If there are custom Report Bundles scheduled to run on when a Period is closed, verify that they are complete as well before changing the current posting period to the new period.

Step 19 – Complete Post-Closing Steps

- Enter changes in tax withholding rates effective January 1.
 - Verify which cities, OSDIs, and Social Security rates are changing.
 - If unsure, refer to The Finder on the Ohio taxation website.
 - https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/default_taxdistrictsummary.aspx




- Go to Core/Payroll Item and use Mass Change to make the necessary changes.
- Submit electronic W2 file to Indiana, Kentucky, Michigan, Pennsylvania, and West Virginia if applicable.
- Distribute W2s to employees by **January 31** (Or the following business day if January 31 is on a weekend).
- Distribute applicable Affordable Care Act forms to recipients by the applicable deadlines.
- File Affordable Care Act forms with the IRS by the applicable deadlines.

Form	Purpose	Responsible Party	Deadline
1095A	Report individuals enrolled in Public Marketplace.	Public Marketplace.	Statements to individuals by January 31, 2022. File with IRS electronically by January 31, 2022.
1094B & 1095B	Report individuals covered by Minimum Essential Coverage.	Health insurance issuers/carriers if insured coverage is sponsored.	1095B: Statements to responsible individuals by January 31, 2022. 1094B & 1095B: File with IRS by February 28, 2022 (March 31 if filing electronically).
1094C & 1095C	Report information per section 6055 and 6056 about offers of health coverage and enrollment in health coverage.	Employers subject to employer shared responsibility. Parts 1 and 2 if coverage is insured. Parts 1, 2, and 3 if coverage is self-insured.	1095C: Statements to employees by January 31, 2022. 1094C & 1095C: File with IRS by February 28, 2022 (March 31 if filing electronically).
W2	Report wages, tips, other compensation, and taxes withheld.	Employer.	Statements to recipients by January 31, 2022. File with IRS by January 31.

- **Common Situations that may occur at/after year end closing**
 - Lost W2 form
 - Hand type a new form entering "Reissued Statement" on the new copy.
 - W2s will also be available to employees on the Kiosk.
 - W2 Corrections
 - Use W2C form.
 - An incorrect address does not require a W2C.
 - A W3C form must accompany a W2C form.
 - The W3C form corrects totals that were submitted on the tape file by LACA.
 - Use the Business Services Online Program from Social Security Administration to correct the data that has been printed, create the W2C and W3C forms, and print the new W2 Form.
 - Register with BSO at <https://www.ssa.gov/bsowelcome.htm>.
 - Prior Year Refund of Payroll Item
 - If refunding a payroll item withheld in a prior year, warnings on W2 Report and Quarter Report can be resolved now.
 - Option 1: Issue a W2C for the prior year.
 - Adjustments may be needed. Please contact LACA for details.
 - Option 2: Ignore the warnings and report the refund as taxable in the new year.

Step 20 – Submit W2 Information

- Submit a copy of your W2s electronically to the SSA on or before January 31
 - In USPS-R, go to Utilities/File Archive and download a copy of the W2MAST.TXT file from the Calendar Year End Reports folder.
 - Zip the file.
 - Upload the zipped file to the Social Security Administration's AccuWage Online program for verification
 - Log into <https://www.ssa.gov/bsowelcome.htm>

- Click Report Wages to Social Security link
 - Click the AccuWage Online Tab
 - Click the AccuWage Online link
 - Select Submission Type (W-2 Regulars)
 - Click Start Testing
 - Select your zipped file
 - Click Test File
 - Review and fix errors
 - Print report if ready to proceed
- Continue with the following steps to submit your zipped file to the Social Security Administration
 - Click Return to EWR Home
 - Click the Upload Formatted Wage File Tab
 - Click Submit/Resubmit a Formatted Wage File
 - Click Continue
 - Select New W2
 - Click Continue
 - Select your zipped file
 - Click Submit
 - Print the confirmation for your records
 - Click Home and Logout
- Verify submission (after a few days)
 - Log into <https://www.ssa.gov/bsa/>
 - Click Report Wages to Social Security link
 - Click the View Submission Status link
 - Select Receipt Year
 - Select time period (Last 7 days, Last 15 days, etc.)
 - Click Continue
 - Review submission status and ensure there are no errors
 - Print Page for your records
 - Logout
- Submit a copy of your W2s electronically to the State of Ohio on or before January 31
 - In USPS-R, go to Utilities/File Archive and download a copy of the W2MAST_OH.TXT file from the Calendar Year End Reports folder.
 - Log into [Ohio Business Gateway](#) (can be accessed through your OH|ID account if linked)
 - Click W-2 Upload
 - Click Upload a New File
 - Select W-2 for Type of Income Statement
 - Enter your email address
 - Browse and upload your .txt file
 - Click Submit
 - Note: If you do not see the W-2 Upload option, click 
 - Then click Access Requests and checkmark W-2 Upload
 - Then select the desired access levels and click Save
 - Your Administrator will need to approve
- Submit a copy of your W2s electronically to surrounding States (Indiana, Kentucky, Michigan, Pennsylvania, and West Virginia) as applicable
 - Contact LACA for further instructions if applicable.
- Submit a copy of your W2s electronically to CCA on or before February 28
 - In USPS-R, go to Utilities/File Archive and download a copy of the W2MSTCCA.TXT file from the Calendar Year End Reports folder.
 - CCA accepts submission via CD.
 - If you wish to encrypt the data on your CD, follow these instructions: <http://ccatax.ci.cleveland.oh.us/forms/dataencrypt2021.pdf>
 - Follow these instructions to submit your W2 information: <http://ccatax.ci.cleveland.oh.us/forms/submitproc2021.pdf>



- CCA requires a Transmittal Form be submitted with your data. It is available [here](#).
- Submit a copy of your W2s electronically to RITA on or before the last day of February
 - In USPS-R, go to Utilities/File Archive and download a copy of the W2MSTRITA.TXT file from the Calendar Year End Reports folder.
 - Log into [RITA MyAccount](#) to submit your file.
- Submit a copy of your W2s electronically to Newark
 - In USPS-R, go to Utilities/File Archive and download a copy of the W2CITY_00000NEWRK.TXT file from the Calendar Year End Reports folder.
 - Newark accepts submission via CD.
 - If you wish to password protect the CD, you can email the password to bcooper@newarkohio.net
- Submit a copy of your W2s electronically to Whitehall on or before February 28
 - In USPS-R, go to Utilities/File Archive and download a copy of the W2CITY_00000WHT.TXT file from the Calendar Year End Reports folder.
 - Whitehall accepts submission via CD.
 - If you wish to password protect the CD, you can email the password to Michelle.Carberry@whitehall-oh.us
- Submit a copy of your W2s electronically to Delaware on or before the last day of February
 - In USPS-R, go to Utilities/File Archive and download a copy of the W2CITY_00000DELWR.TXT file from the Calendar Year End Reports folder.
 - Delaware accepts submission via CD or via upload to your e-file account.
 - Option 1 (CD):
 - If you wish to password protect the CD, you can email the password to ljohnson@delawareohio.net
 - Option 2 (e-file):
 - If you need to register for a web login for your e-file account using your -W id, click [here](#).
 - If you already have an e-file account and would like to upload your submission file, log into your account [here](#).
- Submit a copy of your W2s electronically to Columbus on or before February 28
 - In USPS-R, go to Utilities/File Archive and download a copy of the W2CITY_00088COLUC.TXT file from the Calendar Year End Reports folder.
 - Columbus accepts submission via CD.
 - Instructions to submit your W2 information should be posted to this website: <https://www.columbus.gov/IncomeTaxDivision/TaxForms/Employers/> (choose the correct year from the drop box)
 - Columbus requires an IT-13 and an IT-33 form to be submitted with your data. Those forms can be downloaded [here](#) (choose the correct year from the drop box).
- Submit a copy of your W2s to Lancaster on or before February 28
 - If you have fewer than 150 employees with Lancaster withholding, electronic filing is not required. More information can be found [here](#).
 - If you have 150 or more employees on your withholding reconciliation, you must submit the information electronically:
 - In USPS-R, go to Utilities/File Archive and download a copy of the W2CITY_00000LANCA.TXT file from the Calendar Year End Reports folder.
 - Lancaster accepts via their online Tax Tool or by mail (Click [here](#) for more information)
- Complete any other tax reconciliation forms required for your district.
- Remit paper copies of W2s or the City Tax CYE Reports (if accepted) to other cities/entities as required.

Note: All supporting documentation referenced above can be found on the Fiscal Services page of the LACA website, by clicking the link titled "LACA Payroll Documentation."