



US 2021 – W2 Process Instruction Guide

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Notice

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Overview

High Line provides Year End training for two main purposes:

- ✓ Assist our clients with the preparation for the upcoming year end
- ✓ Aid in the set up and production of W2 forms, Summary Report and Media files

The purpose of this Instructor Guide is to assist and give guidance in the US Year End W2 Processing.

This guide will assist users to complete the US government reporting from employees' YTD information according to the government defined requirements, and to generate the Magnetic Media or electronic files to report to the government.

For Annual reporting, this guide will assist users to complete reporting from employees' YTD information to produce W2 Wage Statement, and to generate the W2 media file to send to the government.

For Quarterly reporting, this guide will assist users to complete reporting from employees' QTD information to generate the media file to send to the government.

Before You Start

Users must have a thorough understanding of the Payroll Pay cycle processing and the functions in *Produce US Legislative Reports*.

The Process at a Glance

There is required set up of W2s before the forms, reports and media files can be produced. Users must confirm the setup of groups, states, counties, school districts and tax jurisdictions as they apply to your organization.

The government registration of the required government reporting levels and any applicable user fields must also be confirmed.

After the W2 set up is complete, the Summary Report is run for comparison to the Year-To-Date Register. When everything is balanced, the W2s can be printed and the summary report can be re-run to produce the required media file.

2021-2022 Year End Changes

Government Websites

Table 1: Government Websites

Website	Description
http://www.ssa.gov/employer/pub.htm	Website for Social Security
https://www.irs.gov/pub/irs-pdf/iw2w3.pdf	2021 General Instructions for Forms W2 and W3
https://www.irs.gov/pub/irs-pdf/fw2.pdf	2021 W2 Form
https://www.ssa.gov/employer/efw/21efw2.pdf#zoom=100	Specifications for Filing Forms W2 Electronically (EFW2)

Windward Report Versions

Table 2: Windward Report Versions

Windward Report Versions
<p>For 2021, RPW2W4C supports the following forms:</p> <p>4 on a page, 4 corner, blank front, text on back, letter size. Form # LW24UPB</p> <p>4 on a page, 4 corner, self-mailer, blank front, text on back, letter size. Duplex printing required. Form # MW283</p> <p>4 on a page, 4 corner, self-mailer, blank front, text on back, legal size. Form #MW1279</p>
<p>For 2021, RPW2W4TB supports the following forms:</p> <p>4 on a page, top-to-bottom, self-mailer, blank front, text on back, legal size. Form # MW1288</p>
<p>For 2021, RP1099RW (1099R forms) supports the <u>2-on-a-page</u> form only, pre-printed.</p> <p>Form # LRFEDA, LRRECB, LRRECC, LRREC2, LRPAY</p>

W2 Form Change

No box change, only the year for 2021 has changed.

IDFD Change

For 2021-2022 reporting, IDFD Form Code HL\$US-W2-2022 is being used.

EFW2 Federal File Charges

Record Changes

For tax year 2021, there are no record layout changes.

Other Changes

- The Social Security Wage Base for tax year 2021 is \$142,800.
- The employer and employee tax rate for Social Security will be withheld at 6.2 percent (up to \$8,853.60).
- The 2021 Social Security and Medicare coverage threshold for Household wages is \$2,300.
- Appendix H – 16.0 - Maximum Wage and Tax Table: This table has been modified to include tax year 2021 Social Security wage amount changes, including Household wages.
- Some editorial changes and corrections for clarification have also been made.

SSA Rejection

SSA will reject electronic and paper wage files which contain a W-2 with any of the following conditions.

Reports with Social Security Wages and/or Tips and Medicare Wages and Tips - Relational Edits

- Medicare Wages and Tips less than the sum of Social Security Wages and Social Security Tips;
- Social Security Tax greater than zero and Social Security Wages and Social Security Tips equal to zero; and
- Medicare Tax greater than zero and Medicare Wages and Tips equal to zero.

Household Reporting

- If the tax year is 1994 and later and the Employer's Employment Code is Household (H); and
- The sum of Social Security Wages and Social Security Tips is less than the yearly Social Security minimum for coverage; and
- Medicare Wages and Tips is less than the yearly minimum for coverage.

Household Reporting

- If the tax year is 1994 and later and the Employer's Employment Code is Household (H); and
- The sum of Social Security Wages and Social Security Tips is less than the yearly Social Security minimum for coverage; and
- Medicare Wages and Tips is less than the yearly minimum for coverage.

For additional information on Household reporting, please refer to IRS Publication 926, Household Employer's Tax Guide at www.irs.gov/pub/irs-pdf/p926.pdf

What Happens if SSA Rejects My Electronic or Paper Wage File?

If the above condition occurs in an electronic wage file, SSA will notify the submitter by E-Mail or postal mail to correct their wage file, retest in AccuWage Online and resubmit the wage file to SSA. To ensure prompt notification, please verify that your E-Mail address in the RA (Submitter) Record is correct and complete.

If the above conditions occur in a paper wage file, SSA will notify the employer by E-Mail or postal mail to correct the wage file and resubmit a wage file to SSA.

If you wish to view your errors online via Business Services Online (BSO), please visit www.socialsecurity.gov/employer/ and follow the instructions to log in or register to use the online suite of services.

FILING REMINDERS

Electronic Filing

- For tax year 2021, BSO filers may upload their files beginning **December 6, 2021**.
- Terminating businesses may file before that date. Please refer to Section 2.3: Terminating a Business, for more information.
- For tax year 2021, Electronic Data Transfer (EDT) filers may transmit their files beginning **December 7, 2021**.

Filing Deadlines

- The Internal Revenue Service (IRS) deadline for electronic filing is January 31, 2022
- www.irs.gov/pub/irs-pdf/iw2w3.pdf.

Note: You may owe a penalty for each Form W-2 that you file late. (Refer to IRS Publication 2021 “General Instructions for Forms W-2 and W-3” for information concerning late filing penalties and terminating a business.)

Other Filing Reminders

- SSA’s BSO no longer accepts incorrectly formatted W-2 files. Please test your wage file through AccuWage Online (within BSO) before uploading your wage file. For additional information, please visit SSA’s AccuWage Online website www.socialsecurity.gov/employer/accuwage.
- SSA encourages the use of AccuWage Online to test your files. **(See Section 6.)**
- SSA is not able to process multiple data files in a .ZIP file. Upload and send only one wage file at a time. Please see **Section 7.3** (Data Requirements) for additional information.
- If you are running anti-spam software, be sure to configure it so that SSA correspondence is not identified as spam.
- Make sure that your data file is in text format.
- Make sure each data file submitted is complete (RA (Submitter) Record through RF (Final) Record).

- All submitters must obtain a BSO User Identification (ID) through our registration process (see Section 5) and must enter that BSO User ID in the RA (Submitter) Record.
- Make sure the BSO User ID assigned to the employee who is attesting to the accuracy of the W-2 data is included in the RA (Submitter) Record. See **Section 5** (User Identification (User ID)/Password Registration Information) for additional information.
- RA (Submitter) Record Information: The National Association of Computerized Tax Processors (NACTP) code is only needed for companies that sell their software to others. Companies that develop their own software should not request an NACTP code.
- RA (Submitter) Record Information: It is imperative that the submitter's telephone number and E-Mail address be entered in the appropriate positions. Failure to include correct and complete submitter contact information may delay processing.
- If you file 250 or more Forms W-2 during a calendar year, you must file them electronically unless the IRS grants you a waiver. (You may be charged a penalty if you fail to file electronically when required.)
- If your organization files on behalf of multiple employers, include no more than **1 million RW** (Employee) Records or **50,000 RE** (Employer) Records per submission. Following these guidelines will help to ensure that your wage data is processed in a timely manner.
- RE (Employer) Record Information: Following the last RW/RO/RS Record for the employee, create an RT/RU/RV Record, then create either:
 - The RE (Employer) Record for the next employer in the submission; or
 - An RF (Final) Record if this is the last report in the submission.
- If no RS (State) Records are prepared, do not prepare an RV (State Total) Record.
- Do not create a file that contains any data after the RF (Final) Record. Your submission will not be processed if it contains data after the RF (Final) Record.
- Be sure to confirm that the tax year entered in the RE (Employer) Record is correct.
- Be sure the Employer Identification Number (EIN) is entered correctly in the RE (Employer) Record. This is especially important for Agents; make sure the Employer EIN is entered in the correct positions. Please see **Section 2.1.2** for additional information on Agent reporting. Note: This is the EIN SSA will use to post the W-2 data.
- The Tax Jurisdiction Code (position 220 on the RE (Employer)) Record relates to the type of income tax that the earnings are subject to.
- Third-party sick pay recap reports must not be filed electronically. For further information, refer to IRS Publication 15-A (Employer's Supplemental Tax Guide). (**See Section 6.**)
- For general information about employer wage reporting, visit SSA's employer website at
- **www.socialsecurity.gov/employer**.

Government Reporting – Sequence

The following steps outline the procedure to produce the W2 Forms and the Magnetic Media file:

RPREGT

- For Annual reporting, run RPREGT to produce the YTD Register
- For Quarterly reporting, run RPREGT to produce the QTD Register

IDFD

- This form defines the W2 Form and File Definition for Annual and Quarterly reporting
- This form contains the default values for user to enter on the IDFDV form
- The information on this form is provided by High Line with the Year End software

IDFDV

- Users **MUST** set up the Annual W2 Form and File Definition with user information
- Users **CAN** set up Quarterly Form and File Definition with user information

RDFD

- To report the Form and File Definition from IDFD and IDFDV

IMST

- Users **CAN** control when W2s will be available in Self Service for Employees to view

RPYEU

- Produces US Year End Summary Report for the reporting year or the reporting quarter
- Users must use this report to balance to the YTD Register or QTD Register RPREGT report
- Users must check exception messages from this Summary Report and correct any exceptions
- Generates the Government File in the federal format
- Generates the State File in the federal file format for States that accept federal file format
- Generates State File for States with specific State File format requirements
- Users must run RPYEU one State at a time to generate the State specific file
- Each State may have its own requirements. Users must verify if that State specific format is supported by RPYEU prior to running RPYEU for a specific State file
- Generates an XML file to feed into W2 print programs to print the W2 Forms for all processed employees
- In utility trace mode, RPYEU generates a .txt file for SQL Select statement and csv trace file
- Provides an option to generate data dump file in a .csv format for Federal, State, Local and School data for debugging or balancing purposes

IPGR

- View data by GVT Run Number after RPYEU is run

IPGH

- View data by GVT Header after RPYEU is run for an employee

UPGRUNDO

- Allows users to undo by GVT Run number by employee
- To undo an erroneous GVT Run due to set up issues or to remove archived GVT info

RPW2W4C - Windward

- Produces W2 forms (supports 4-on-a-page formats)
- Reads GVT file generated from RPYEU to print the W2 Forms
- Generates grand totals and exception messages with the RPW2W4C Execution ID as Execution Run Logs

RPW2W4TB - Windward

- Produces W2 Forms (supports 4-on-a-page, top-to-bottom format)
- Reads XML file information generated from RPYEU to print the W2 Forms
- Generates grand totals and exception messages with the RPW2W4TB Execution ID as Execution Run Logs

RMEX

- Produces a Grand total report from the W2 print programs run to balance to the RPYEU report
- Users **MUST** enter the Execution ID of the W2 print programs run to obtain a grand total report
- This report is used to balance to RPYEU only. It is not used for government reporting

Set Up

IMUF – Define User Fields for IDGV

Users must define the User Defined Fields (UDF) for P2K_CM_GOVT_REGISTRATIONS. The following UDF are defined on the IDGV form, **Variables** tab.

The RPYEU process will generate these UDFs if they do not already exist.

For Annual and Quarterly Reporting

Table 3: IDGV UDF for Annual and Quarterly Reporting

User Field	Usage
W2 STATE MEDIA FILING	Used by all States
W2 TAX TYPE CODE	Used by all States
W2 TAXING ENTITY	Used by all States
W2 WAGE PLAN CODE	Used by the State of California
W2 BRANCH CODE	Used by the State of California
W2 ER NAME	Used by Federal reporting. This overrides the IDEN Entity Name
W2 LOCN CODE	Used by Federal reporting. This overrides the IDEN Location Code

IMUF – Define User Field for IDDP

Users must define the User Defined Fields (UDF) for P2K_CM_DEPARTMENT_DETAILS. The following UDFs are defined on the IDDP form.

The RPYEU process will generate these UDF if they do not already exist.

- SUI ER NUMBER
- W2 DESTINATION

The State of Minnesota requires to report the Quarterly file by MN State Unemployment Insurance Account Number and MN Employer Unit Number. These two numbers are defined at the department level, therefore, the user must set up the User Defined Field (UDF) **SUI ER Number** for each department.

Example:

For the Planning & Zoning Department, the MN number is '7977999-004' on the IDDP form. Users should enter the **SUI ER Number** as 7977999-004

If the **SUI ER Number** is not set up for a department, then the **SUI ER Number** from the IDGV form is used.

NOTE: On the IDDP form, users must click on the **Detail** section of the form, and then click the UDF button to get to the UDF screen.

For all other States, users can enter the **W2 Destination** for distributing the W2 forms by department.

IMUF – Define User Field for IEID

Users must define the User Defined Fields (UDF) for P2K_HR_IDENTITIES. The following UDF are defined on the IEID form for Minnesota reporting.

Users can set up the IMUF form manually, or the RPYEU process will generate these UDF if they do not already exist.

Table 4: IEID UDF Defined for Minnesota.

User Field	Usage
W2 DESTINATION	
MMREF PROBATIONARY	Used by the State of Minnesota
MMREF OFFICER CODE	Used by the State of Minnesota

IMUF – Define User Fields for IDCO

Users need to define the User Defined Fields (UDF) for P2K_CM_COUNTRIES. The following UDF are defined on the IDCO form.

Table 5 IDCO UDF

User Field	Usage
ISO COUNTRY CODE	

The RPYEU process will generate these UDFs if they do not already exist.

IDCO – Define ISO Country Code for Foreign Countries

If the Employer or Employees have addresses that are not in the USA, the EFW2 file needs to report the 2 character International Organization for Standardization (ISO) country code.

The **Country Code** on the IDCO form is user defined and is usually the 3 character United Nations code, however the two character ISO code can also be used.

Example:

Table 6: ISO Country Codes

Country	3 Character United Nation Code	2 Character ISO Country Code
Mexico	MEX	MX
Mozambique	MOZ	MZ

Users need to enter the ISO **Country Code** in the **ISO Alpha** field on the IDCO form.

If the ISO Country code is not entered, then the IDCO Country code is used as the ISO Country code. Please read the Employer and Employee Addresses sections below for more information.

IDDP – Departments

The State of Minnesota requires to report the Quarterly file by the MN State Unemployment Insurance Account Number and the MN Employer Unit Number. These two numbers are defined at the department level, therefore, users must set up the **SUI ER Number** UDF for each department.

Example:

For the Planning & Zoning Department, the MN number is '7977999-004' on the IDDP form. Users should enter the **SUI ER Number** as 7977999-004

If the **SUI ER Number** is not set up for a department, then the **SUI ER Number** from the IDGV form is used.

NOTE: On the IDDP form, users must click on the **Detail** section of the form, and then click the UDF button to get to the UDF screen.

For all other States, users can enter the **W2 Destination** for distributing the W2 forms by department.

IEID – Employee Identity

Users can enter the **W2 Destination UDF** and/or **MMREF Officer Code** UDF for an employee. Users can enter **W2 Destination** for distributing the W2 forms for these employees.

IDGR – Define Group for Government Registration

IMPORTANT: The **Federal/State/Local Registration Numbers** **MUST NOT** be changed for a Group for different effective date records.

The UPCLOZ process will not create new YTD records if the Group changes effective date. Consequently, if the Group must change Registration numbers, users should either:

- Create a new Group, OR
- Change all of the effective records to the same Registration numbers.

For each group at the Federal level, the Federal Registration number is retrieved according to the **Fed Regist Set** and the **Fed Regist Type** fields on the IDGV form and is displayed on the IDGR form.

For each group at the State/Province level, users can point to a **State/Prov Set** and **State/Prov Type**. Since each group can be paid in many different States or Provinces, the State/Prov Registration number cannot be displayed on the IDGR form.

For each employee that belongs to this group, the State/Prov Registration Number is retrieved from the IDGV form by the defined **State/Prov Set**, the **State/Prov Type** and the Pay Header **State/Prov** of the employee.

At the Local level, the Local Registration Number is retrieved from the IDGV form by the defined **Local Regist Set**, **Local Regist Type** and the **GEO Local** of the employee.

Each group must be defined with one of the following **W2 Employment Types** for W2 reporting purposes:

Table 7: W2 Employment Types

Type Code	Description
A	Agriculture
F	Form 944 filer
H	Household
M	Military
Q	Medicare Qualified Government Employment
R	Regular (all others)
X	Railroad

The **W2 Employment Type** for a group **MUST NOT BE CHANGED** even if there are multiple effective date records for a group.

- If the W2 Employment Type is changed for a group for a different effective date, then the W2 reporting will be incorrect because it cannot qualify the YTD information under the proper W2 Employment Type.
- An employee can work for multiple **Types of Employment** during a year.

Example:

An employee is a **Regular Employment** employee during the year, and also works for **Agriculture Employment** during the summer. In this scenario, the Agriculture Employment requires reporting earnings on Form 943 and the Agriculture earnings to be separate from the regular reporting of W2.

MQGE – Medicare Qualified Government Employees (No FICA/Social Security):

NOTE: For Q type MQGE employment: Users are not required to group all employees under one Group. The MQGE employees can belong to a group with R type employment, and the IPRLU form can specify the proper MEDICARE and FICA method to classify them as MQGE employees. If the field is blank, **Regular** is used.

IDSP – States

A State must be defined on the Define States/Provinces (IDSP) form in order for the State to be reported.

The State Registration Number must also be defined on the IDGV form in order for the State to be reported.

If a State is missing on the IDGV form, the RPYEU process will create a default entry with **Register Number** set to “0” and issue a warning.

Users must update this field with the correct State Registration Number in order for the State to be reported.

IDCN – Counties

If County tax is applicable for a State, the County must be defined on the Define Counties (IDCN) form in order for the county tax to be reported.

The County Code is the first two segments of the GEO code.

Example: In Indiana:

GEO Code 15-097-0670 is for the City of Indianapolis

County Code 15-097-0000 is for the County of Marion

Therefore, users should define the Marion County Code as 15-097-0000 on the IDCN form.

The GEO and County codes are provided by Symmetry for US taxation.

The Local Registration for a City must also be defined on the IDGV form in order for the City tax to be reported.

IDTX – Tax Jurisdictions

A City's Tax Jurisdiction must be defined on the IDGV form, **Local Registration** field in order for the City tax to be reported.

IDSD – School Districts

The School Registration must be defined on the IDGV form in order for the School District tax to be reported.

IDGV - One or Multiple Government Registrations

For each Entity on the IDGV form, users must define the Government Registration Set that is used to collect Federal, State and Local Registrations.

Under the Registration Set, users must set up the **Federal Registration** for the Country USA with a valid Employer Identification Number.

Then users can set up the State and Local Registrations for each State/Local under the same Registration Set.

One Federal Registration

If your organization has one Federal registration, users must define one Government Registration Set, such as Main Registration Set.

Then within this Government Registration Set, users should set up the Federal, State and Local Registrations on IDGV.

Example: On IDGV, users should set up the **Federal Registration** with the Registration Type defined as **US Fed Regist 1**.

NOTE: If Registration Type **US Fed Regist 1** is used, then:

- the FICA registration should be defined using the Registration Type **US FICA Regist 1**
- the MEDICARE registration should be defined using Registration Type **US MEDI Regist 1**, etc. The last digit of the Registration Type must match each type of registration.

For each Group, at the Federal level, the Federal Registration number is retrieved according to the **Fed Regist Set** and **Fed Regist Type** from the IDGV form and is displayed on the IDGR form.

Multiple Federal Registrations

If your organization has multiple Federal Registrations, users have two options:

1. **One Registration Set** can be set up, then set up the Registration Types of **Fed Regist 1**, **Fed Regist 2**, up to **Fed Regist 9**. This allows up to nine Federal Registrations.
2. **Multiple Registration Sets** can be set up, then set up Registration Types of **Fed Regist 1**, **Fed Regist 2**, up to **Fed Regist 9**, for each Registration Set. This allows an unlimited number of Federal Registrations.

Government Registration Sets can be used to group similar Registrations together.

Example:

Table 8: Government Registration Sets

Govt Regist Set	Notes
MAIN REGIST	Use as the default to group all registrations initially
REGIST 2	Users can define another set for all levels of registrations
FED REGIST	Users can define Federal level registrations for this set
STATE REGIST	Users can define State level registrations for this set
LOCAL REGIST	Users can define Local level registrations for this set
FULLTIME REGIST	Users can define Registrations for Full time employees
PARTTIME REGIST	Users can define Registrations for Part time employees
SEASONAL REG	Users can define Registrations for Seasonal employees
STATE OHIO	Users can define Registrations for Ohio for this set only

Important Note for IDGV set up:

The IDGV **Govt Registration Set** and **Registration Types** are used on the IDGR form, **Registration** tab for each of the Federal, State and Local level set up.

On IDGV form, users must **match the last digit of Registration Type** for the same Federal, State and Local level of registrations.

Example 1:

If the Registration Type is defined as **US Fed Regist 1**, then:

- FICA Registration Type must be US FICA Regist 1
- MEDI Registration Type must be US MEDI Regist 1

If Registration Type is defined as **US State Regist 1**, then:

- SUI Registration Type must be US SUI Regist 1
- SDI Registration Type must be US SDI Regist 1

Example 2:

If Registration Type is defined as **US Fed Regist 2**, then:

- FICA Registration Type must be US FICA Regist 2
- MEDI Registration Type must be US MEDI Regist 2

If Registration Type is defined as **US State Regist 2**, then:

- SUI Registration Type must be US SUI Regist 2
- SDI Registration Type must be US SDI Regist 2

IDGV – Override Employer Name and Address by EIN

The Employer's Name and Address is derived from the IDFDV Seq# 2010/2020.

On the IDGV **Variables** tab, there is an option to define an override the Employer's Name and Address. This allows organizations who have multiple government registrations for one Entity to report a different Employer Name or Address for each Federal Registration Number (EIN).

Table 9: Override Codes on IDGV Variables tab

Field	Description
W2 ER NAME	Enter the Employer Name to be reported. This overrides the IDEN Entity Name
W2 LOCN CODE	Enter the Location Code to be reported. This overrides the IDEN location code. NOTE: Users must enter the exact Location Code in this field, otherwise it will not be used.

IDGV – Levels of Government Registrations

The following levels of Government Registration must be set up for the Federal, State, County, City and School tax reporting.

Federal Level

One or multiple Federal Registrations must be defined for each Entity, with each **Govt Regist Set** for the Registration Type **US Fed Regist 1, US Fed Regist 2**, etc.

State Level

A State must be defined on IDGV for an Entity with the **State Registration** by Govt Regist Set and Registration Type in order for the State to be reported.

When the State Registration is defined, the **Variables** tab must also be set up. See the State Media Filing section below.

The RPYEU process automatically uses the UDF defined on the IDGV **Variables** tab for P2K_CM_GOVT_REGISTRATIONS.

State Media Filing

On the IDGV **Variables** tab, the **W2 State Media Filing** variable must be defined to indicate if this State requires a W2 File to be produced for the State.

The **W2 State Media Filing** values are:

Table 10: W2 State Media Filing Values

Value	Description
00	Not required to file Magnetic Media to the State.
01	<p>Include State Code RS Records in the Federal File. Users can send the federal file to the State.</p> <p>If the State file layout is conforming to the standard federal SSA Code RS format and the State accepts a copy of the federal file that includes the Code RW records, users should set the W2 State Media Filing variable to '01'.</p> <p>When the RPYEU process is run, the State Code RS record will automatically be generated in the federal file. Users only need to send a copy of the federal file to the state.</p>
02	<p>If the State requires its own file, do not include other State information in the State File.</p> <p>If the State does not accept other state's information in their State file, users should set the W2 State Media Filing variable to '02'</p> <p>Users should run the RPYEU process one State at a time and set the Media Format field to State File Format.</p> <p>If the State has its own specific State file layout, the RPYEU process will generate the State File in the specific file layout, otherwise the generic Federal Code RS format layout is used.</p> <p>If the State requires its own State file layout, please check with High Line for a list of States that are supported.</p>

Local Level

A County Tax Jurisdiction must be defined on the IDGV form with the Local Registration in order for the County tax to be reported.

A City Tax Jurisdiction must be defined on the IDGV form with the Local Registration in order for the City tax to be reported.

When users are defining the Local Registration, users should also set up the **Variables** tab. See State Media for Local Filing, below.

State Media for Local Filing

On the IDGV form, **Variables** tab, the **W2 State Media Filing** variable can be defined (optional) to indicate if this Local requires to be filed with Magnetic Media on a W2 File.

- W2 STATE MEDIA FILING
- W2 TAX TYPE CODE
- W2 TAXING ENTITY

The **W2 State Media Filing** values are:

Table 11: W2 State Media Filing Values for Local Filing

Value	Description
00	Not required to file Magnetic Media.
01	<p>Include Local Federal Code RS records in the Federal File format.</p> <p>If the Local information is to be reported along with the Federal Code RS information, users should set the W2 State Media Filing variable to '01' for this Local.</p> <p>When RPYEU is run, the State Code RS records will be generated along with the Local information.</p>
02	<p>Include Local State Code RS records in the State File format.</p> <p>If the Local information is to be reported along with the State Code RS information, users should set the W2 State Media Filing variable to '02' for this Local.</p> <p>When RPYEU is run, the State Code RS records will be generated along with the Local information.</p>
03	<p>Local requires its own File, do not include other Local information in the File.</p> <p>If the Local requires its own format, users should set the W2 State Media Filing variable to '03' for this Local.</p> <p>When the RPYEU process is run and a user selects to generate Local File format, users must also select the specific City or County and the Local file format will be generated.</p> <p>NOTE: This feature requires specific program logic for each Local. Please check with High Line to ensure the Local is supported.</p>

If W2 State Media Filing is defined for a Local, the IDGV **Variables** tab must be set up for:

1. **W2 TAX TYPE CODE** should contain one of the following values:
 - C-City Income Tax
 - D-School District Income Tax
 - E-County Income Tax
2. **W2 TAXING ENTITY** must be set up to define the Taxing Entity Code for each Local.

Example:

- Ohio Cleveland would be **200**. Refer to Cleveland filing requirement
- Indiana would be defined with the County Code provided by Indiana

School Level

The School Registration must be defined on the IDGV form for each School District in order for the school tax to be reported.

When the School Registration is defined, the IDGV **Variables** tab should be set up with:

- W2 STATE MEDIA FILING
- W2 TAX TYPE CODE
- W2 TAXING ENTITY

State Media for School District Filing

The **W2 State Media Filing** values are:

Table 12: W2 State Media Filing Values for District Filing

Value	Description
00	Not required to file Magnetic Media.
01	<p>Include School Code RS records in the Federal File format.</p> <p>If the School information is to be reported along with the Federal Code RS information, users should set the W2 State Media Filing variable to '01' for this Local.</p> <p>When RPYEU is run, the State Code RS records will be generated along with the School information.</p>
02	<p>Include School Code RS record in the State File format.</p> <p>If the School information is to be reported along with the State Code RS information, users should set the W2 State Media Filing variable to '02' for this Local.</p> <p>Then when RPYEU is run, the State Code RS records will be generated along with the School information.</p>
03	<p>School requires its own File, do not include other Local information in the File.</p> <p>If the School requires its own format, users should set the W2 State Media Filing variable to '03' for this Local.</p> <p>NOTE: This feature requires specific program logic for each Local. Please check with High Line to ensure the Local is supported.</p>

When the W2 State Media Filing is defined, the IDGV **Variables** tab should be set up with:

- **W2 TAX TYPE CODE: E** – School District Income Tax
- **W2 TAXING ENTITY:** The five character School District code

IDGV – State SUI Registration for Quarterly Filing

When running RPYEU with the Calendar Type defined as ‘Q’ for a quarter, each State must be set up with the **US SUI Regist**. The last digit of **US SUI Regist** Registration type must match the last digit of **US State Regist** Registration type.

Example:

If Registration Type is defined as **US State Regist 1**, then:

- SUI Registration Type must be US SUI Regist 1

If Registration Type is defined as **US State Regist 2**, then:

- SUI Registration Type must be US SUI Regist 2

According to each State’s quarterly filing format, some States may require to submit Taxes Due, Previous Underpayment, etc. For each quarter, users must define the IDGV **Variables** tab for these quarterly amounts with the proper US SUI Regist, prior to running RPYEU.

IDFD – Form Code

After loading the IDFD form codes from the starter scripts, users must set up the HL\$US-W2-2022 form code on the IDFDV form for the EFW2 format (Year 2021-2022 reporting).

IDFD Starter Scripts

When users are installing the US Year End software, a seed data script is executed to load in the IDFD HL\$US-W2-2022 Form Code and SEED_IDFD_HLUS_W2_2022.sql.

This script can be run multiple times and performs the following:

- If the HL\$US-W2-2022 Form Code does not exist, the script loads all of the new Identifiers
- If the HL\$US-W2-2022 Form Code already exists, the script will update the existing Identifiers from the IDFD form, and leave your organizations IDFDV set up untouched for existing Identifiers
- If Form Code Identifiers do not exist, the script will insert a new Identifier. Users should then set up the content on the IDFDV form for the new Identifier.

IDFD Store Option

The IDFD Form Code HL\$US-W2-2022 provides the **Store Option** starting from Seq# 2000 in order for the RPYEU process to store the Employer Name/Addresses, the Employee Name/Addresses and the Amounts of the Seq# in the Government Remittance Tables.

IMPORTANT: Users must run the RPYEU process with the new IDFD HL\$US-W2-2022 Form Code, or users can run a copy of this Form Code that has the **Store Option** set up to store the Addresses and the Amounts in the Government Remittance Tables.

Any prior year's Form Codes do not supply this option and therefore will not turn on the store feature for the RPYEU process.

IDFDV – Copy Last Year's Definition to Current Year

After the HL\$US-W2-2022 information has been loaded, users can copy the IDFDV Variable definition from the last year to the current year using the **COPY** button on the IDFDV form as follows:

- On the IDFDV form, select the new preloaded HL\$US-W2-2022
- Press the **Copy Form Definition** button and the Copying dialog box is displayed.
- Enter the name for your user defined Form Code (i.e. XYZ\$US-W2-2022)
- Set the **Copy Definition with Variables** toggle to **ON**.
- Select last year's Form Code that has the variables set up (i.e. XYZ\$US-W2-2021)
- Press the **Copy Form Definition** button and the Copying dialog box is displayed.
- Enter the current year's user defined Form Code (i.e. XYZ\$US-W2-2022)
- Set the **Copy Definition with Variables** toggle to **ON**. This will copy the variables set up from last year's Form Code to the current year's Form Code.

Note: In 5.05 IDFDV Form Code field has been increased therefore an extended Form Code name with more than 16 characters can now be used (i.e. HL\$US-W2-2022_XYZ).

IDFDV Form Definition Variables

HL\$US-W2-2022 Form Code Identifiers

NOTE: Fields marked with an asterisk (*) are MANDATORY

IDFD FORM: HL\$US-W2-2022 - system supplied

IDFD FORM TYPE: US W2 EFW2 - defines the W2 definition for EFW2 filing format

Table 13: IDFDV Form Definition Variables

Field Identifier	Description	Suggested Field Source	Suggested Variable
* SUB-ER-EIN	Submitter's Employer EIN	Constant	9 character EIN
* SUB-USER_ID	Submitter User Identification	Constant	8 character User ID assigned to the employee who is attesting to the accuracy of the file
SUB-RESUB-IND	Resubmit Indicator	Constant	Enter 1 if file is resubmitted, otherwise 0
SUB-RESUB-WFID	Resubmit SSA WFID from notice	Constant	If resubmit, enter SSA WFID from notice
SUB-VENDOR	Software Vendor Code	Constant	Enter your company data
SUB-SOFTWARE	Submitter Software Code	Constant	Enter your company data
SUB-COMP-NAME	Company Name receive EFW2	Constant	Enter Company name who receives EFW2
SUB-COMP-LOCN	Company Location Address	Constant	Enter company's location address, such as Attention, Suite, Room
SUB-COMP-DELIV	Company Delivery Address	Constant	Enter company's delivery address, such as Street or Post Office Box, etc.
SUB-COMP-CITY	Company's City	Constant	Enter company's city
SUB-COMP-STATE	Company's State Abbrev	Constant	Enter company's State abbreviation
SUB-COMP-ZIP	Company's ZIP Code	Constant	Enter company's ZIP code

SUB-COMP-ZIP-EXT	Company's ZIP Code Extension	Constant	Enter company's ZIP code extension
SUB-COMP-F-STATE	Company's foreign State/Province	Constant	Enter company's foreign State/Province
SUB-COMP-F-POST	Company's foreign postal code	Constant	Enter company's foreign postal code
SUB-COMP-COUNTRY	Company's country if applicable	Constant	Enter company's country, if applicable
* SUB-SUBM-NAME	Submitter Organization Name	Constant	Organization Name to receive unprocessed data
* SUB-SUBM-LOCN	Submitter Location Address	Constant	Enter submitter location address, such as Attention, Suite, etc.
* SUB-SUBM-DELIV	Submitter Delivery Address	Constant	Enter submitter delivery address, such as Street, Post office box, etc.
Field Identifier	Description	Suggested Field Source	Suggested Variable
* SUB-SUBM-CITY	Submitter City	Constant	Enter submitter city
* SUB-SUBM-STATE	Submitter State Abbrev	Constant	Enter submitter State Abbreviation
* SUB-SUBM-ZIP	Submitter ZIP Code	Constant	Enter submitter ZIP code
SUB-SUBM-ZIP-EXT	Submitter ZIP Code Extension	Constant	Enter submitter ZIP code extension
SUB-SUBM-F-STATE	Submitter foreign State/Province	Constant	Enter submitter foreign State/Province
SUB-SUBM-F-POST	Submitter foreign postal code	Constant	Enter submitter foreign postal code
SUB-SUBM-COUNTRY	Submitter country if applicable	Constant	Enter submitter country if applicable
* SUB-CONT-NAME	Contact name for SSA	Constant	Enter your company data

* SUB-CONT-TEL	Contact telephone # for SSA	Constant	Enter your company data
SUB-CONT-TEL-EXT	Contact telephone extension	Constant	Enter your company data
* SUB-CONT-EMAIL	Contact e-mail address for SSA	Constant	Enter your company data
SUB-CONT-FAX	Contact FAX phone # for SSA	Constant	Enter your company data
SUB-CONT-METH	Preferred Contact method	Constant	MUST be left Blank
SUB-PREPARER	Preparer Code	Constant	Enter your company data
SUB-3RD-PARTY-SICK	Third-Party Sick Pay Indicator	Constant	Enter your company data
SUB-3RD-PARTY-TAX	Income Tax Withheld by 3 rd Party	Constant	Enter your company data
W2-ER-AGENT-IND	Agent Indicator Code	Constant	Enter appropriate code, If applicable
W2-ER-FOR-EIN	Agent for which EIN	Constant	If you are an agent, enter the EIN for which you are an agent for
W2-ER-TERM-BUS	Terminating business indicator	Constant	Enter appropriate code from SSA
W2-ER-ESTAB	Establishment Number	Constant	Further identify within EIN
W2-ER-OTHER-EIN	Other EIN	Constant	Other EIN used
* W2-ER-EIN	Employer Identification Number	Data Base Column	DGV.GOVТ_REGIST_NUMBER
* W2-ER-NAME	Employer Name	Data Base Column	DED.ENTITY_NAME

W2-ER-LOCN-ADDR	Employer Location Address	Constant	Employer’s location address i.e. Attention, Suite, Room # etc - enter the word MAIL or blank DLN.ADDRESS_LINE_2 or DLN.MAIL_ADDRESS_LINE_2
	<p>To use Primary address, leave this blank.</p> <p>To use Mailing address, enter the word MAIL.</p> <p>System will derive the complete primary or mailing address and store in the Address Identifiers.</p>		
Field Identifier	Description	Suggested Field Source	Suggested Variable
W2-ER-DELIV-ADDR	Employer Delivery Address	Constant	Employer’s delivery address i.e. Street or Post Office Box - enter blank, system derived DLN.ADDRESS_LINE_1 or DLN.MAIL_ADDRESS_LINE_1
W2-ER-CITY	Employer City	Constant	Employer’s city - enter blank, system derived DLN.LOCALITY or DLN.MAIL_LOCALITY
W2-ER-STATE	Employer State Abbrev	Constant	Employer’s State abbreviation - enter blank, system derived DSP.STATE_PROVINCE_CODE
W2-ER-ZIP	Employer ZIP Code	Constant	Employer’s ZIP Code - enter blank, system derived DLN.ZIP_POSTAL or DLN.MAIL_ZIP_POSTAL
W2-ER-ZIP-EXT	Employer ZIP Extension	Constant	Employer’s ZIP Code - enter blank, system derived DLN.ZIP_POSTAL or DLN.MAIL_ZIP_POSTAL

W2-ER-F-STATE	Employer foreign State/Province	Constant	Employer foreign State/Province or Constant. Enter the word NAME or blank
W2-ER-F-POSTAL	Employer foreign postal code	Constant	Enter Employer foreign postal code or Constant
W2-ER-COUNTRY	Employer country, if applicable	Constant	Enter Employer country Enter blank, system derived
W2-ER-F-COUNTRY	Employer foreign Country	Constant	Enter the word NAME, ISO or blank
* W2-ER-TAX-JURIS	Tax Jurisdiction Code	Constant	Enter appropriate code or null
W2-EE-SSN	Employee Social Security Number	Data Base Column	EID.GOVERNMENT_CODE
* W2-EE-FIRST-NAME	Employee First Name	Data Base Column	EID.FIRST_NAME
W2-EE-MIDDLE	Employee Middle Name	Data Base Column	EID.MIDDLE_NAME
* W2-EE-LAST-NAME	Employee Last Name	Data Base Column	EID.LAST_NAME
W2-EE-SUFFIX	Employee Suffix Name	Data Base Column	EID.RANK with derivation expression Decode(‘~’,‘01’,‘JR’,‘02’,‘SR’,NULL)
W2-EE-LOCN-ADDR	Employee Location Address	Constant	Employee’s location address i.e. Attention, Suite, Room # etc. - enter the word MAIL or blank EPS.ADDRESS_LINE_2 EPS.MAIL_ADDRESS_LINE_2
<p>To use Primary address, leave this blank.</p> <p>To use Mailing address, enter the word MAIL.</p> <p>System will derive the complete primary or mailing address and store in the Address Identifiers.</p>			

Field Identifier	Description	Suggested Field Source	Suggested Variable
W2-EE-DELIV-ADDR	Employee Delivery Address	Constant	Employee's delivery address i.e. Street or Post Office Box - enter blank, system derived EPS.ADDRESS_LINE_2 or EPS.MAIL_ADDRESS_LINE_2
W2-EE-CITY	Employee City	Constant	Employee's city - enter blank, system derived EPS.LOCALITY or EPS.MAIL_LOCALITY
W2-EE-STATE	Employee State Abbrev	Constant	Employee's State abbreviation - enter blank, system derived DSP.STATE_PROVINCE_CODE
W2-EE-ZIP	Employee ZIP Code	Constant	Employee's ZIP Code - enter blank, system derived EPS.ZIP_POSTAL or EPS.MAIL_ZIP_POSTAL
W2-EE-ZIP-EXT	Employee ZIP Extension	Constant	Enter employee's ZIP Code EPS.ZIP_POSTAL EPS.MAIL_ZIP_POSTAL - use derivation expression substr(~,6) for ZIP extension
W2-EE-F-STATE	Employee foreign State/ Province	Constant	Employee foreign State/ Province or Constant enter the word NAME or blank
W2-EE-F-POSTAL	Employee foreign postal code	Constant	Employee foreign postal code - enter blank, system derived
W2-EE-COUNTRY	Employee country, if applicable	Constant	Enter Employee country - enter blank, system derived
W2-EE-F-COUNTRY	Employer foreign Country	Constant	Enter the word NAME, ISO or blank

W2-CONTROL-PRT	Print Control Number on Form	Constant	Null, 0, 1, 2, 3, 4, 5 or 6
	0, Null – Do not print Control Number on W2 Form 1- Print Control Number as defined in W2-CONTROL-NUM Identifier 2- Print Control Number as defined from RPYEU Sort Level By field 3- Print W2-CONTROL-NUM Identifier and Person Code 4- Print Sort Level By field and Person Code 5- Print Sort Level By field and W2-CONTROL-NUM Identifier 6- Print Sort Level By field and W2-CONTROL-NUM Identifier and Person Code		
W2-CONTROL-NUM	Control Number on Form	Data Base Column	Enter your company data
W2-EXCLUDE-EE	Exclude Employee	Data Base Column	Enter your company data
Field Identifier	Description	Suggested Field Source	Suggested Variable
W2-FIT-WAGE	Wages, Tips, Other Compensation	Element	W2-BOX-01
W2-FIT-TAX	Federal Income Tax Withheld	Element	W2-BOX-02
W2-SSN-WAGE	Social Security Wages	Element	W2-BOX-03
	The derivation expression LEAST(~,94200.00) for year 2021 max can be used System verifies Box 3 + Box 7 does not exceed annual maximum, otherwise it will issue a message		
W2-SSN-TAX	Social Security Tax Withheld	Element	W2-BOX-04
	Users can use derivation expression LEAST(~,5840.40) for year 2021 maximum		
W2-MEDI-WAGE	Medicare Wages and Tips	Element	W2-BOX-05
W2-MEDI-TAX	Medicare Tax Withheld	Element	W2-BOX-06

W2-SSN-TIP	Social Security Tips	Element	W2-BOX-07
W2-ALLOC-TIP	Allocated Tips	Element	W2-BOX-08
W2-EIC	Advanced EIC Credit	Element	W2-BOX-09
W2-DEP-CARE	Dependent Care Benefit	Element	W2-BOX-10
W2-NQUAL	Non Qualified Plans	Element	W2-BOX-11
W2-NQUAL-457	Non Qualified Plans Sect 457	Element	W2-BOX-11-457
W2-NQUAL-N457	Non Qualified Plans Not Sect 457	Element	W2-BOX-11-N457
W2-CODE-A	Uncollect SSA/RRTA tax on tips	Pay Component	Enter your company data
W2-CODE-B	Uncollect Medicare tax on tips	Pay Component	Enter your company data
W2-CODE-C	Group Term Life Ins > 50000	Pay Component	Enter your company data
W2-CODE-D	Deferred 401(k) cash	Pay Component	Enter your company data
W2-CODE-E	Deferred 401(b) Salary reduction	Pay Component	Enter your company data
W2-CODE-F	Deferred 408(k)(6) Salary reduct	Pay Component	Enter your company data
W2-CODE-G	Deferred 457(b) compensation	Pay Component	Enter your company data
W2-CODE-H	Deferred 501(c)18(D) tax exempt	Pay Component	Enter your company data
W2-CODE-J	Non taxable sick pay	Pay Component	Enter your company data
W2-CODE-K	20% excise parachute payment	Pay Component	Enter your company data
W2-CODE-L	Employee business expense reimburse	Pay Component	Enter your company data

W2-CODE-M	Uncollect SSA/RRTA group ins	Pay Component	Enter your company data
W2-CODE-N	Uncollect medicare group ins	Pay Component	Enter your company data
W2-CODE-P	Moving expense	Pay Component	Enter your company data
W2-CODE-Q	Nontaxable combat pay	Pay Component	Enter your company data
W2-CODE-R	Employer Contrib to MSA	Pay Component	Enter your company data
W2-CODE-S	Salary reduction to 408(p)	Pay Component	Enter your company data
W2-CODE-T	Adpotion benefits	Pay Component	Enter your company data
Field Identifier	Description	Suggested Field Source	Suggested Variable
W2-CODE-V	Income of nonstat stock opt	Pay Component	Enter your company data
W2-CODE-W	ER contrib Health Saving Account	Pay Component	Enter your company data
W2-CODE-Y	Deferrals 409A Nonqual plan	Pay Component	Enter your company data
W2-CODE-Z	Income 409A Nonqual plan	Pay Component	Enter your company data
W2-CODE-AA	Roth contrib 401(k)	Pay Component	Enter your company data
W2-CODE-BB	Roth contrib 403(b)	Pay Component	Enter your company data
W2-CODE-CC	Hire Act Wages	Pay Component	Enter your company data
W2-CODE-DD	Cost of employer-sponsored health coverage	Pay Component	Enter your company data

W2-CODE-EE	Designated Roth contributions	Pay Component	Enter your company data
W2-CODE-FF	Permitted benefits under a qualified small employer health reimbursement arrangement	Pay Component	Enter your company data
W2-CODE-GG	Income from qualified equity grants	Pay Component	Enter your company data
W2-CODE-HH	Aggregate deferrals	Pay Component	Enter your company data
<p>The values from W2-OTHER-01 to W2-OTHER-20 are printed on W2 Form Box 14. Please enter Box 14 Description in the Prompt field in format of 14-xxxxxxx.</p>			
W2-OTHER-01	Your company description	Pay Component	Enter your company data
W2-OTHER-nn	Your company description	Pay Component	Enter your company data
W2-OTHER-20	Your company description	Pay Component	Enter your company data
<p>The values from W2-USER-01 to W2-USER-20 are used by CLIENTS only. These values are not printed on the W2 form or file. These identifiers are used to obtain amounts for the RPYEU Summary report, such as 125 plan, 401 plan, benefit amounts, or the employer portion of certain employee contribution etc.</p>			
W2-USER-01	Your company description	Pay Component	Enter your company data
W2-USER-nn	Your company description	Pay Component	Enter your company data
W2-USER-20	Your company description	Pay Component	Enter your company data
<p>The values from W2-HL-01 to W2-HL-10 are used by High Line only.</p> <p>These identifiers are used to obtain amounts FOR the RPYEU Summary report, or for other purposes as required.</p> <p>These are reserved areas for High Line to allow users to define additional new variables that are not available or defined when the programming is done. If needed, High Line will give instructions for users to set these identifiers up.</p>			

W2-HL-01	High Line Defined description	Pay Component	Enter your company data
W2-HL-10	High Line Defined description	Pay Component	Enter your company data
W2-BASE-WORK_WEEK	Base Work Week	Element	
W2-BASE-WORK-EARN	Base Work Earnings	Element	
W2-STAT-EE	Statutory employee	Statistics	Enter your company data
W2-RETIRE-PLAN	Retirement plan employee	Statistics	Enter your company data
W2-3PARTY-SICK	Third-party sick pay	Statistics	Enter your company data
W2-SCHL-WAGE	School Taxable Wages	Element	W2-SCHL-WAGE
Field Identifier	Description	Suggested Field Source	Suggested Variable
W2-SCHL-TAX	School Tax	Element	W2-SCHL-TAX
W2-STATE-CODE	State Code	Data Base Column	DSP.STATE_PROVINCE_CODE
W2-STATE-REGIST	State Registration I.D. Number	Data Base Column	DGV.GOVТ_REGIST_NUMBER
W2-STATE-WAGE-HOME	State Wages and Tips (Home State)	Element	W2-STATE-WAGE-H
W2-STATE-WAGE-WORK	State Wages and Tips (Work State)	Element	W2-STATE-WAGE-W
W2-STATE-TAX-HOME	State Income Tax (Home State)	Element	W2-STATE-TAX-H
W2-STATE-TAX-WORK	State Income Tax (Work State)	Element	W2-STATE-TAX-W
W2-SUI-WAGE-EE	State SUI Wages (Employee)	Element	W2-SUI-WAGE-EE

W2-SUI-WAGE-ER	State SUI Wages (Employer)	Element	W2-SUI-WAGE-ER
W2-SUI-TAX-EE	State SUI Tax (Employee contribution)	Element	W2-SUI-TAX-EE
W2-SUI-TAX-ER	State SUI Tax (Employer contribution)	Element	W2-SUI-TAX-ER
W2-SDI-WAGE-EE	State SDI Wages (Employee)	Element	W2-SDI-WAGE-EE
W2-SDI-WAGE-ER	State SDI Wages (Employer)	Element	W2-SDI-WAGE-ER
W2-SDI-TAX-EE	State SDI Tax (Employee contribution)	Element	W2-SDI-TAX-EE
W2-SDI-TAX-ER	State SDI Tax (Employer contribution)	Element	W2-SDI-TAX-ER
W2-SUI-HRS-WRK	SUI Hours Worked	Element	W2-SUI-HRS-WORK
W2-SUI-WK-WRK	SUI Weeks Worked (From User)	Element	W2-SUI-WK-WORK
W2-SUI-WEEKS-WRK	SUI Weeks Worked (Derived)	Not specified	System Derived, no need to set up
W2-SUI-TAXABLE-WAGES	SUI Taxable Wages	Not specified	System Derived, no need to set up
W2-SUI-EXCESS-WAGES	SUI Excess Wages	Not specified	System Derived, no need to set up
W2-SUI-MTH1-WORK	SUI Worked on 12 th day of mth 1	Not specified	System Derived, no need to set up
W2-SUI-MTH2-WORK	SUI Worked on 12 th day of mth 2	Not specified	System Derived, no need to set up
W2-SUI-MTH3-WORK	SUI Worked on 12 th day of mth 3	Not specified	System Derived, no need to set up
W2-TIP-WAGE-WORK	Work State Tips Wages	Element	Tips Wages for each State

W2-ST-TIP-WORK	Work State Tips	Pay Component	Tips for each State
W2-WC-WORK	Workers Compensation Contribution	Element	W2-WC-WORK
W2-OR-TRA-WORK-W	St OR Transit Tax Wages	Pay Component	
W2-OR-TRA-WORK-A	St OR Transit Tax Amt	Element	
W2-UI-BASE-WORK_WEEK	St NJ Base Work Week	Element	
W2-UI-BASE-WORK-EARN	St NJ Base Work	Element	
W2-CNTY-NAME	County Name	Data Base Column	DCN.COUNTY_NAME
W2-CN-WAGE-HOME	County Wages (Home County)	Element	W2-CNTY-WAGE-H
Field Identifier	Description	Suggested Field Source	Suggested Variable
W2-CN-WAGE-WORK	County Wages (Work County)	Element	W2-CNTY-WAGE-W
W2-CN-TAX-HOME	County Tax (Home County)	Element	W2-CNTY-TAX-H
W2-CN-TAX-WORK	County Tax (Work County)	Element	W2-CNTY-TAX-W
W2-CITY-NAME	City Name	Data Base Column	DTX.JURISDICTION_NAME
W2-CI-WAGE-HOME	City Wages (Home City)	Element	W2-CITY-WAGE-H
W2-CI-WAGE-WORK	City Wages (Work City)	Element	W2-CITY-WAGE-W
W2-CI-TAX-HOME	City Tax (Home City)	Element	W2-CITY-TAX-H
W2-CI-TAX-WORK	City Tax (Work City)	Element	W2-CITY-TAX-W

For California SDI reporting, there are 2 options to print SDI on W2 Forms:	
	1) For California, if the IDFDV Identifier Seq 7260 W2-SDI-TAX-EE is not zero, then Box 19 will print the employee SDI contribution and Box 20 will print the description 'CASDI'. ORACLE REPORTS ONLY
	2) For California, if the IDFDV Identifier Seq 7260 W2-SDI-TAX-EE is not set up, the user can set up Box 14 to print 'CASDI' and the SDI amount

IDFDV – Primary and Mailing Addresses

Employer Address

If a user wants to use the Employer Primary Address, the user does not need to set up the 2020 – 2070 Identifiers. Leave these Identifiers blank and the system will use the Primary Address as the default.

If a user wants to use the Employer Mailing Address, the user needs to define the following Identifiers:

Table 14: IDFDV Primary and Mailing Addresses Identifiers

Seq	Field Identifier	Description	Field Variable
2020	W2_ER_LOCN_ADDR	Employer Location Address	MAIL
2030	W2_ER_DELIV_ADDR	Employer Delivery Address	Blank
2040	W2_ER_CITY	Employer City	Blank
2050	W2_ER_STATE	Employer State Abbreviation	Blank
2060	W2_ER_ZIP	Employer Zip Code	Blank
2070	W2_ER_ZIP_EXT	Employer Zip Code Extension	Blank
2100	W2_ER_COUNTRY	Employer Country	Blank

The Reference Text field will guide the setup of each Address Identifier.

If the mailing address is not defined for the Employer on the IDLN form or the Location field on the IDEN form, the IDLN primary address will be used.

If an Address was set up prior to 2006, and if the word MAIL is defined, the mailing address will be used, otherwise the primary address will be used.

Foreign Country Primary and Mailing Address set up:

Table 15: Foreign Country Primary and Mailing Address Setup

Seq	Field Identifier	Description	Field Variable
2080	W2_ER_F_STATE	Employer foreign State Abbrev	Blank or enter the word NAME
	If NAME is entered, the State name is used, otherwise the State code is used. This foreign State description is printed on W2 and reported on EFW2 file		
2090	W2_ER_F_POSTAL	Employer foreign postal Code	Blank
2105	W2_ER_F_COUNTRY	Employer foreign country	Blank or enter the word NAME, or ISO
	If NAME is entered, the Country Code from IDCO is used. If ISO is entered, the IDCO UDF <i>ISO Country Code</i> is used.		

Employee Address

If a user wants to use the Primary Address, the user does not need to set up the 2600 – 2650 Identifiers. Leave these Identifiers blank and the system will use the Primary Address as the default.

If a user wants to use the Mailing Address, the user needs to set up the following Identifiers:

Table 16: Foreign Country Mailing Address Identifiers

Seq	Field Identifier	Description	Field Variable
2600	W2_EE_LOCN_ADDR	Employee Location Address	MAIL
2610	W2_EE_DELIV_ADDR	Employee Delivery Address	Blank
2620	W2_EE_CITY	Employee City	Blank
2630	W2_EE_STATE	Employee State Abbreviation	Blank
2640	W2_EE_ZIP	Employee Zip Code	Blank
2650	W2_EE_ZIP_EXT	Employee Zip Code Extension	Blank
2680	W2_EE_COUNTRY	Employee Country	Blank

The Reference Text field will guide the user for the setup of each Address Identifier. If the mailing address for the employee is not defined on the IEPI form, the IEPI primary address will be used.

If an Address was set up prior to 2006, and if the word MAIL is defined, the mailing address will be used, otherwise the primary address will be used.

Foreign Country Primary and Mailing Address set up:

Table 17: Foreign Country Primary and Mailing Address Setup

Seq	Field Identifier	Description	Field Variable
2660	W2_EE_F_STATE	Employee foreign State Abbrev	Blank or enter the word NAME
	If NAME is entered, the State name is used, otherwise the State code is used. This foreign State description is printed on W2 and reported on EFW2 file		
2670	W2_EE_F_POSTAL	Employee foreign postal Code	Blank
2685	W2_EE_F_COUNTRY	Employee foreign country	Blank or enter the word NAME, or ISO
	If NAME is entered, the Country Code from IDCO is used. If ISO is entered, the ISO Country Code from the IDCO UDF <i>ISO COUNTRY CODE</i> is used.		

W2 Processing

Taxation Level Processing

If an employee has worked and/or lived in multiple tax jurisdictions during one taxation year, the reporting of W2 for this employee is as follows:

Federal level

- Federal information is totaled for all states for all employments for the reporting calendar year by Federal Registration.
- This includes Box 1 to Box 14
- The reporting of W2 Form and Magnetic Media filing is sorted and grouped by Federal Government Registration
- After all federal information is summarized, the federal information will be printed on the first W2 form for the employee (Box 1-11, Box 12's 1st four entries and Box 14's 1st two entries.
- Additional Box 12 and 14 information is printed on subsequent W2 forms for each employee. These forms will ***not*** repeat the federal information (Box 1-11).

State level

- State information is summarized by each individual State regardless of whether the State tax is generated from the work State tax or the residence State tax.
- If an employee has multiple tax jurisdictions within one State, the State tax information will be summarized by State
- This includes Box 15 to Box 17 and SUI quarterly information
- After all State information is summarized, each State is printed on the W2 form and overflows onto subsequent W2 forms, until all States are printed

Local level

- Local information is reported for the County Tax Information and the City Tax Information
- If County tax has been withheld for a GEO code, the County tax information is summarized by the GEO code, regardless if the tax is generated as work County or residence County tax
- If the City tax has been withheld for a GEO code, the City tax and wages are summarized by the GEO code, regardless of whether the tax is generated as work City or residence City tax. This includes Box 18 to Box 20
- After all the local (County/City) information is summarized, each local is printed on the W2 form and overflows onto subsequent W2 forms, until all locals are printed

School level

- School District tax information is reported in Box 14 with School Wage Base and School Tax
- On each W2 form:
 - Box 14 - "Other Information" allows up to four lines to be reported. Each Box 14 information requires **2** lines to be printed; the first line to print the description and the second line to print the amount. School information requires 4 lines, therefore subsequent W2 forms will be generated if more entries are required.
 - Box 12 allows up to four entries to be reported. Subsequent W2 forms will be generated if more entries are required.

W2 Type of Employment

The **W2 Type of Employment** field on the IDGR form must be defined on the **Registrations** tab to qualify employees who have YTD information and belong to a Group, for each **W2 Type of Employment**.

A – Agriculture

F – Form 944 filler

H – Household

M – Military

Q - Medicare Qualified Government Employment

R – Regular (all others)

X - Railroad

Users must run RPYEU for each **W2 Type of Employment**.

Example: Run RPYEU for **Regular** employment, then run RPYEU for **Agriculture** employment.

The **W2 Employment Type** for a Group **MUST NOT BE CHANGED** even if there are multiple effective date records for a group.

- If the W2 Employment Type is changed for a group for a different effective date, then the W2 reporting will be incorrect because it cannot qualify the YTD information under the proper W2 Employment Type.

Employees can work for multiple Types of Employment during a year. For example: an employee is a **Regular** employment employee during the year and also works for **Agriculture** employment during the summer. In this case, the **Agriculture** employment requires to report earnings on Form 943 and the Agriculture earnings should be separate from the Regular employment reporting on the W2. Users should set up a different Group for Agriculture and the employees should be paid and reported under the Agriculture Group.

When the RPYEU process is run, the employee will be automatically reported under the proper W2 Type of Employment from the IDGR form.

For Medicare Qualified Government Employees, users do not need to define a specific Group with **W2 Type of Employment ‘Q’** in order for the employees to be reported with a Q type employment. Employees are classified as MQGE by the FICA and Medicare tax method on the IPRLU form.

- If the IPRLU FICA method is defined as **Do not Calculate AND** the Medicare method is defined, the employee is qualified as an MQGE employee and will be reported under W2 Type of Employment Q regardless of which Group they belong to.
- When RPYEU is run, if the **W2 Type of Employment** selected is **R**, the employee will still be reported under Q depending on the FICA and MEDICARE tax method (defined on IPRLU).

Government Media File Name

When the RPYEU process is run, users can select to generate a Magnetic Media file. Users must define a valid directory name and a Magnetic Media file name, such as W2_2021.txt

Users can also attach the RPYEU Execution ID to the file name by defining the word *Mex* in the file name, such as W2_2021_mex.txt. This will generate a Magnetic Media file W2_2021_20304.txt for Execution ID 20304

Example: W2_mex_OHIO.txt. This will generate a Magnetic Media file W2_20304_OHIO.txt for Execution ID 20304

XML File

When the RPYEU process is run, users **MUST** define a valid File Directory name in order for the XML file to be generated.

The XML file contains all employee information to be read by the W2 Form Print Programs. RPYEU attaches the .xml extension to the defined Media File name for the XML file.

Example:

Table 18: Sample XML File Names

Media File Name	XML File Name
W2_20YY_mex.txt	W2_20YY_mex.xml
W2_20YY_mex	W2_20YY_mex.xml

After the RPYEU process is run, users can use Notepad or a PFE Editor to review the XML file content. Users can double click on the .xml file to open the XML file using an xml editor. Users can archive this XML file for historical reporting purposes or to reprint the W2s.

RPYEU Trace and Data Dump File

Users should always run RPYEU with the Trace Level set to **Exceptions Only** for all employees.

If there is problem in RPYEU and a user needs to determine which employee has the problem, the user should run RPYEU with the Trace Level set to **Program Trace**. This will print a list of processed employees to determine which employee has the problem.

When the Trace Level is set to **Program Trace**, the Select Statements for Federal, State and Local levels are also written as Trace messages. Users can review the select statements by running RMEX for the RPYEU Execution ID.

After determining which employee has the problem, users should run RPYEU for one employee with the Trace Level set to **Utility Trace** to determine the problem in detail.

When RPYEU is run with any Trace level, all trace messages are also written to a ‘_trace.csv’ file so users can open it in Excel for investigation. The dynamic SQL SELECT statement is written to ‘_select.txt’ file.

When the **Create Data Dump** toggle is set to YES, RPYEU will generate data dump files with a .csv extension for Federal, State, Local and School information. Users can open these data dump files in Excel for debugging and balancing purposes.

For example, when Mex ID 150277 is run with trace and data dump, the following files are generated:

Table 19: Sample Trace and Data Dump Generated Files

File Name	Description
rpyeu_w2_150277.txt	Magnetic Media file to be sent to the government
rpyeu_w2_150277.xml	xml file to be read by the W2 Print Programs to print the W2 forms
rpyeu_w2_150277_select.txt	SQL select statement, can be used in SQL+
rpyeu_w2_150277_trace.csv	Trace file for debugging
rpyeu_w2_150277_fed.csv	Federal data dump file for debugging or balancing
rpyeu_w2_150277_state.csv	State data dump file for debugging or balancing
rpyeu_w2_150277_local.csv	Local data dump file for debugging or balancing
rpyeu_w2_150277_school.csv	School data dump file for debugging or balancing

If RPYEU is not run in Trace mode, then only the first 2 files are generated:

File Name	Description
rpyeu_w2_150277.txt	Magnetic Media file to be sent to the government
rpyeu_w2_150277.xml	xml file to be read by the W2 Print Programs to print the W2 forms

Government Media File – Code RW, RS when Select by State

When RPYEU is run with no specific State selected, the Federal Magnetic Media File and the Code RW records are generated.

When RPYEU is run with a State is selected, only the specific State is processed, therefore Code RW records will **NOT** be generated. Code RS records will be generated according to the State government requirements and the **W2 State Media Filing** defined on the IDGV form, **Variables** tab.

Exclude Employees

Users can exclude certain employees from W2 reporting by setting up the W2-EXCLUDE-EE Identifier on the IDFDV form.

If the value of the W2-EXCLUDE-EE Identifier is defined as 'Y', the employee is bypassed.

Example:

If a user does not want to report employees whose Assignment Title is **Election Worker** or **Self Employed**, set up the W2-EXCLUDE-EE Identifier with the following:

- Field variable = EASD.ASSIGNMENT_TITLE
- Derivation Expression =
- decode(UPPER(~),'ELECTION WORKER','Y','SELF EMPLOYED','Y','N')

NOTE: Use UPPER(~) to convert an alphanumeric field to compare all upper case letters.

If a user has a complex situation to exclude an employee, a **STAT CODE** can be used to define the employee should be excluded.

Example:

An employee is excluded when they work in certain groups, or with certain hours. Users can keep track of this by setting the **STAT CODE** value to **1.00**. Then the W2-EXCLUDE-EE Identifier, on IDFDV, should be set up with:

- Field Source = Statistics
- Field variable = the STAT CODE that is used to exclude employee
- Derivation Expression = decode(~,1,'Y','N')

Election Workers

Election workers earnings **should** be reported on the W2 if:

- The earnings are less than \$600, and the Social Security and Medicare taxes **ARE** withheld

Election workers earnings **should NOT** be reported on the W2 if:

- The earnings are less than \$600 and the Social Security and Medicare taxes are **NOT** withheld.

Users can manage this reporting as follows:

1. Use a separate pay component to record Election Worker earnings:
 - a. If FICA and Medicare are not calculated for these earnings, users can exclude election worker earnings by **not** defining the pay component in the element for each W2 Box.
2. If the employee is paid with election worker earnings and FICA and Medicare tax **are** withheld, users should determine if the employee should be excluded or not. If an employee is excluded, users can set up a **STAT CODE** for the W2-EXCLUDE-EE Identifier, on IDFDV, to exclude the employee from reporting on the W2 form.
3. Users can exclude all Election Workers by setting the EASD.ASSIGNMENT_TITLE to **ELECTION WORKER**, then setting the W2-EXCLUDE-EE Identifier to EASD.ASSIGNMENT_TITLE.

Reissued / Corrected W2 Forms

If an employee loses their W2 Form, organizations can reissue the W2 Form by running the W2 Print Program process and selecting the specific employee.

Prior to reissuing the W2 Forms, users must have the XML file ready for the W2 Print Program. The XML file can be from one of the following:

1. Re-run RPYEU to generate the XML file for the reissued employees OR
2. Use the archived XML file from the previous RPYEU run and select the employees from the .XML file

When the W2 Print Programs process is run, users should enter the word **REISSUED** or **CORRECTED** in the **Reissued/Corrected** field, so the W2 Form is printed with the defined word.

Void W2 Form

If an error is discovered on the W2 Forms, and the forms have **not** been distributed to the employees, users should fix the error(s) and re-run RPYEU and the W2 Print Programs.

If an error is discovered on the W2 Forms, and the forms **have** been distributed to the employees, users must manually correct the W2 Forms by completing Form W2-C for corrections. High Line does not support the W2-C form.

The incorrect W2 should still be filed to the government. High Line does not support the VOID box on the W2 Form to indicate an error.

RPYEU

RPYEU Registration Set Up Audit

When RPYEU is run, users have the option to audit and fix the government registrations set up on the IDGV form. Users can define the following:

Table 20: Registration Set Up Audit

Registration Set Up Audit	
Option to print exceptions that may exist from set up.	
00	Do not print, run. After the Government Registration is audited, do not print all registrations, continue to run RPYEU. This option suppresses all exception messages to be printed.
01	Print, do not run. After the Government Registration is audited, print all registrations, do not run RPYEU. This option is used when a user just wants to verify all of the government registration set up prior to running RPYEU. This option allows exception messages to be printed.
02	Print and Run. After the Government Registration is audited, print all registrations and continue to run RPYEU. This should be the default so users can verify all of the government registration set up and run RPYEU. This option allows exception messages to be printed.
03	Excp and Run. After the Government Registration is audited, do not print registrations and continue to run RPYEU. This option allows exception messages to be printed.

RPYEU Exception Messages

Negative (credit) amounts are never allowed for W2 reporting. If negative amounts are encountered, an exception message is printed. Users must resolve the negative amount and re-run the report until no exceptions are found.

The following set up exception messages are highlighted if one of the **Register/Set Up Audit** fields are defined that allows exception messages to be printed (Options 01, 02 and 03 only).

Table 21: RPYEU Exception Messages

Code	Message
IMUF	User Field W2 STATE MEDIA FILING is not set up for P2K_CM_GOVT_REGISTRATIONS
IMUF	User Field W2 TAX TYPE CODE is not set up for P2K_CM_GOVT_REGISTRATIONS
IMUF	User Field W2 TAXING ENTITY is not set up for P2K_CM_GOVT_REGISTRATIONS'
IDGV	Federal Registration is not set up for Entity: Entity name
IDGR	W2 EMP TYPE is not set up for Entity: Entity code Unit: Unit code Group: Group code Effective date
IDGR	State Registration is not set up for State: State name
IDGV Variables	State: State name W2 STATE MEDIA FILING = xx is invalid, value must be 00, 01, 02, 03
IDGV	Local Registration is not set up for County Tax Jurisdiction: County name
IDGV Variables	County: county name W2 STATE MEDIA FILING = xx is invalid, value must be 00, 01, 02, 03
IDGV	Local Registration is not set up for City Tax Jurisdiction: City name
IDGV Variables	City: city name W2 STATE MEDIA FILING = xx is invalid, value must be 00, 01, 02, 03
IDGV	School Registration is not set up for School: School name
Warning	IDFDV Identifier Name is not set up
Warning	IDFDV Identifier Name contains CONSTANT

The following exception messages are always printed for an employee:

Table 22: Exception Messages that are Always Printed for Employee

Code	Message
Empl nnn	<p>Invalid SSN: ssn, SSN must be 11 positions, position 4 and 7 must be a hyphen (-).</p> <p>Users must verify and correct the SSN number, otherwise the W2 form and Magnetic Media filing will be incorrect for the employee</p>
Empl nnn	<p>Term date YYYYMMDD is prior to reporting year YYYY.</p> <p>This is a warning that indicates the employee has been terminated in a prior year, but has YTD information for the current calendar year.</p>
Empl nnn	<p>Box 3 999999.99 + Box 7 999999.99 = 999999.99 exceeds Annual Max Wage Base 999999.99.</p> <p>Users must correct either the Box 3 or Box 7 set up. The system does not adjust this number because it does not know if Box 3 or Box 7 is correct.</p> <p>If this situation is not corrected, the W2 will be rejected as the government does not allow the wage base to exceed the annual maximum.</p>
Empl nnn	<p>Employee has no Federal Information for Employment Type R, employee is bypassed.</p>
Empl nnn	<p>Identifier Amt 999999.99-, negative amount not allowed, amount changed to 0.00.</p> <p>Users must review this error and correct the negative amount, otherwise the system will report zero in this field.</p>
Empl nnn	<p>Identifier Amt 999999.9999 exceeds 2 decimals, amount changed to 999999.99.</p> <p>This can cause a rounding error. Users should review the error to find out why the amount exceeds 2 decimals and correct the data.</p>
Empl nnn	<p>Identifier Amt 999999999.99 exceeds 11 digits, check printed Form and Govt File size.</p> <p>The system highlights the amount that exceeds the 11 digits. Users should review the printing of the W2 for this field and the government file to report this amount.</p>

<p>Empl nnn</p>	<p>Error: RS record posn 999 length = nn only, Field size exceeded for Amt 999999999.99.</p> <p>This Error message is issued when the Length of the Field Size available on the Magnetic Media file is not large enough to hold the amount. The field size is always checked for each numeric field prior to writing the amount on the file.</p> <p>Users MUST correct this error because the report will show ##### in the field and the government will reject the file.</p> <p>Users should not correct the ##### amount to zero in the file. This will result in an incorrect reporting for the W2, between the W2 form print and the W2 file.</p> <p>The W2 form may be large enough to print the field size while the Magnetic Media reporting could not report this large amount.</p> <p>Users must find out if incorrect data is the cause of the problem or contact High Line for support.</p>
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RPYEU Summary Report Levels

There are 5 levels of reporting for the RPYEU Summary Report:

- Federal
- State
- County
- City
- School District Level

Each level of print can be suppressed by selecting the options from the RPYEU run. However, the Federal level grand total report is always printed to capture all the statistics of the RPYEU run.

The Federal Level print is reported and sorted by employees, and has all levels of details for an employee.

The State, County, City and School District levels are reported and sorted by State, County, City and School District.

Users can suppress the printing of *Set up Exceptions* for IDFDV, IDGV etc., however, the Employee level of exception is always printed to show error or warning messages for an employee.

RPYEU Trace Level

Users should always run RPYEU with the Trace Level set to *Exceptions Only* for all employees.

If there is problem in RPYEU, users should run RPYEU with the Trace Level set to *Program Trace*. This will print a list of processed employees to determine which employee has the problem.

When the Trace Level is set to **Program Trace**, the Select Statements for Federal, State and Local levels are also written as Trace messages. Users can review the Select statements by running RMEY for the RPYEU Execution ID.

After determining which employee has the problem, users should run RPYEU for the specific employee with the Trace Level set to **Utility Trace** to review and determine the problem in detail.

RPYEU Sort Levels

There are 3 options to sort employees in RPYEU for distribution of the W2 Forms:

1. Sort Level By
2. Sort by Active/Inactive
3. Sort Employees By

Sort Level By

- Department is the prime assignment details' department that is effective as of the defined 'As of date'.
- Users can define a special 'W2 Destination' at the department level or the employee level for W2 distribution purposes.
- Users can also define to 'Provide Sort Level Totals' by defining a 'Sort Level By' level

Table 23: Sort Level By Options

Sort Level By	
00	Not applicable
01	Department
02	Dept W2 Destination
03	Dept SUI ER Number
04	Pay Dest (EASD)
05	Location (EASD)
06	W2 Destination (EID)

Sort by Active/Inactive

- This prompt is useful for sorting Terminated employees from Active employees for distribution purposes.

Table 24: Sort By Active/Inactive Options

Sort By Active/Inactive	
00	Do not sort active/inactive. This is the default. When this option is selected, inactive /terminated employees will not be sorted before active employees.
01	Before Sort Level. When this option is selected, all terminated employees will be sorted before the defined Sort Level By field (above). Example: All Inactive employees are grouped together <u>by Department</u> (Sort Level), followed by all Active employees.
02	After Sort Level. When this option is selected, all terminated employees will be sorted after the defined Sort Level By field (above). Example: All Inactive employees are grouped together <u>within each Department</u> (Sort Level), followed by all Active employees in the same department.

Example for 01 – Before Sort Level

Department A has 2 terminated employees (A1, A2) and 3 active employees (A3, A4, A5)

Department B has 2 terminated employees (B1, B3) and 3 active employees (B3, B4, B5)

RPYEU will sort in this order:

Department A Status: <u>Inactive</u>	Employee A1
	Employee A2
Department B Status: <u>Inactive</u>	Employee B1
	Employee B2
Department A Status: Active	Employee A3
	Employee A4
	Employee A5
Department B Status: Active	Employee B3
	Employee B4
	Employee B5

- All Inactive employees are grouped together by Department (Sort Level), followed by all Active employees

Example for 02 – After Sort Level

Department A has 2 terminated employees (A1, A2) and 3 active employees (A3, A4, A5)

Department B has 2 terminated employees (B1, B3) and 3 active employees (B3, B4, B5)

RPYEU will sort in this order:

- Department A Status: Inactive Employee A1
- Employee A2
- Department A Status: Active Employee A3
- Employee A4
- Employee A5
- Department B Status: Inactive Employee B1
- Employee B2
- Department B Status: Active Employee B3
- Employee B4
- Employee B5

- All Inactive employees are grouped together within each Department (Sort Level), followed by all Active employees in the same department.

Sort Employees By

- This prompt will sort within the **Sort Level By** and **Sort by Active / Inactive** fields.

Table 25: Sort Employees By Options

Sort Employees By	
01	Person Code
02	Last Name/First Name
03	Destin/Last/First
04	Dept/Last/First
05	Mailing ZIP/Last/First
06	Primary ZIP/Last/First

RPYEU Sort by Zip – Mailing W2 at Discounted Rate

For organizations who are mailing a large volume of the W2 forms to their employees, arrangements can be made with the US Post Office to mail the W2 forms at a discounted postal rate if the W2 forms are sorted by ZIP code.

To mail W2 forms at a discounted rate, when RPYEU is run, users should select to **Sort Employees By**:

- Mailing ZIP/Last/First name (recommended)
- Primary ZIP/Last/First name

If the IEPI Mailing Address does not exist, the IEPI Primary Address will be used.

The RPYEU report prints the employees by ZIP code sequence and prints the ZIP codes on the Employee's line.

The W2 Print Programs reads from the xml file and prints records in the sequence as sorted by RPYEU. If the Windward W2 Print Program version is used, the process reads the IPGH **ID Sequence** that has been sorted by the RPYEU process.

NOTE: When using the option to sort by ZIP code, the employees are sorted in ZIP order and not by Last/First name or Person code sequence. This can make it difficult to locate a specific employee.

For auditing and balancing purposes, it is recommended that RPYEU should be run with the **Sort Employee By** parameter set to either Person Code or Dept/Last/First. This will generate the government file, to balance to the RPREGT, and submit to the government.

Prior to printing the W2 forms through the W2 Print Programs, users should re-run the RPYEU with the **Sort Employee By** parameter set to either Mailing ZIP/Last/First or Primary ZIP/Last/First to generate the xml file to sort by ZIP code. Users should also verify that this RPYEU run report balances to the RPYEU report from the prior run, to ensure the totals match. Users can then run W2 Print Programs to print the W2 forms.

After W2 Print Program is run, users should save the RPYEU xml file for backup or auditing purposes. If a user needs to reference the order of W2 printing, users can re-run RPYEU with the **Sort Employee By** parameter set to either Person Code or Dept/Last/First to generate the government file sequence to be kept on the IPGR / IPGH form for balancing to the government file.

RPYEU Combined Employment Type

The EFW2 media file Code RE Employer record requires to report one of the following types of employment:

- A - Agriculture
- F – Form 944 filer
- H - Household
- M - Military
- Q – Medicare Qualified Government Employment
- R – Regular (All others)
- X – Railroad

The Employment Code is retrieved from **the W2 Employment Type** parameter on the IDGR form or from the employee’s FICA and Medicare method defined on the IPRLU form.

All employees with the same Employment Code are grouped together under one Code RE record.

If the FICA method on the IPRLU form **IS** set to **Do not Calculate** and the Medicare method is **NOT** set to **Do not Calculate**, the employee is classified as W2 Type of Employment Q for W2 reporting. Otherwise the W2 Type of Employment is derived from the **W2 Employment Type** field on IDGR.

The EFW2 Federal Filing requires Code RE records to be reported by **Type of Employments**, however, **some States filing do not require to separate employees by Type of Employments**. In these cases, the **Combine Employment Types** field on RPYEU is used.

Typically, this field is set to **No** for most RPYEU file reporting, however, if a State filing does not require to file by Types of Employment, users can set this field to **Yes** to combine all Types of Employment under one Code RE record.

If your organization has only **Regular** Types of Employment, users should set this field to **No** all the time.

W2 Form Control Number Print

On the W2 Form, 2-on-1-page, Box D, users can print the Control Number on the Form for reference or distribution purposes, such as a Person Code. Users must set up the following Identifiers on the IDFDV form:

Sequence 2800 – W2-CONTROL-PRT

Table 26: Sequence 2800 Field Identifiers

Field	Description
Form Code	HL\$US-W2-2022
Seq #	2800
Identifier	W2-CONTROL-PRT

Description	Print Control Number on Form
Level	Federal
O/R Prompt	CONTROL NUM PRT
Source	Constant
Field Variable	0, Null – Do not print Control Number on W2 Form 1- Print Control Number as defined in W2-CONTROL-NUM Identifier 2- Print Control Number as defined from RPYEU <i>Sort Level By</i> field 3- Print W2-CONTROL-NUM Identifier and Person Code 4- Print <i>Sort Level By</i> field and Person Code 5- Print <i>Sort Level By</i> field and W2-CONTROL-NUM Identifier 6- Print <i>Sort Level By</i> field, W2-CONTROL-NUM Identifier and Person Code

Sequence 2810 – W2-CONTROL-NUM

Table 27: Sequence 2810 Field Identifiers

Field	Description
Form Code	HL\$US-W2-2022
Seq #	2810
Identifier	W2-CONTROL-NUM
Description	Control Number on Form
Level	Federal
O/R Prompt	CONTROL NUMBER
Source	Database Column
Field Variable	Enter your company data, such as EID.PERSON_CODE, or DLN.LOCALITY, or PPA.PAYROLL_CODE, etc.

If Seq # 2810 W2-CONTROL-NUM defines a Data Base Column, such as PPA.PAYROLL_CODE, and:

- within the reporting year the employee has been paid by more than one entry of this data base column, (employee is paid under 2 Payroll Codes), and
- the Government Registrations are the same;

the YTD values will be accumulated together, and **W2 Form Box D** Control Number will be printed with one PAYROLL_CODE only, usually the PAYROLL_CODE that is sorted last, is printed.

Example:

Employee is paid by	PAYROLL_CODE:	US CENTRAL BW
Employee is also paid by	PAYROLL_CODE:	US WEST BW

Then the **US WEST BW** code will be printed.

RPREGT – Pay Totals Register

Run the To Date Register (RPREGT) to create the summary register of YTD totals for employees.

Users can run RPREGT for a group, unit, department, etc., or for a list of employees using the **People List Code** parameter.

Create an element on the IPPE form with only the pay components that will be reported on the W2 form. This will greatly reduce the size of the Year-to-Date Register.

If an employee worked in two different jurisdictions, there will be one register for each jurisdiction. Consequently, the employee will receive a separate W2 form for each jurisdiction.

For auditing purposes, (comparing RPREGT TO RPYEU) users should define the **Provide Totals By** field as **Fed Regist Number** when RPREGT is run.

RPYEU – US Year End Summary Report

The US Year End Summary Report (RPYEU) is used to verify that the totals are balanced with the Year to Date information before printing the W2 forms.

Produce US Year End Summary Report

- This report is used to balance to the Year-To-Date Register and the Quarter-To-Date (RPREGT) report
- Check the exception messages from this Summary Report and correct any exceptions
- Generate the W2 File in the federal format (EFW2 Format is supported for year 2021 reporting)
- Generate the State Information in the federal file format for the States that accept the federal file format
- Produce the W2 State File for States with the specific State file format requirements
- Users must run the RPYEU process, one State at a time, to generate the State specific file
- Since each State has its own requirements, users must check with High Line to verify if the State is supported, prior to running the RPYEU for a specific State file
- Generate an XML file to populate the W2 Print Programs to print the W2 Forms for all processed employees

RPYEU Report Parameters

Table 28: RPYEU Report Parameters

Field	Description
Annual Form Code	<p>Mandatory</p> <p>Form Code that is defined on the IDFDV form</p> <p>NOTE: always use current year form code, such as HL\$US-W2-2022. DO NOT use a prior year form code as the Identifiers may be obsolete.</p> <p>For 2021-2022 reporting, the HL\$US-W2-2022 form code contains the Store Option field to store the Employer Addresses, Employee Addresses and Amounts in the government remittance tables, which can be viewed on the IPGR or IPGH forms.</p>
Quarterly Form Code	Blank for Annual Reporting
Govt Interface Format	Blank for Annual Reporting
Period Type	Enter the Year for Annual Reporting
Period End Date	Enter the Year Ending Date
As of Date	The start date of the reporting period
Combine Employment Type	Should the employees on the report be sorted by their Employment type? Set this toggle to ON to combine Regular and Other Types of Employment (such as Agriculture).
Combine Fed Regist	<p>Should all the selected Federal Regist for State/Local reporting be combined? Set this toggle to ON to combine all selected Federal Regist for State/Local reporting.</p> <p>DO NOT SET THIS TOGGLE TO ON WHEN GENERATING THE FEDERAL FILE.</p> <p>When this toggle is set to ON, the RPYEU process will not store the Federal Level amounts on the IPGH form because the Federal Registration Numbers are combined and will not be linked to a specific Federal Registration Number</p>
Media Format	Enter Federal File Format for SSA reporting
Directory Name	The directory name where the government magnetic media file will be stored.

Media File Name	The government magnetic media file name.
Create Dump Data	<p>Should a data dump file with the extension of .csv be generated?</p> <p>When this toggle is set to YES, RPYEU will generate data dump files with a .csv extension for Federal, State, Local and School information. Users can open the data dump file in an Excel spreadsheet for debugging and balancing purposes.</p>
Trace Level	<p>Users should always run RPYEU with the Trace Level set to Exceptions Only for all employees.</p> <p>If there is problem in RPYEU and a user needs to determine which employee has the problem, the user should run RPYEU with the Trace Level set to Program Trace. This will print a list of processed employees to determine which employee has the problem.</p> <p>When the Trace Level is set to Program Trace, the Select Statements for Federal, State and Local levels are also written as Trace messages. Users can review the select statements by running RMEX for the RPYEU Execution ID.</p> <p>After determining which employee has the problem, users should run RPYEU for one employee with the Trace Level set to Utility Trace to determine the problem in detail.</p>
Regist/ Set Up Audit	Option to print exceptions that may exist from set up. Options are:
	<p>00 Do not print, run.</p> <p>After the Government Registration is audited, do not print all registrations, continue to run RPYEU. This option suppresses all exception messages to be printed.</p>
	<p>01 Print, do not run.</p> <p>After the Government Registration is audited, print all registrations, but <u>do not</u> run RPYEU. This option is used when a user just wants to verify all of the government registration set up prior to running RPYEU. This option allows exception messages to be printed.</p>
	<p>02 Print and Run.</p> <p>After the Government Registration is audited, print all registrations and continue to run RPYEU. This should be the default so users can verify all of the government registration set up and run RPYEU. This option allows exception messages to be printed.</p>
<p>03 Excp and Run.</p> <p>After the Government Registration is audited, <u>do not</u> print registrations and continue to run RPYEU. This option allows exception messages to be printed.</p>	

User Comment	Enter a comment to print on the RPYEU report
Print Report On	Options are: <ul style="list-style-type: none"> • Report only (default) • Report and Output file • Output File only • Do not print

RPYEU Run Options

Table 29: RPYEU Run Options

Field	Description
Sort Level By	How should the employees be grouped for sorting?
Sort by Active /Inactive	Should the employees on the report be sorted by their status?
Sort Employees By	How should the employees on the report be sorted?
Provide Sort Level Totals	Should there be totals reported at the <i>Sort Level</i> selected?
Federal Print Level	Defines the level of detail to print
State Print Level	Defines the level of detail to print
SUI Print Level	Defines the level of detail to print
County Print Level	Defines the level of detail to print
City Print Level	Defines the level of detail to print
School District Print Level	Defines the level of detail to print

RPYEU Report Filters

Table 30: RPYEU Report Filters

Field	Description
Entity	To define and report on a specific Entity
Federal Regist Set	To define and report on a Federal Registration Set (on IDGV)
Federal Regist Type	To define and report on a specific Federal Registration type, defined on IDGV. Optional
Federal Registr Number	Employer Identification Number (on IDGV)
People List	This field limits the process to the people in the defined list.
Person	Person Code of employee you are testing with
Select State	Do not enter a State when generating the Federal File or W2 forms. If a State is entered, RPYEU will automatically switch to report by this State only.
State Regist Set	To define and report on a specific State Registration Set (on IDGV). Not required for Annual reporting.
State Regist Type	To define and report on a specific State Registration type, defined on IDGV. Optional
State Registr Number	Only for Quarterly State Filing. If a State is not entered, then the Federal Registr Number is used (on IDGV)
Local Regist Set	To define and report on a specific Local Registration Set
Local Regist Type	To define and report on a specific Local Registration type, defined on IDGV. Optional
Local Registr Number	To define and report on a specific Local Registration Number
Select County	To define and report on a specific County
Select City	To define and report on a specific City
Select School	To define and report on a specific School District

RPYEU Selection Criteria – Quarterly Reporting

Table 31: RPYEU Selection Criteria Fields

Field	Description
Annual Form Code	Form Code that is set on the IDFDV form NOTE: always use current year HL\$US-W2-2022
Quarterly Form Code	Optional. If not defined, it defaults to the Annual Form Code with EFW2 format. If the State is using a format such as the ICESA, TIB-4 and special formats for quarterly reporting, enter HL\$US-QTR-2014. HL\$US-QTR-2014 will not be updated after 2014 because this format code is only used for prior year ICESA and TIB-4 formats. Most States are now converted to EFW2.
Govt Interface Format	Optional. Some States require specific government XML file format that is defined on the IDIF form. Example: The Florida State format is HL\$US-QTR-FL2022 Please refer to the State document that indicates if this parameter should be used.
Period Type	Enter Quarter for Quarterly Reporting
Period End Date	Enter the Quarter End date
As of Date	The start date of the reporting period
Combine Employment Type	Should the employees on the report be sorted by their Employment type? Set this toggle to ON to combine <i>Regular</i> and <i>Other Types</i> of Employment (such as Agriculture).
Combine Fed Regist	Should the all selected Federal Regist for State/Local reporting be combined? Set this toggle to ON to combine all selected Federal Regist for State/Local reporting. DO NOT SET THIS TOGGLE TO YES WHEN GENERATING THE FEDERAL FILE. When this field is set to Yes, the RPYEU process will not store the Federal Level amounts on the IPGH form because the Federal Registration Numbers are combined and will not be linked to a specific Federal Registration Number
Media Format	Enter the State File Format or SUI File format for State Reporting. For the SUI File Format, the SUI Registration Number from the IDGV form is used.

RPYEU Report Filters - Quarterly Reporting

Table 32: RPYEU Report Filters Fields

Field	Description
Entity	Enter only to select specific Entities
Federal Regist Set	Enter only to select by different Federal Registration Sets , from IDGV
Federal Regist Type	To define and report on a specific Federal Registration type, defined on IDGV. Optional
Federal Registr Number	Employer Identification Number, from IDGV
Select State	Mandatory for Quarterly State Filing. If a State is not entered, the process is run for Federal Reporting.
State Regist Set	Enter the State Registration Set. Enter the State Registration Set and State Registr Number ONLY when running for one State.
State Regist Type	To define and report on a specific State Registration type, defined on IDGV. Optional
State Registr Number	Enter the State Registration Number. Enter the State Registration Set and State Registr Number ONLY when running for one State.

Please enter all other fields accordingly.

RPYEU Quarterly Form Code Set Up

For quarterly filing, users must set up the HL\$US-W2-2022 Annual Form Code (IDFDV) for all Federal and State Identifiers, including SUI/SDI, respecting the Work and Home State pay components.

Users may also need to set up HL\$US-QTR-2014 Form Codes, if the state requires ICESA reporting format.

The HL\$US-W2-2022 Annual Form code is used to report the Federal File and W2 Form Information for the 2021 year end. This Form Code information is also used to report the quarterly information for the States for 2021.

The difference between Federal and State Filing is the file format for each State, such as EFW2, ICESA or another specific State format.

When RPYEU is run for quarterly reporting, users MUST enter the Annual Form Code. Users can optionally enter the Quarterly Form Code to use HL\$US-QTR-2014 or to default to the EFW2 HL\$US-W2-2022 format.

All HL\$US-QTR-2014 Identifiers from fields 3100, 3110 etc., will be calculated by the RPYEU process by retrieving values from the HL\$US-W2-2022 sequence #'s 7010, 7020 etc. Users can enter any values on HL\$US-QTR-2014, sequence 3100, 3110 etc., and it will not be used.

High Line uses the HL\$US-QTR-2014 Identifiers to obtain values that are applicable for ICESA and TIB4 formats.

After the HL\$US-W2-2022 State and SUI information is set up on IDFDV, the employees must also be paid in UPCALC with the State/SUI information for that State, in order to be reported for the quarterly filing.

RPYEU Notes

The RPYEU process produces a Summary Total Report by Government Registrations. Users must balance this report to the RPREGT report.

Each RPYEU run generates one Government Run Number (GVT Run).

All employees processed by this RPYEU run belong to this GVT Run Number. At the end of the RPYEU run, the Government Reporting Statistics are printed with the generated GVT Run Number. After RPYEU is run, users can go into the IPGR (Government Run) form to view details by the GVT Run number.

On the IPGR form, the employee's detail government reporting information can be viewed. Alternately, users can go directly to the IPGH (Government Header) form by employee to view this information.

Users can process many RPYEU runs for different sets of employees. This generates multiple GVT Run Numbers, however users must run the W2 Print Programs to print W2 forms from the .xml files that are generated by the RPYEU run.

Employee's Government Header (IPGH) information are re-generated by subsequent RPYEU runs. The same IPGH information is removed automatically when a new IPGH is re-generated.

At the end of each run, the RPYEU process removes any GVT Run Numbers that do not have any GVT Headers associated with it.

Users can run the RPYEU process concurrently for different sets of employees.

At the beginning of the RPYEU run, the Execution Run Log is stamped with the Execution Start Date. At the end of RPYEU run, the Execution End Date is stamped.

For concurrent RPYEU runs that have not been finished with the Execution End Date, any other concurrent RPYEU runs will not remove the GVT Run Number, even if there are no GVT Headers.

IPGR - Government Reporting

The results from RPYEU can be viewed on the IPGR and IPGH forms. These forms are view only and display the GVT Run numbers in descending order. Each GVT Run number is generated by the RPYEU process.

Users can:

- Click on the **GVT Run** column to sort the GVT Run # in ascending or descending order.
- Drag and Slide the **Type** column, or any other column, to display the information in the desired sequence.

IPGR - GVT Run Tab

The **GVT Run** tab displays general information for the GVT Run.

IPGR - Header Tab

This is a view only form and displays the GVT Header information, by employee, for the GVT Run.

The **Govt Reg – Tax Suffix** column on IPGR indicates the government registration number and the **Type of Employment** field from the IDGR form.

The **Employee Remittance** line stores the Federal Government Registration information with the Employer's name and addresses, as well as the Total Amounts. The Employer's name and address information will be printed on the W2 Form by the W2 Print Programs.

Users can click on the **Govt Reg–Tax Suffix** column, the **Employee Name** column or the **Tax Info** column to sort these columns in ascending or descending order.

Users can also Drag and Slide any column to display the information in the desired sequence.

IPGH – Employee Government Reporting

IPGH – Header Tab

This is a view only form and displays the GVT Headers information for the selected employee.

Users can:

- Click on the **Tax Level** column, the **Type** column, **Period** column or the **Govt Registration** column to sort them in ascending or descending order.
- Drag and Slide any column to display the information in the desired sequence.

The following fields on the **Header** tab allow users to enter:

Table 33: IPGH Header Tab Fields

Field	Description
Comments	User comments can be entered in this field. Used if amending the form and an amendment reason is required.
Print Stage	To change Print Stage for Duplicate copy, Amendment etc. Only the following stages should be used:
	11 Duplicate Requested
	21 Amendment Requested
	91 Form cancelled
	99 To be deleted
Govt File Stage	To change the Govt File Stage. The Stages are:
	00 Not specified
	01 New, file Not created
	02 Govt file created
	03 Amend, file not created
	04 Amend file created
	05 Cancel file created
	06 Reject, file not created
	07 Reject file created

- Typically, users do not need to change the Govt Filing Stage for re-filing. Users can change individual forms to be picked up by RPYEU run
- The **Create by GVT Run** field is always populated by the RPYEU process when the GVT Header is generated
- The **Print by GVT Run** is populated by the applicable Form Print Program, such as RPW2W4C/ RPW2W4TB.
- The **File by GVT Run** field is populated by the RPYEU process when the government file is generated

IPGH – Amount Tab

This is a view only form and displays the GVT Amount information, by employee. The Sequence, Identifiers and Description fields are from the IDFDV definitions. The amount or the alphanumeric value of the Identifier is displayed.

The employee's name and address information is stored for historical reference purposes. The name and address information will be printed on W2 Form by Form Print programs.

UPGRUNDO – Undo GVT Run

The UPGRUNDO process allows users to undo a GVT Run number by employee. This process should be used to undo an erroneous GVT Run due to set up issues or to remove any archived GVT information.

UPGRUNDO – Selection Criteria

Table 34: UPGRUNDO Selection Criteria

Field	Description
GVT Run Number	Mandatory. Users must enter at least one GVT Run Number
Person Code	Optional. Enter one or more Person Codes. The selected Person codes within the GVT Run Numbers are processed.
Trace Level	Users should always run this process with this field set to Exceptions Only unless required for tracing purposes.
Trial	Optional. When set to ON, allows users to review the report for verification prior to running the undo process. In non-trial mode, UPGRUNDO removes GVT Headers and GVT Run for the qualified GVT Run.

W2 Form Print

Once the year-to-date information is correct (see Preparing for Year End), run the RPW2W4C/ RPW2W4TB process.

The W2 Print Programs completes and prints the W2 forms, as well as the W2 Media file, based on the parameter selections.

Users should run all Government Form Print Programs, such as RPW2W4C and RPW2W4TB with the Destination Format defined as PDF on the **Run Options** tab.

All W2 Form Print Programs are aligned with the government forms in the PDF format. Users can adjust the parameters for the Top Margin and the Between Form Space when generating the PDF file. Once the PDF file is generated, users will not need to adjust the Page Set up when printing.

The PDF file is generated in the working directory of your P2K path.

Write down the Execution ID of the W2 Print Program report and run RMEX to obtain a grand total report.

RPW2W4C - Windward

- Reads the GVT file generated from RPYEU to print the W2 Forms
- Produces W2 Forms, **4-on-a-page formats ONLY**

RPW2W4C Report Parameters

Table 35: RPW2W4C Report Parameters

Field	Description
W2 Form No.	This field defines which W2 form are to be printed
	<ul style="list-style-type: none"> • MW1279: 4 on 1 page, 4 corner, legal size, self-mailer • LW24UPB: 4 on 1 page, 4 corner, letter size • MW283: 4 on 1 page, 4 corner, letter size, self-mailer
Reissued/Corrected	<p>Defines if the W2 is being reissued for an employee.</p> <p>Enter the word REISSUED or CORRECTED in this field, and the RPW2W4C will print the W2 with the exact wording from this field.</p>
Person Code	Users can enter one or more person codes to report on.
Status Type	To define and report on specific Status Types. Options are:
	Active Cobra Inactive
	Leave Pending Retired
	Survivor Terminated Unpaid Leave
W2 Employment Type	This field identifies which employment types are to be printed.
RPYEU XML Directory	Directory name where XML file was created and saved by RPYEU
RPYEU XML File Name	Name of the XML file created by RPYEU
Exception Level	Defines the level of detail on the exception report.

RPW2W4TB - Windward

- Reads the XML file generated by RPYEU to print the W2 Forms
- Produces W2 Forms, **4-on-a-page, top-to-bottom, format ONLY**

RPW2W4TB Report Parameters

Table 36: RPW2W4TB Report Parameters

Field	Description		
W2 Form No.	This field identifies which W2 form to printed		
	<ul style="list-style-type: none"> • MW1288: 4 on 1 page, top-to-bottom, legal size, self-mailer 		
Reissued/Corrected	<p>Defines if the W2 is being reissued for an employee.</p> <p>Enter the word REISSUED or CORRECTED in this field, and this will print the W2 with the exact wording from this field.</p>		
Person Code	Users can enter one or more person codes to report on.		
Status Type	To define and report on specific Status Types. Options are:		
	Active	Cobra	Inactive
	Leave	Pending	Retired
	Survivor	Terminated	Unpaid Leave
W2 Employment Type	This field identifies which employment types are to be printed.		
RPYEU XML Directory	Directory name where XML file was created and saved by RPYEU		
RPYEU XML File Name	Name of the XML file created by RPYEU		
Exception Level	Defines the level of detail on the exception report.		

Printing W2 Forms – Consent Logic

Printing of the W2 forms can be done either by running the RPW2W4C/RPW2W4TB and/or using the REW2 or BEW2 functions in Self Service.

Logic for the RPW2W4C/RPW2W4TB function has been added to respect the IMST “SS_REW2” preference. As well, the REW2 will respect the IMST “EE_W2_GVT_RUN” preference. Depending on the set up of these two preferences, the RPW2W4C/RPW2W4TB and the REW2 will print the W2 information.

Processing Logic

The SS_REW2 preference must be defined prior to running the RPYEU function.

The EE_W2_GVT_RUN preference can be updated (to define the GVT RUN#) prior to running the REW2 function. This will allow the employees to access their forms online using Self Service.

After running the RPYEU function, the W2 forms need to be created.

1. If the SS_REW2 preference is set to N:
 - a. If an employee gives consent, W2-BY-E-FORM = Y
 - i. Employee will not be on the RPW2W4C/RPW2W4TB reports
 - b. If the EE_W2_GVT_RUN preference contains the GVT RUN # (from the RPYEU run)
 - i. Employee will have REW2 available
 - c. If the EE_W2_GVT_RUN preference does NOT contain the GVT RUN # (from the RPYEU run)
 - i. Employee will NOT have REW2 available
 - d. If an employee does not give consent, W2-BY-E-FORM = N
 - i. Employee will be on the RPW2W4C/RPW2W4TB reports
 - ii. REW2 will NOT be available
2. If the SS_REW2 preference is set to Y (default) or is not defined:
 - a. All employees will be on the RPW2W4C/RPW2W4TB reports
 - b. If the EE_W2_GVT_RUN preference contains the GVT RUN # (from the RPYEU run)
 - i. All employees will have REW2 available
 - c. If the EE_W2_GVT_RUN preference does NOT contain the GVT RUN # (from the RPYEU run)
 - i. REW2 will NOT be available
3. The BEW2 forms in Self Service will be available to employees after the RPYEU and RPW2W4C/RPW2W4TB functions have been run.

Please refer to the chart below as a quick reference for this logic.

IMST: SS_REW2	IEPW2 (Consent)	IPGR: W2-BY-E-FORM	IMST: EE_W2_GVT_RUN	RPW2W4C/RPW2W4TB	BEW2	REW2
N	N	N	Y	✓	✓	x
N	Y	Y	Y	x	✓	✓
N	N	N	N	✓	✓	x
N	Y	Y	N	x	✓	x
Y	N	N	Y	✓	✓	✓
Y	Y	Y	Y	✓	✓	✓
Y	N	N	N	✓	✓	x
Y	Y	Y	N	✓	✓	x

Figure 1: Processing Logic Reference

If an employee has multiple States and Local tax jurisdictions to be printed, each W2 Form is printed with 2 States and 2 Locals information until all State and Local information are printed. The Local information printed may not necessarily coincide with the State Information that the Local resides.

The W2 Print Program generates Summary Totals by each Employer Identification Number and Employment Type. At the end of the W2 Print Program run, a grand total is generated for all Employers.

Users must run RMEX with the W2 Print Program Mex ID to obtain the Summary and Grand totals to balance to the RPYEU Summary report.

The W2 Print Program Summary and Grand Totals are accumulated for Federal Level Boxes 1 to 11 only, Boxes 12 and 14 are not totaled.

Users should verify the W2 Print Program Box 1 to 11 totals balance to the RPYEU Box 1 to 11 totals.

For Box 12 **Code Information** and Box 14 **Other Information**, since the printing on W2 Forms are free format, W2 Print Program will not total these boxes. The RPYEU Summary Report contains the totals for these boxes for user reference.

W2 Print Programs accumulates the Summary Totals and Grand Totals for all States and Locals, regardless if the tax is from the WORK or HOME tax jurisdiction and regardless of which States and Locals the taxes are in.

W2 Print Programs do not accumulate the State and Local tax totals by each State and each Local. Users should use the RPYEU Summary report to obtain the totals by each State and Local.

If the W2 Print Program cannot select any information from the xml file to print, users must run RMEX with the W2 Print Program Mex ID to review the errors or exception messages to locate the problem. Typically, the problem is because of an invalid Directory or File name.

From this link <http://www.irs.gov/pub/irs-pdf/fw2.pdf>, there are different copies of the W2 form that needs to be distributed to the employees and sent to the government: Copy A, 1, B, C, 2, D

The W2 Print Program report **Show Form (2 on 1 pg)** option can be set to print different copies of the W2 forms and the Employee Instructions on the back.

Users can select to print the W2 forms on the pre-printed W2 forms or to show Copy A, 1, B, C, 2, D of the W2 forms.

The W2 Form Copy A, 1, B, C, 2, D and Instructions are taken directly from the government link above, however, it is the user's responsibility to ensure these Employee Copies are accepted by the government as substitute of the pre-printed forms prior to distributing to the employees.

Electronic W2 Print Facility

Organizations can manage the consent for employees to receive electronic W2 forms using the Maintain Employee W2 Consent form (IEPW2).

Organizations can control the years that W2 forms are available for employees to print, by defining the EE_W2_GVT_RUN Preference on the IMST form.

Employees can consent or withdraw the consent to print their W2 form through Self Service.

If an employee chooses to receive electronic W2 forms, then they must enter their consent in the **My W2 Consent** form (WEPW2).

Employees must run the REW2 process and select the Reporting Year they want to print. The REW2 output of the W2 form will be in a pdf format.

If an employee has chosen to receive electronic W2 forms, using either the consent form WEPW2 or IEPW2, a paper copy is **NOT** printed during the W2 printing process.

Organizations can also manage the consent for employees to receive electronic W2 forms using the Maintain Employee W2 Consent form (IEPW2).

Organizations can control the years that W2 forms are available for employees to print, by defining the EE_W2_GVT_RUN Preference on the IMST form.

Setup/Implementation – Electronic Consent

The **SS_REW2** preference is maintained on the IMST form. This preference works as follows:

- If customers want **ONLY** those employees that have given Electronic Consent to be allowed to access the W2s in Self Service, then this Preference **MUST** be setup with a value of 'N'.
- If customers want to allow **ALL** employees to have access to the W2s in Self Service, regardless of the Electronic Consent setting, then this Preference **MUST** be setup with a value of 'Y' (this is the default).

NOTE:

- This preference **MUST** be defined before running the RPYEU and RPW2xxx functions.
- If SS_REW2 is set to N, for employees who provided their consent before RPYEU was run, a paper copy is **NOT** printed during the W2 printing process.

For RPW2W4C and RPW2W4TB, there is no need to set up EE_W2_GVT_RUN preference in IMST.

The GVT Run numbers must be entered with comma separators and no spaces, such as 1234,3333,4567).

W2 Wage Form Descriptions

All box information is derived from the IDFDV form, unless otherwise noted.

Table 37: W2 Wage Form Box Descriptions

Box	Title	Field Identifier	Suggested Variable
A	Employee's Social Security Number	W2-EE-SSN	EID.GOVERNMENT_CODE
B	Employer's Identification Number Assigned by IRS	W2-ER-EIN	DGV.GOVТ_REGIST_NUMBER
C	Employer's Name and Address		
	Field Identifier	Description	Field Variable
	W2-ER-NAME	Employer Name	DED.ENTITY_NAME
	W2-ER - LOCN-ADDR	Employer Address Line 1	MAIL
	W2-ER - DELIV-ADD	Employer City	Blank
	W2-ER – CITY ¹	Employer Province	Blank
	W2-ER – STATE	Employer Country	Blank
	W2-ER - ZIP	Employer Postal Code	Blank
	W2-ER –ZIP-EXT	Employer Prov for Mag File	Blank
	W2-ER-COUNTRY ²	Employer Country	Blank or ISO Country Code

<p>¹The City/State/ZIP print format will conform with USPS format as follows: CITYbbSTbbZIPCD-nnnn where b = one space, ST = State Abbreviated Code, ZIPCD = ZIP code, '-nnnn' = ZIP extension. For foreign country address: Derived from IDFDV</p> <p>²If W2-ER-COUNTRY=USA, then this field is left Blank, otherwise, will be retrieved from IDCO UDF ISO COUNTRY CODE</p> <p>Please note: Field Identifier W2-ER-F-COUNTRY is used for printing on W2 Form and EFW2 file. This identifier can be defined as follows:</p> <ul style="list-style-type: none"> • If Field Identifier: W2-ER-F-COUNTRY = NAME, then the Country Name is printed • If Field Identifier: W2-ER-F-COUNTRY = ISO, then the ISO Country Code is printed from IDCO UDF • If Field Identifier: W2-ER-F-COUNTRY = Blank, then the default IDCO Country Code is printed <p>Blank or ISO Country Code</p>			
D	Control Number	W2-CONTROL-PRT	EID.GOVERNMENT_CODE
	<p>0, Null – Do not print Control Number on W2 Form</p> <p>1- Print Control Number as defined in W2-CONTROL-NUM Identifier</p> <p>2- Print Control Number as defined from RPYEU Sort Level By field</p> <p>3- Print W2-CONTROL-NUM Identifier and Person Code</p> <p>4- Print Sort Level By field and Person Code</p> <p>5- Print Sort Level By field and W2-CONTROL-NUM Identifier</p> <p>6- Print Sort Level By field and W2-CONTROL-NUM Identifier and Person Code</p> <p>If W2-CONTROL-PRT value is defined, the value of the W2-CONTROL-NUM is printed on the W2 Form Control # field.</p>		
E	Employee's Name		
	Field Identifier	Description	Field Variable
	W2-EE-FIRST-NAME	Employee First Name	EID.FIRST_NAME
	W2-EE-MIDDLE	Employee Middle Name	EID.MIDDLE_NAME'
	W2-EE-LAST-NAME	Employee Last Name	EID.LAST_NAME'

	W2-EE-SUFFIX		EID.RANK derivation expression: Decode('~','01','JR','02','SR',NULL)
F	Employee's Address		
	Field Identifier	Description	Field Variable
	W2-EE-LOCN-ADDR	Employee Address Line 1	MAIL or Blank
	W2-EE-DELIV-ADD	Employee City	Blank
	W2-EE-CITY ¹	Employee Province	Blank
	W2-EE-STATE	Employee Country	Blank
	W2-EE-ZIP	Employee Postal Code	Blank
	W2-EE-ZIP-EXT	Employee Prov for Mag File	Blank
	W2-EE-COUNTRY ²	Employee Country	Blank or ISO Country Code
	<p>¹The City State ZIP print format will be conformed with USPS format as follows: "CITYbbSTbbZIPCD-nnnn" where b = one space, ST = State Abbreviated Code, ZIPCD = ZIP code, '-nnnn' = ZIP extension. For foreign country address: Derived from IDFDV</p> <p>²If W2-EE-COUNTRY=USA, then this country field is left Blank, Otherwise, will be retrieved from IDCO UDF ISO COUNTRY CODE</p> <p>Please note: Field Identifier 'W2-EE-F-COUNTRY' is used for printing on W2 Form and EFW2 file. This identifier can be define as follows:</p> <ul style="list-style-type: none"> • If Field Identifier: 'W2-EE-F-COUNTRY' = 'NAME', then the Country Name is printed • If Field Identifier: 'W2-EE-F-COUNTRY' = 'ISO', then the ISO Country Code is printed from IDCO UDF • If Field Identifier: 'W2-EE-F-COUNTRY' = Blank, then the default IDCO Country Code is printed 		

All fields are derived from the IDFDV form, unless otherwise noted.

Table 38: W2 Wage Form Fields Descriptions

Box	Title	Field Identifier	Suggested Variable
1	Wages, Tips, Other Compensation	W2-FIT-WAGE	W2-BOX-01
	<p>This is the taxable earnings applicable for federal income tax withheld.</p> <p>If an element that derives the wages, such as Regular Earnings, O/T earnings, etc.) is defined, the element should contain all taxable earnings, less exemptions such as 401K, 125 plans etc.</p> <p>If an element from Federal Earning Pay Components after Symmetry calculation is defined, this element should contain the Federal Earnings Pay Component and Federal Supplemental Earnings Pay Component</p>		
2	Federal Income Tax Withheld	W2-FIT-TAX	W2-BOX-02
3	Total Social Security Wages	W2-SSN-WAGE	W2-BOX-03
	<p>The total of Box 3 and 7 cannot exceed the annual maximum social security wage base defined by the government. RPYEU will automatically supply the annual maximum when the government publishes the maximum amount every year. IDGV does not need to be set up with the US FICA Registration Registration Type or the Govt Rate Type as US FICA Max Base Amt. RPYEU checks the maximum and an exception message is issued if the wage base is exceeded.</p>		
4	Employment Social Security Tax Withheld	W2-SSN-TAX	W2-BOX-04
5	Medicare Wages and Tips	W2-MEDI-WAGE	W2-BOX-05
6	Medicare Tax Withheld	W2-MEDI-TAX	W2-BOX-06
7	Social Security Tips	W2-SSN-TIP	W2-BOX-07
	<p>The total of Box 3 and 7 cannot exceed the annual maximum social security wage base defined by the government. RPYEU will automatically supply the annual maximum when the government publishes the maximum amount every year. IDGV does not need to be set up with the US FICA Registration Registration Type or the Govt Rate Type as US FICA Max Base Amt. RPYEU checks the maximum and an exception message is issued if the wage base is exceeded.</p>		
8	Allocated Tips	W2-ALLOC-TIP	W2-BOX-08
9	Deleted		

10	Dependent Care Benefits	W2-DEP-CARE	W2-BOX-10	
11	Nonqualified Plans	W2-NQUAL	W2-BOX-11	
	<p>The value for W2-NQUAL should include amounts for identifiers W2-NQUAL-457 and W2-NQUAL-N457.</p> <p>The Magnetic Media file will report the amount from W2-NQUAL-457 and W2-NQUAL-N457 while the W2 form will print amount from W2-NQUAL.</p>			
12	Codes			
	W2-CODE-A	W2-CODE-B	W2-CODE-C	W2-CODE-D
	W2-CODE-E	W2-CODE-F	W2-CODE-G	W2-CODE-H
	W2-CODE-J	W2-CODE-K	W2-CODE-L	W2-CODE-M
	W2-CODE-N	W2-CODE-P	W2-CODE-Q	W2-CODE-R
	W2-CODE-S	W2-CODE-T	W2-CODE-V	W2-CODE-W
	W2-CODE-Y	W2-CODE-Z	W2-CODE-AA	W2-CODE-BB
	W2-CODE-CC	W2-CODE-DD	W2-CODE-EE	
	<p>Up to four lines can be printed per W2 form.</p> <p>If more than four lines are required for one employee, subsequent W2 forms are generated.</p> <p>Each Box 12 entry is associated with a W2 code which will be printed on Box 12 along with the associated amount.</p> <p>For an explanation of each code's usage, please refer to the instructions for Form W-2 Box 12.</p> <p>When the value of the IDFDV Field Variable is greater than zero, the W2 code and the value of content is printed.</p>			

13	Check the Boxes that Apply		
	Field Identifier	Field Identifier	Suggested Variable
	Statutory Employee	W2-STAT-EE	If the amount is non zero, then this box is checked
	Retirement Plan	W2-RETIRE-PLAN	If the amount is non zero, then this box is checked
	Third-Party Sick Pay	W2-3PARTY-SICK	If the amount is non zero, then this box is checked
14	Other		
	Field Identifier		
	W2-OTHER-01, W2-OTHER-02, ... up to W2-OTHER-20		
	W2-SCHL-WAGE for school district taxable wages		
	W2-SCHL-TAX for school district tax		

<p>For W2 form 2 on 1 page format, up to four lines (2 Box 14 items) can be printed.</p> <p>For W2 form 4 Corner Form format, up to two lines (2 Box 14 items) can be printed.</p> <p>If more than two Box 14 items are required for one employee, subsequent W2 forms are generated.</p> <p>Each Box 14 entry is associated with a W2 description which will be printed on Box 14 along with the associated amount. (Examples of W2 descriptions are: UNDUE, MV EXP, HLT INS, EDUC, etc.).</p> <p>For an explanation of each description usage, please refer to instructions for Form W2 Box 14.</p> <p>When the value of the content field is greater than zero, the W2 Description and the value of content is printed.</p> <p>If the school district tax has been withheld for an employee, the school district tax information will be printed in Box 14 prior to printing other Box 14 information.</p> <p>Each school district will be printed on one separate W2 Form Box 14 as follows:</p> <p style="padding-left: 40px;">Example: SCHL 02307 WAGE: 1484.00 - SCHL 02307 TAX: 14.84</p> <p>The IDFDV W2-SCHL-TAX entry should define an element that contains all the school district tax pay components, such as PC 6923 CITY Home School Tax, PC 6903 CITY Work School Tax</p> <p>PC 6823 CNTY Home School Tax, PC 6803 CNTY Work School Tax</p> <p>The IDFDV W2-SCHL-WAGE entry should define an element that contains all the school district wage pay components, such as PC 6907 CITY Work School Earns, PC 6827 CNTY Home School Earns</p> <p>PC 6807 CNTY Work School Earns, PC 6927 CITY Home School Earns</p>					
15	Name of State				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Field Identifier</th> <th style="text-align: left;">Suggested Variable</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">W2-STATE-CODE</td> <td style="vertical-align: top;"> DSP.STATE_PROVINCE_CODE.. The W2 Print Program will print the proper STATE_PROVINCE_CODE according to YTD State information. </td> </tr> </tbody> </table>	Field Identifier	Suggested Variable	W2-STATE-CODE	DSP.STATE_PROVINCE_CODE.. The W2 Print Program will print the proper STATE_PROVINCE_CODE according to YTD State information.
	Field Identifier	Suggested Variable			
W2-STATE-CODE	DSP.STATE_PROVINCE_CODE.. The W2 Print Program will print the proper STATE_PROVINCE_CODE according to YTD State information.				
15	Employer's State I.D. Number				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Field Identifier</th> <th style="text-align: left;">Suggested Variable</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">W2-STATE-REGIST</td> <td style="vertical-align: top;"> DGV.GOVTT_REGIST_NUMBER The W2 Print Program will print the GOVTT_REGIST_NUMBER of the proper STATE_PROVINCE_CODE according to YTD State information. IDGV State Registration must be defined in order for the state to be reported. </td> </tr> </tbody> </table>	Field Identifier	Suggested Variable	W2-STATE-REGIST	DGV.GOVTT_REGIST_NUMBER The W2 Print Program will print the GOVTT_REGIST_NUMBER of the proper STATE_PROVINCE_CODE according to YTD State information. IDGV State Registration must be defined in order for the state to be reported.
	Field Identifier	Suggested Variable			
W2-STATE-REGIST	DGV.GOVTT_REGIST_NUMBER The W2 Print Program will print the GOVTT_REGIST_NUMBER of the proper STATE_PROVINCE_CODE according to YTD State information. IDGV State Registration must be defined in order for the state to be reported.				

Box	Title	Field Identifier	Suggested Variable
16	State Wages, Tips, etc.#	W2-ST-WAGE-HOME	W2-BOX-16-H
		W2-ST-WAGE-WORK	W2-BOX-16-W
<p>These are the taxable earnings that are applicable for the State income tax withheld.</p> <p>If an element that derives the State wages, such as Regular Earnings, O/T earnings etc., is defined, the element should contain all taxable earnings, less exemptions such as 401K, 125 plans etc.</p> <p>If an element from State Earning Pay Components after the Symmetry calculation, this element should contain the State Earnings Pay Component and State Supplemental Earnings Pay Component, if these pay components are defined.</p> <p>Symmetry State tax calculation differentiates State wages by Work State wage and Residence State wage.</p> <p>W2 only requires the reporting of State wages by the State, regardless if they are from Work or Residence State.</p> <p>The system will retrieve the correct Work State wages according to the YTD WORK GEO code and the correct Residence State wages according to the YTD RES GEO code and reports these as State wages only.</p> <ul style="list-style-type: none"> • IDFDV W2-ST-WAGE-WORK Field Identifier is used to set up the WORK State wage information • This should include all State Wages pay components that are applicable to the Work State Tax calculation, such as PC 6301 Work State Earnings, PC 6302 Work State Supplemental Earnings. • IDFDV W2-ST-WAGE-HOME Field Identifier is used to set up the Residence State wage information. This should include all State Wages pay components that are applicable to Residence State Tax calculation, such as PC 6401 Home State Earnings and PC 6402 Home State Supplemental Earnings. <p>If the State tax has never been withheld according to Residence State, then the IDFDV W2-ST-WAGE-HOME identifier does not need to be set up. The W2-ST-WAGE-HOME Identifier is optional and will be used only when an employee has Residence State tax applicable to the State.</p>			
17	State Income Tax#	W2-ST-TAX-HOME	W2-BOX-17-H
		W2-ST-TAX-WORK	W2-BOX-17-W

<p>If an element from State Tax Pay Components is defined after the Symmetry calculation, this element should contain the State Tax Pay Component, State Supplemental Tax Pay Component and State Additional Tax Pay Component, if these pay components are defined.</p> <p>Symmetry State tax calculation differentiates state taxes withheld by Work State tax and Residence State tax.</p> <p>W2 only requires to report state tax by State, regardless if it is from Work or Residence State.</p> <p>The system will retrieve the proper work State tax according to the YTD WORK GEO code and the proper residence State tax according to the YTD RES GEO code and report these as State tax only.</p> <ul style="list-style-type: none"> • IDFDV W2-ST-TAX-WORK Field Identifier is used to set up the WORK State tax information. This should include all State tax pay components that are applicable to Work State Tax calculation, such as PC 6311 Work State Tax, PC 6312 Work State Supplemental Tax, 6313 Work State Additional Tax. • IDFDV W2-ST-TAX-HOME Field Identifier is used to set up the residence State tax information. This should include all State Tax pay components that are applicable to Residence State Tax calculation, such as PC 6411 Home State Tax, PC 6412 Home State Supplemental Tax, 6413 Home State Additional Tax. <p>If the State tax has never been withheld according to the Residence State, then the IDFDV 'W2-ST-TAX-HOME' identifier does not need to be set up. The W2-ST-TAX-HOME entry is identifier and will be used only when an employee has residence State tax applicable to the State.</p>			
18	Local wages, Tips, etc	W2-CN-WAGE-HOME	W2-BOX-18-CN-H
		W2-CN-WAGE-WORK	W2-BOX-18-CN-W
		W2-CI-WAGE-HOME	W2-BOX-18-CI-H
		W2-CI-WAGE-WORK	W2-BOX-18-CI-W

	<p>These are the taxable earnings applicable for County or City tax withheld.</p> <p>If an element is defined that derives the County or City wages, such as Regular Earnings, O/T earnings etc., the element should contain all taxable earnings, less exemptions such as 401K, 125 plans etc.</p> <p>Symmetry County or City tax calculation differentiates wages by work local wage and residence local wage.</p> <p>W2 only requires to report local wages by Local name, regardless if it is from work or residence local.</p> <p>The system will retrieve the proper work local wages according to the YTD WORK GEO code and the proper residence local wages according to the YTD RES GEO code and report these as local wages only.</p> <ul style="list-style-type: none"> • IDFDV W2-CI-WAGE-WORK Field Identifier is used to set up the WORK City wage information. This should include all City Wages pay components that are applicable to Work City Tax calculation, such as PC 6905 Work City Earnings, PC 6906 Work City Supplemental Earnings. • IDFDV W2-CN-WAGE-WORK Field Identifier is used to set up the WORK County wage information. This should include all County Wages pay components that are applicable to Work County Tax calculation, such as PC 6805 Work County Earnings, PC 6806 Work County Supplemental Earnings. • IDFDV W2-CI-WAGE-HOME Field Identifier is used to set up the Residence City wage information. This should include all City Wages pay components that are applicable to Residence City Tax calculation, such as PC 6925 Residence City Earnings, PC 6926 Residence City Supplemental Earnings. • IDFDV W2-CN-WAGE-HOME Field Identifier is used to set up the Residence County wage information. This should include all County Wages pay components that are applicable to Residence County Tax calculation, such as PC 6825 Residence County Earnings, PC 6826 Residence County Supplemental Earnings. 		
19	Local Income Tax	W2-CN-TAX-HOME	W2-BOX-19-CN-H
		W2-CN-TAX -WORK	W2-BOX-19-CN-W
		W2-CI-TAX -HOME	W2-BOX-19-CI-H
		W2-CI-TAX -WORK	W2-BOX-19-CI-W

<p>Symmetry County or City tax calculation differentiates City and County tax by work local tax and residence local tax.</p> <p>W2 only requires to report local income tax by Local name, regardless if it is from work or residence local.</p> <p>The system will retrieve the correct work local tax according to the YTD WORK GEO code and the correct residence local tax according to the YTD RES GEO code and report these as local income tax only.</p> <ul style="list-style-type: none"> • IDFDV W2-CI-TAX –WORK Field Identifier is used to set up the WORK City tax information. This should include all City tax pay components that are applicable to Work City Tax calculation, such as PC 6901 Work City Tax, PC 6902 Work City Supplemental Tax. • IDFDV W2-CN-TAX -WORK Field Identifier is used to set up the WORK County tax information. This should include all County tax pay components that are applicable to Work County Tax calculation, such as PC 6801 Work County Tax, PC 6802 Work County Supplemental Tax. • IDFDV W2-CI-TAX -HOME Field Identifier is used to set up the Residence City tax information. This should include all City tax pay components that are applicable to Residence City Tax calculation, such as PC 6921 Residence City Tax, PC 6922 Residence City Supplemental Tax. • IDFDV W2-CN-TAX -HOME Field Identifier is used to set up the Residence County tax information. This should include all County tax pay components that are applicable to Residence County Tax calculation, such as PC 6821 Residence County Tax, PC 6822 Residence County Supplemental Tax. <p>For California SDI reporting, there are two options to print on W2 forms:</p> <ol style="list-style-type: none"> 1. For California, if IDFDV Identifier Seq 7260 W2-SDI-TAX-EE is not zero, then Box 19 will print the employee SDI contribution and Box 20 will print the description CASDI. (This option is only available for clients running the ORACLE Version of the W2 forms). 2. For California, if IDFDV Identifier Seq 7260 W2-SDI-TAX-EE is not set up, the user can set up Box 14 to print CASDI and the SDI amount. 			
20	Locality Name	W2-CNTY-NAME	DCN.COUNTY_NAME
		W2-CITY-NAME	DTX.JURISDICTION_NAME

	<p>The W2 Print Program will print the correct DTX.JURISDICTION_NAME according to YTD GEO information.</p> <p>If County tax is reported, the County name is retrieved from IDCN with GEO code = xx-xxx-0000.</p> <p>Example: In Indiana, GEO code 15-097-0670 is for the city of Indianapolis, use County Code 15-097-0000 to retrieve the County name of Marion for reporting.</p> <p>If the City tax is reported, the City name is retrieved from IDTX with the GEO code.</p> <p>On IDGV the Local Registration for a County or City must be defined in order for the County or City tax to be reported.</p>
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Record Name: Code RA – Submitter Record

Submitting W-2 Copy A to SSA (EFW2 Format)

The EFW2 Format is used for 2021 Annual and 2021-2022 Quarterly Reporting.

All sources are derived from the IDFDV form, unless otherwise noted.

Table 39: Code RA: Submitter Record Fields

Column	Description	Field Identifier/Source
1-2	Record Identifier	Constant "RA"
3-11	Submitter's Employer ID number (EIN) Numeric only	SUB-ER-EIN
12-19	User Identification (User ID)	SUB-USER-ID
20-23	Software Vendor Code	Seq# 1035 Field Identifier: SUB-VENDOR This optional Vendor Code will not be provided. If the user does not have a Vendor Code, leave this blank
24-28	Blank	Blank
29	Resub Indicator	SUB-RESUB-IND
30-35	Resub WFID	SUB-RESUB-WFID
36-37	Software Code	SUB-SOFTWARE
38-94	Company Name	SUB-COMP-NAME
95-116	Location Address	SUB-COMP-LOCN
117-138	Delivery Address	SUB-COMP-DELIV
139-160	Company City	SUB-COMP-CITY
161-162	Company State Abbreviation	SUB-COMP-STATE
163-167	Company ZIP Code	SUB-COMP-ZIP
168-171	Company ZIP Code extension	SUB-COMP-ZIP-EXT
172-176	Blank	Blank
177-199	Company Foreign State/Province	SUB-COMP-F-STATE
200-214	Company Foreign Postal Code	SUB-COMP-F-POST

215-216	Company Country Code	SUB-COMP-COUNTRY
217-273	Submitter Name	SUB-SUBM-NAME
274-295	Submitter Location Address	SUB-SUBM-LOCN
296-317	Submitter Delivery Address	SUB-SUBM-DELIV
318-339	Submitter City	SUB-SUBM-CITY
340-341	Submitter State Abbreviation	SUB-SUBM-STATE
342-346	Submitter ZIP code	SUB-SUBM-ZIP
347-350	Submitter ZIP code extension	SUB-SUBM-ZIP-EXT
351-355	Blank	Blank
356-378	Submitter Foreign State/Province	SUB-SUBM-F-STATE
379-393	Submitter Foreign Postal Code	SUB-SUBM-F-POST
394-395	Submitter Country Code	SUB-SUBM-COUNTRY
396-422	Contact Name	SUB-CONT-NAME
423-437	Contact Phone Number	SUB-CONT-TEL
438-442	Contact Phone Extension	SUB-CONT-TEL-EXT
443-445	Blank	Blank
446-485	Contact E-mail	This is a required field. SUB-CONT-EMAIL
486-488	Blank	Blank
489-498	Contact Fax	SUB-CONT-FAX
499-499	Blank	Blank
500-500	Preparer Code	SUB-PREPARER
501-512	Blank	Blank

Record Name: Code RE – Employer Record

All sources are derived from the IDFDV form, unless otherwise noted.

Table 40: Code RE: Employer Record Fields

Column	Description	Field Identifier/Source
1-2	Record Identifier	Constant "RE"
3-6	Tax year YYYY	From user specified FROM-TO period converted to YYYY
7	Agent Indicator Code	W2-ER-AGENT-IND
8-16	Employer/Agent EIN	System derives the applicable Federal reporting EIN, from IDGV or IDGR If Combined Fed Regist# toggle is set to ON, on RPYEU, then this Employer/Agent EIN is retrieved from IDFDV, Field Identifier: W2-ER-EIN', otherwise the EIN is derived for every Code RE record
17-25	Agent for EIN	W2-ER-FOR-EIN
26	Terminating Business Indicator	W2-ER-TERM-BUS
27-30	Establishment Number	W2-ER-ESTAB
31-39	Other EIN	W2-ER-OTHER-EIN
40-96	Employer Name	W2-ER-NAME
97-118	Employer Location Address	W2-ER-LOCN-ADDR
119-140	Employer Delivery Address	W2-ER-DELIV-ADDR
141-162	Employer City	W2-ER-CITY
163-164	Employer State Abbreviation	W2-ER-STATE
165-169	Employer ZIP Code	W2-ER-ZIP
170-173	Employer ZIP Code Extension	W2-ER-ZIP-EXT
174-174	Kind of Employer	W2-KIND-OF-EMPLOYEE (Seq# 2120)
175-178	Blank	Blank
179-201	Employer Foreign State/Province	W2-ER-F-STATE

202-216	Employer Foreign Postal Code	W2-ER-F-POSTAL
217-218	Employer Country Code	W2-ER-COUNTRY
	<p>If W2-ER-COUNTRY = USA, then this field is blank. If not defined, indicates this is a Foreign Country Code and the Field Identifier: W2-ER-COUNTRY is retrieved from IDCO UDF ISO COUNTRY CODE with the ISO Country Code.</p> <p>Note: Field Identifier W2-ER-F-COUNTRY is used for printing on W2 Form. This identifier can be defined to use the NAME, ISO or left blank.</p> <p>If W2-ER-F-COUNTRY = NAME, then the Country Name is printed If W2-ER-F-COUNTRY = ISO, then the ISO Country Code is printed If W2-ER-F-COUNTRY = blank, then the IDCO Country Code is printed.</p>	
219	Employment Code	
	<p>From IDGR W2 Employment Type or from IPRLU FICA and Medicare method If the IPRLU FICA method is set to Do not calculate AND the MEDICARE method is NOT set to Do Not Calculate then the employee is classified as Employment Type ‘Q’ for W2 reporting. Otherwise, the W2 Type of Employment is derived from IDGR, Registration tab, W2 Emp Type field.</p> <p>A set of code RE, RW/RO/RS, RT/RU records will be generated for different types of employment.</p>	
220	Tax Jurisdiction Code	W2-ER-TAX-JURIS
221	Third-Party Sick Pay Indicator	SUB-3RD-PARTY-SICK
222-248	Employer Contact Name	W2-ER-CTAC-NAME
249-263	Employer Contact Phone	W2-ER-CTAC-PHONE
264-268	Employer Contact Extension	W2-ER-CTAC-EXT
269-278	Employer Contact FAX	W2-ER-CTAC-FAX
279-318	Employer Contact EMAIL	W2-ER-CTAC-EMAIL
319-512	Blank	Blank

Record Name: Code RW – Employee Wage Record

All sources are derived from the IDFDV form, unless otherwise noted.

Table 41: Code RW: Employee Wage Record Fields

Column	Description	Field Identifier/Source
1-2	Record Identifier	Constant "RW"
3-11	Social Security Number	W2-EE-SSN If an invalid SSN is encountered, this field is entered with zeroes.
12-26	Employee First Name	W2-EE-FIRST-NAME
27-41	Employee Middle Name or Initial	W2-EE-MIDDLE
42-61	Employee Last Name	W2-EE-LAST-NAME
62-65	Employee Suffix	W2-EE-SUFFIX
66-87	Employee Location Address	W2-EE-LOCN-ADDR
88-109	Employee Delivery Address	W2-EE-DELIV-ADDR
110-131	Employee City	W2-EE-CITY
132-133	Employee State Abbreviation	W2-EE-STATE
134-138	Employee ZIP Code	W2-EE-ZIP
139-142	Employee ZIP Code Extension	W2-EE-ZIP-EXT
143-147	Blank	Blank
148-170	Employee Foreign State/Province	W2-EE-F-STATE
171-185	Employee Foreign Postal Code	W2-EE-F-POSTAL
186-187	Employee Country Code	W2-EE-COUNTRY

	<p>If W2-EE-COUNTRY = USA, then this field is blank. If not defined, indicates this is a Foreign Country Code and the Field Identifier: W2-EE-COUNTRY is retrieved from IDCO UDF <i>ISO COUNTRY CODE</i> with the ISO Country Code.</p> <p>Note: Field Identifier W2-EE-F-COUNTRY is used for printing on W2 Form. This identifier can be defined to use the NAME, ISO or left blank.</p> <p>If W2-EE-F-COUNTRY = NAME, then the Country Name is printed If W2-EE-F-COUNTRY = ISO, then the ISO Country Code is printed If W2-EE-F-COUNTRY = blank, then the IDCO Country Code is printed.</p>	
188-198	Wages, Tips and other compensation	W2-FIT-WAGE
199-209	Federal Income Tax Withheld	W2-FIT-TAX
210-220	Social Security Wages	W2-SSN-WAGE
221-231	Social Security Tax Withheld	W2-SSN-TAX
232-242	Medicare Wages & Tips	W2-MEDI-WAGE
243-253	Medicare Tax Withheld	W2-MEDI-TAX
254-264	Social Security Tips	W2-SSN-TIP
265-275	Advanced Earned Income Credit	W2-EIC
276-286	Dependent Care Benefits	W2-DEP-CARE
287-297	Deferred Compensation Contribution to Section 401(k)	W2-CODE-D
298-308	Deferred Compensation Contribution to Section 403(b)	W2-CODE-E
309-319	Deferred Compensation Contribution to Section 408(k)(6)	W2-CODE-F
320-330	Deferred Compensation Contribution to Section 457(b)	W2-CODE-G
331-341	Deferred Compensation Contribution to Section 501(c)(18)(D)	W2-CODE-H
342-352	Blank	Blank
353-363	Non-qualified Plan section 457	W2-NQUAL-457

364-374	Employer Contributions to a Health Savings Account	W2-CODE-W
375-385	Non-qualified Plan Not section 457	W2-NQUAL-N457
386-396	Nontaxable Combat Pay	W2-CODE-Q
397-407	Blank	Blank
408-418	Employer cost of premiums for Group Term Life insurance over \$50000	W2-CODE-C
419-429	Income from Non-statutory Stock Options	W2-CODE-V
430-462	Blank	Blank
463-473	Cost of Employer-Sponsored Health Coverage	W2-CODE-DD (Seq # 4250)
474-484	Permitted Benefits Under a Qualified Small Employer Health Reimbursement Arrangement	W2-CODE-FF
485-485	Blank	Blank
486	Statutory Employee Indicator	W2-STAT-EE If the amount is greater than zero, then 1 is entered, otherwise 0 is entered
487	Blank	Blank
488	Retirement Plan Indicator	W2-RETIRE-PLAN If the amount is greater than zero, then 1 is entered, otherwise 0 is entered
489	Third-Party Sick Pay Indicator	W2-3PARTY-SICK If the amount is greater than zero, then 1 is entered, otherwise 0 is entered
490-512	Blank	Blank

Record Name: Code RO – Employee Wage Record

All sources are derived from the IDFDV form, unless otherwise noted.

Table 42: Code RO: Employee Wage Record Fields

Column	Description	Field Identifier/Source
1-2	Record Identifier	Constant RO
3-11	Blank	Blank
12-22	Allocated Tips	W2-ALLOC-TIP
23-33	Uncollected Employee Tax on Tips A combination of the uncollected social security tax and the uncollected Medicare tax	W2-CODE-A + W2-CODE-B
34-44	Medical Savings Account	W2-CODE-R
45-55	Simple Retirement Account	W2-CODE-S
56-66	Qualified Adoption Expenses	W2-CODE-T
67-77	Uncollected SSA tax on Group Ins > 50000	W2-CODE-M
78-88	Uncollected Medicare tax on Group Ins > 50000	W2-CODE-N
89-99	Income Under a Nonqualified Deferred Compensation Plan	W2-CODE-Z
100-110	Blank	Blank
111-121	Designated Roth Contribution under section 457(b)	W2-CODE-EE (Seq # 4260)
122-132	Income from Qualified Equity Grants	W2-CODE-GG
133-143	Aggregate Deferrals	W2-CODE-HH
144-264	Blank	Blank

Location 265 to 362

For Puerto Rico employees only

Table 43: Code RO: Employee Wage Record Fields Cont.

Column	Description	Field Identifier/ Source
265	Blank	Blank
266-274	Spouse's SSN	Blank
275-285	Wages Subject to Puerto Rico Tax	Stored as zeroes
286-296	Commissions Subject to Puerto Rico Tax	Stored as zeroes
297-307	Allowances Subject to Puerto Rico Tax	Stored as zeroes
308-318	Tips Subject to Puerto Rico Tax	Stored as zeroes
319-329	Total Wages, commissions, tips, and allowances subject to Puerto Rico Tax	Stored as zeroes
330-340	Puerto Rico Tax Withheld	Stored as zeroes
341-351	Retirement Fund Subject to Puerto Rico Tax	Stored as zeroes
352-362	Blank	Blank

Location 363 to 384

For Virgin Islands, American Samoa, Guam, or Northern Mariana Islands employees

Table 44: Code RO: Employee Wage Record Fields Cont.

Column	Description	Field Identifier/ Source
363-373	Total wages, tips and other compensation subject to Virgin Islands income tax	Stored as zeroes
374-384	Virgin Islands Income Tax Withheld	Stored as zeroes
385-512	Blank	Blank

Record Name: Code RS – Supplemental Record

All Field Identifiers/Source are derived from the IDFDV form, unless otherwise noted.

Table 45: Code RS: Supplemental Record Fields

Column	Description	Field Identifier/Source
1-2	Record Identifier	Constant "RS"
3-4	State code, appropriate FIPS postal numeric code	System Derived from the State being reported. Example: California is code "06"
5-9	Taxing Entity Code	If County, City or School district tax is reported, this field is derived from the IDGV W2 TAXING ENTITY field for the County, City or School district tax being reported
10-18	Social Security Number	W2-EE-SSN If an invalid SSN is encountered, this field is entered with zeroes.
19-33	Employee First Name	W2-EE-FIRST-NAME
34-48	Employee Middle Name or Initial	W2-EE-MIDDLE
49-68	Employee Last Name	W2-EE-LAST-NAME
69-72	Employee Suffix	W2-EE-SUFFIX
73-94	Employee Location Address	W2-EE-LOCN-ADDR
95-116	Employee Delivery Address	W2-EE-DELIV-ADDR
117-138	Employee City	W2-EE-CITY
139-140	Employee State Abbreviation	W2-EE-STATE
141-145	Employee ZIP Code	W2-EE-ZIP
146-149	Employee ZIP Code Extension	W2-EE-ZIP-EXT
150-154	Blank	Blank
155-177	Employee Foreign State/Province	W2-EE-F-STATE
178-192	Employee Foreign Postal Code	W2-EE-F-POSTAL
193-194	Employee Country Code	W2-EE-COUNTRY

Location 195 to 267

Apply to Quarterly Unemployment Reporting

If **Period Type** is defined as Quarter, then Location 195 to 267 will be printed.

Please read the **state specific taxation document** and the **Tax Reporting - US General** for quarterly reporting details.

All sources are derived from the IDFDV form, unless otherwise noted.

Table 46: Code RS Fields Cont.

Column	Description	Field Identifier/Source
195-196	Optional code	Blank
197-202	Reporting Period MMYYYY	User defined Period End Date converted to MMYYYY for the quarter Example: Period End Date = 31-Dec-2021, then reporting period is 122018
203-213	State Quarterly Unemployment Insurance Total Wages	W2-ST-WAGE-HOME and W2-ST-WAGE-WORK
	Note: The W2-SUI-WAGE-ER Identifier is not used to report this field because the value of this Identifier may have already been capped by Symmetry during the US Tax calculation in UPCALC. Therefore, for employees who exceed the maximum wage base, this Identifier will contain no SUI Insurance wages, and RPYEU would then use the State Taxable wages from Identifier W2-ST-WAGE-HOME and W2-ST-WAGE-WORK that are related to the employee’s Home GEO and Work GEO code to report SUI Total Wages.	
214-224	State Quarterly Unemployment Insurance Taxable Wages	
	This amount is derived from State Quarterly Unemployment Insurance Total Wages and the SUI Maximum wage base as defined by the State government. Please read the State specific taxation document for details on quarterly reporting.	
225-226	Number of Weeks Worked	

	<p>From the system derived number of Weeks Worked for the Reporting State.</p> <p>The system reads all Pay Headers with pay category defined as Regular Pay that are not reversed and where the Pay Issue Date falls within the user specified Quarter begin and end date</p> <p>If the Pay Header’s Work State or Home State is the same as the reporting State, then the Pay Header Tax Weeks is accumulated</p>	
227-234	Date First Employed MMDDYYYY	From the system derived latest Employment Hired Date
235-242	Date of Separation MMDDYYYY	From the system derived latest Employment Termination Date that is greater than the Employment Hired Date
243-247	Blank	Blank
248-267	State Employer Account Number	W2-STATE-REGIST for the reporting State.
	<p>When RPYEU is run, if the Media Format is defined as <i>State SUI File Format</i>, then this field contains the SUI Registration Number from IDGV for the SUI Registration of the State.</p>	
268-273	Blank	Blank

Location 274 to 337

Apply to Income Tax Reporting

If the **Period Type** is defined as Quarter or Year, then Location 274 to 337 will be reported.

All sources are derived from the IDFDV form, unless otherwise noted.

Table 47: Code RS Fields Cont

Column	Description	Field Identifier/Source
274-275	State code, appropriate FIPS postal numeric code	Derived from the State being reported. Example: California is code 06
276-286	State Taxable Wages	W2-ST-WAGE-HOME and W2-ST-WAGE-WORK
287-297	State Income Tax Withheld	W2-ST-TAX-HOME and W2-ST-TAX-WORK
298-307	Other State Data	To be defined by each state. State: California

298-302	State data SUI Tax	W2-SUI-TAX-ER
303-307	State data SDI Tax	W2-SDI-TAX-EE
308	<p>Tax Type Code</p> <p>This field is used to report County, City or School district tax.</p> <p>If County, City or School district tax is reported, this field is derived from IDGV Identifier W2 TAX TYPE CODE.</p> <p>If the County, City or School district requires to report taxes along with the State Tax information, then the following values are used for this field:</p> <p>C – City Income Tax</p> <p>D – County Income Tax</p> <p>E – School District Income Tax</p> <p>F – Other Income Tax</p> <p>The IDGV Variables tab must set up for the Local or School Registration by County/City or School district for the following fields:</p> <ul style="list-style-type: none"> • W2 STATE MEDIA FILING: Defines whether the County/City or School should report taxes with the State or not • W2 TAX TYPE CODE: Must contain the valid Tax Type Code as defined above • W2 TAXING ENTITY: Contains the Taxing Entity code supplied by the County/City or School government booklet. 	
309-319	<p>Local Taxable Wages</p> <p>If School Tax is reported, this field is derived from the W2-SCHL-WAGE Identifier.</p> <p>If County Tax is reported, this field is derived from the W2-CN-WAGE-HOME and W2-CN-WAGE-WORK Identifiers.</p> <p>If City Tax is reported, this field is derived from the W2-CI-WAGE-HOME and W2-CI-WAGE-WORK Identifiers.</p>	
320-330	<p>Local Income Tax Withheld</p> <p>If School Tax is reported, this field is derived from the W2-SCHL-TAX Identifier</p> <p>If County Tax is reported, this field is derived from the W2-CN-TAX-HOME and W2-CN-TAX-WORK Identifiers.</p> <p>If City Tax is reported, this field is derived from the W2-CI-TAX-HOME and W2-CI-TAX-WORK Identifiers.</p>	
331-337	State Control Number (optional)	Blank

338-412	Supplemental Data 1	Blank
413-487	Supplemental Data 2	Blank
488-512	Blank	Blank

Multiple Code RS records

Multiple code RS records are generated for an employee if there are applicable county, city or school district tax information to be reported for a State. In this case, the state wages and tax will be zero for all subsequent code RS records.

Record Name: Code RT – Total Record

All sources are derived from the IDFDV form, unless otherwise noted.

The Totals for these Identifiers are calculated as **the Total of all code RW records since last RE record.**

Table 48: Code RT: Total Record Fields

Column	Description	Field Identifier/Source
1-2	Record Identifier	Constant "RT"
3-9	Number of RW Records	Total of all code RW records since last RE record
10-24	Wages, Tips and Other Compensation	W2-FIT-WAGE
25-39	Federal Income Tax Withheld	W2-FIT-TAX
40-54	Social Security Wages	W2-SSN-WAGE
55-69	Social Security Tax Withheld	W2-SSN-TAX
70-84	Medicare Wages and Tips	W2-MEDI-WAGE
85-99	Medicare Tax Withheld	W2-MEDI-TAX
100-114	Social Security Tips	W2-SSN-TIP
115-129	Advanced Earned Income Credit	W2-EIC
130-144	Dependent Care Benefits	W2-DEP-CARE
145-159	Deferred Compensation Contributions to Section 401(k)	W2-CODE-D
160-174	Deferred Compensation Contributions to Section 403(b)	W2-CODE-E
175-189	Deferred Compensation Contributions to Section 408(k)(6)	W2-CODE-F
190-204	Deferred Compensation Contributions to Section 457(b)	W2-CODE-G
205-219	Deferred Compensation Contributions to Section 501(c)(18)(D)	W2-CODE-H

220-234	Military Employees Basic Quarters, Subsistence and Combat Pay	Blank
235-249	Non-Qualified Plan Section 457	W2-NQUAL-457
250-264	Employer Contributions to a Health Savings Account	W2-CODE-W
265-279	Non-Qualified Plan Not Section 457	W2-NQUAL-N457
280-294	Blank	
295-309	Cost of Employer-Sponsored Health Coverage	W2-CODE-DD
310-324	Employer Cost of Premiums for Group Term Life Insurance over \$50000	W2-CODE-C
325-339	Income Tax Withheld by Third-Party Payer	SUB-3RD-PARTY-TAX
340-354	Income from Non-statutory Stock options	W2-CODE-V
355-369	Deferrals Under a Section 409A Non-qualified Deferred Compensation Plan	W2-CODE-Y
370-384	Designated Roth Contributions to 401(k) plan	W2-CODE-AA
385-399	Designated Roth Contributions to 403(b) Salary Reduction Agreement	W2-CODE-BB
400-414	Permitted Benefits Under a Qualified Small Employer Health Reimbursement Arrangement	W2-CODE-FF
415-512	Blank	Blank

Record Name: Code RU – Total Record

All sources are derived from the IDFDV form, unless otherwise noted.

The Totals for these Identifiers are calculated as **the Total of all code RO records since last RE record.**

Table 49: Code RU: Total Record Fields

Column	Description	Field Identifier/Source
1-2	Record Identifier	Constant "RU"
3-9	Number of RO Records	Total number of code RO records reported since last code RE record
10-24	Allocated Tips	W2-ALLOC-TIP
25-39	Uncollected Employee Tax on Tips	W2-CODE-A
40-54	Medical Savings Account	W2-CODE-R
55-69	Simple Retirement	W2-CODE-S
70-84	Qualified Adoption Expenses	W2-CODE-T
85-99	Uncollected SSA tax on Group Ins > 50000	W2-CODE-M
100-114	Uncollected Medicare tax on Group Ins > 50000	W2-CODE-N
115-144	Blank	Blank
145-159	Designated Roth Contribution under section 457(b)	W2-CODE-EE
160-354	Blank	Blank
355-369	Wages Subject to Puerto Rico Tax	Stored as zeroes
370-384	Commissions Subject to Puerto Rico Tax	Stored as zeroes
385-399	Allowances Subject to Puerto Rico Tax	Stored as zeroes
400-414	Tips Subject to Puerto Rico Tax	Stored as zeroes
415-429	Total Wages, commissions, tips, and allowances subject to Puerto Rico Tax	Stored as zeroes
430-444	Puerto Rico Tax Withheld	Stored as zeroes

445-459	Retirement Fund Subject to Puerto Rico Tax	Stored as zeroes
460-474	Total wages, tips and other compensation subject to Virgin Islands, income tax	Stored as zeroes
475-489	Virgin Islands, etc. Income Tax Withheld	Stored as zeroes
490-512	Blank	Blank

Record Name: Code RV – State Total Record

Column	Description	Field Identifier/Source
1-2	Record Identifier	Constant RV
3-512	Supplemental Data (optional)	To be defined by each state. Example: The State of Maryland uses the Code RV record to report MW508 information.

Record Name: Code RF – Final Record

Column	Description	Field Identifier/Source
1-2	Record Identifier	Constant RF
3-7	Blank	Blank
8-16	Number of RW Records	Total number of code RW records on file
17-512	Blank	Blank

SSA ACCU Wage Software

Validate EFW2 File Format

The Social Security Administration has provided a software program, **AccuWage**, for users to download from the SSA website to validate the EFW2 file prior to submitting to it to the SSA.

The web link is <https://www.ssa.gov/employer/accuwage/index.html>

Please download the AccuWage software for the current year from this link. Users should always run AccuWage software with the EFW2 file generated by RPYEU to verify and correct all potential errors prior to sending the EFW2 file to the SSA.

Changes? Questions?

Any questions, comments or suggestions for High Line can be sent to our training documentation team at education@highlinecorp.com.