US Year End
2021 Training Manual

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Notice

Overview

The purpose of this Instruction Guide is to assist and give guidance in the US Year End Refresher training. High Line provides this 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

All users responsible for the production of W2s, as well as those users responsible for the maintenance of Personality must complete this training.

Before You Start

Users must have a thorough understanding of the W2 reporting requirements for their jurisdiction(s) and have completed the Personality Implementation training.

The Process at a Glance

Preparation for the New Year includes the review and possible changes to your current calendars:

- Business
- Work
- Holiday
- Pay Period

There are also several forms that need to be reviewed and possibly changed:

- Groups
- Work Rules
- UserCalcs
- User Variables
- Government Registration
- Benefit Plans
- Processing Frequencies
- Pay Categories
- In addition, there may be Symmetry™ software to install.

After the last pay of the year has been closed, users will run a Year-To-Date Register to be used for verification of the To-Date values and comparison to the W2 reporting.

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
For 2021, **RPW2W4C** supports the following forms: 4 on a page, 4 corner, blank front, text on back, letter size. Form **# LW24UPB,** supported envelope DW4/DW4SS 4 on a page, 4 corner, self-mailer, blank front, text on back, letter size. Duplex printing required. Form **# MW283** 4 on a page, 4 corner, self-mailer, blank front, text on back, legal size. Form **# MW1279**
For 2021, **RPW2W4TB** supports the following forms: 4 on a page, top-to-bottom, self-mailer, blank front, text on back, legal size. Form **# MW1288**
For 2021, **RP1099RW (1099R forms)** supports the 2-on-a-page form only, pre-printed. Form **# LRFEDA, LRRECB, LRRECC, LRREC2, LRPAY**

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.

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 set up to 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

Preparing for the New Year

Personality does not require a special Year End process or update. New **To-Date** records are automatically created as soon as any information related to a new period is created. The information stored in the **To-Date** table (IPVT – View To Dates) is dependent on the Pay Issue Date, the types of **To-Dates** defined on the Payroll (IPPR) form and the G/L calendar set up on the Business Calendars (IDCL) form.

Example: After the Pay Close (UPCLOZ) process for a pay issued on December 24th, 2021, all pay components are stored in the **To-Date** table as follows:

Table 3: To-Date Table Components

Period	Period	Type	Range
2021	Year-To-Date (YTD)	Year	January to December
2021-04	Quarter-To-Date (QTD)	4th Quarter	October to December
2021-12	Month-To-Date (MTD)	12th Month	December
2021-06	Fiscal-To-Date (FTD)	6th Fiscal Period	December 1 – December 31 (User Defined)

Example: After the Pay Close (UPCLOZ) process for a pay issued on January 7th, 2022, all pay components are stored in the To-Date table as follows:

Table 4: Example Pay Components

Period	Period	Type	Range
2022	Year-To-Date (YTD)	Year	January to December
2022-01	Quarter-To-Date (QTD)	1st Quarter	January to March
2022-01	Month-To-Date (MTD)	1st Month	January
2022-07	Fiscal-To-Date (FTD)	7th Fiscal Period	January 1 – January 31 (User Defined)

Calendars

It is necessary to review the current set up to ensure that they comply with the requirements of the New Year before the first pay is issued in the New Year. Review these calendars prior to running the year-end procedures.

Table 5: Calendar Types

Calendar	Description
Business Calendars	Used by several applications within Personality: Benefits, G/L, FLSA, etc.
Work Calendars	Can be used to define shift/work patterns for work rules when they do not conform to the standard Monday to Friday cycle.
Holiday Calendars	Can be used with work rules to ensure that statutory or legal holidays are paid separately from **regular** time.
Pay Periods	Governs the start, end and issue dates of a pay, as well as defines the pay of the month for comparison with processing frequencies.

Business Calendars

Enter the calendar periods for the upcoming year for all company calendars.

All defined business calendars should be updated on the Define Business Calendars (IDCL) form to include the upcoming year.

Create an entire year at a time. Working with partial year calendars in a live environment is not recommended.

Users can create calendars one year ahead. This allows some ‘breathing room’ at the end of the following year.

Example: At the end of 2021 create calendars for 2021 and 2022 (if not already done).

If calendar periods exist for the upcoming year, users should review the validity of the dates defined. Calendars that may exist:

- Fiscal
- Monthly
- Monthly (Benefits)
- Quarterly
- FLSA, etc.

IMPORTANT: The “DAILY” calendar must not be adjusted. This calendar is created and maintained by the UPTG process.

Work Calendars

Update work calendars/schedules if NOT already a repeating pattern.

All defined work calendars should be updated on the Define Work Calendar (IDWC) form for the New Year.

Work calendars control which days and time codes (linked to pay components) time will be generated for, if using the UPTG Pay Generation process.

Work calendars should ***not*** normally have to be updated. Once a schedule pattern has been established, the process will extrapolate that information into the future without maintenance. Users need only edit this form if they do not have a pattern that is repeated.

This form should be reviewed for ongoing shift pattern accuracy.

Holiday Calendars

Update the holiday calendars with holidays for the upcoming year.

All defined holiday calendars should be updated on the Define Holiday Calendars (IDHC) form for the upcoming year.

Holiday calendars are used by the UPTG Pay Generation process to create special time codes when holidays fall in a pay period.

These holiday time codes can credit or debit a leave accrual, or can be **regular** time worked.

Users should verify any holidays that were previously entered.

Pay Periods

Add new pay periods for the upcoming year.

All defined pay calendars should be updated on the Define Pay Calendars (IPCL) form for the entire upcoming year.

Payroll periods control the default check issue date, pay start and end dates, pay of month and pay of year. The Pay of Month is used in frequency checks to see if an employee's timesheet matches the criteria as defined on the frequency.

IMPORTANT: It is important to ensure that the last period defined for any year has the correct Pay of Year entry.

If a user is entering pay periods for a semi-monthly cycle and is unable to complete all 24 periods, the last period entered must be marked as **Pay of Year – 24.** This value is used to annualize taxable earnings where the **annualized** methods are selected.

If a pay issue dates falls on a legal holiday, the actual date that the pays are distributed may need to be adjusted.

It is recommended that users create two full years of entries into the future, to give some 'breathing room' for the next year's process.

Please review existing payroll periods for accuracy.

Forms

It is necessary to review the current set up to ensure that they comply with the requirements of the New Year before the first pay is issued in the New Year. Review these form prior to running the year-end procedures.

The *Weeks per Year* field on the Group and Work Rule forms must be verified.

Any hard-coded rates or dates within UserCalcs must be corrected.

Date-sensitive rate changes may need to be made to the User Variables, Government Registrations and Benefit Plans.

The **Times per Year** field on the Processing Frequencies (IPPF) form may need to be updated.

If it is possible that users may have to run an adjustment pay to correct **Year To Date** Pay Component amounts, the Adjustment Category must be created.

Groups

Check the *Weeks Per Year* field, it may require editing.

The Define Groups (IDGR) form is used to define the working conditions for a set of employees, and is used to control Attendance and Benefit module schedules.

The **Weeks Per Year** field is used for the conversion of wage rates. Consequently, users must analyze if this value should be changed (it may be that all salaries are annualized assuming 52 weeks per year).

Work Rules

Check the *Weeks Per Year* field, it may require editing.

The Define Work Rules (IDWR) form controls how the UPTG (Pay Generation) process creates time worked and earnings for employees on set schedules.

The **Weeks Per Year** field is used for the conversion of wage rates. Consequently, users must analyze if this value should be changed (it may be that all salaries are annualized assuming 52 weeks per year).

UserCalcs

Check UserCalcs for hard-coded rates and dates that are date sensitive.

The UserCalcs created on the Define UserCalcs (IMUC) form are not normally created with hard-coded amounts or dates that may change in the future (date sensitive), but they need to be reviewed to ensure that if there are any hard-coded amounts, they are updated as needed.

An example is a UserCalc that references **Employer Amount**. The value of Employer Maximum Contribution Amount might be $50.00. If users include statements such as:

Table 6: Example Contribution UserCalc

Line	CMD	OT	Operand 1	OPER	OT	OPERAND2	OT	OPERAND3
0030	LET	V	ER Amt	EQ	N	50		

Operand 3 must be updated to an appropriate amount (if date sensitive). UserCalcs should not use hard-coded amounts. Instead, users should employ user variables to change the previous statement to:

Table 7: Example UserCalc with Variable

Line	CMD	OT	Operand 1	OPER	OT	OPERAND2	OT	OPERAND3
0030	LET	V	ER Amt	EQ	$C	ER Max Amt		

Similarly, users should check for hard-coded dates that may need a similar edit. See the User Variables section for further maintenance details.

User Variables

Update date-sensitive dates and rates for the upcoming year.

The values on the Maintain User Variables (IMVR) form are used by:

- Pay Component details, such as in the calculation of overtime earnings and premiums
- UserCalcs

Check all user variables, particularly dates that require an updated year value.

To change the value of a user variable:

1. Type on the existing **Value**
2. Click Save
3. Enter the new effective date
4. Click OK

Government Registration

Check all rates, particularly those that are only valid one year at a time, and must be renewed. Update any overridden government rates that will change in the New Year.

The Maintain Government Registrations (IDGV) form is used to:

- Record Employer Identification Numbers (EINs)
    - If there is only one Federal Registration, it must be setup under the **US Fed Regist 1** Registration Type.
    - If there are multiple Federal Registrations, then they must be setup under **US Fed Regist 1, US Fed Regist 2,** etc. Registration Types, up to **US Fed Regist 9**
- The Federal Registration number(s) is then used on the IDGR form, **Work Rules** tab, to define which group belongs to each Registration number.

Overriding Rates (IDGV, IPUTR)

- If organizations have multiple government registrations that have different rates, such as for FUTA, SUI ER, etc., then users should override the RATE on the IDGV form.
- If an organization has only 1 government registration or their registrations have the same rate, then users can add the override rate on IPUTR for FUTA and SUTA
- UPCALC will always read IDGV first to see if there are any overrides. If there are, UPCALC will use them. If it can't locate an override in IDGV, it will read IPUTR
- If an organization only has 1 government registration, or only has 1 rate, users should make sure that any rates on IDGV, that are already noted in IPUTR, are removed from IDGV, otherwise the UPCALC process could potentially pick up the old rate in IDGV rather than the new rate in IPUTR.

NOTE: Rates are not required if they do not already exist. Tax rates and maximums are supplied by the Symmetry Tax Engine (STE) and accessed directly by the UPCALC process. The **Govt Rate Type** section is used for override purposes only.

Benefit Plans

Update benefit plan coverage rates that will change in the upcoming year, if required.

Rates on the Maintain Plan/Coverage Definitions (IBPN) form are commonly updated in the New Year. These rates should be entered with an effective date change on the *Rates* tab.

To change the value of a Benefit Rate:

1. Click over the existing **Value** (in the **Rates** tab), or on a specific component in the **Components** tab.
2. Click Save
3. Enter the new effective date
4. Click OK

Processing Frequencies

Edit *Times Per Year (Benefits)* field on existing payroll frequency records, if required.

The information on the Define Processing Frequency (IPPF) form is used to control the timing of:

- Attendance (Leave Policy Entitlement) (IALP)
- Benefits deductions and contributions (IBEN/IBPN)
- Premiums (certain types) (ISPM)
- Sundry transactions (IPSN)
- UserCalcs (IMUC)

The **Times Per Year (Benefits)** field is used by the Benefits program only to calculate the correct period deduction. Rates in benefits are usually held as monthly amounts, which are annualized using the **# of Months Per Year** value on the Define Group (IDGR) form, and then divided into **Per Pay** amounts using the value from the Define Processing Frequency (IPPF) form.

Example: Period Amount = Benefit Monthly Amount x IDGR # of Months per Year / IPPF Times Per Year (Benefits).

Pay Categories

Ensure that there is an Adjustment category set up.

Categories are maintained on the Define US Pay Categories (IPPGU) form. It may or may not be necessary to adjust the To-Date amounts for some of your employees. Organizations must have an adjustment-type payroll category in order to create adjustment timesheets.

Adjustments may be necessary to update taxable earnings or to correct misallocated earnings.

Regular timesheets are used to create hours and earnings, invoke the tax routine and produce a check. **Adjustment** timesheets do not invoke taxes and do not create a check.

Adjustment timesheets are used to adjust payroll history without creating a check. Consequently, adjustments should not affect either the gross or net pay. If the gross and/or net pay are adjusted, a check should be produced, or arrears created.

Preparing for Year End Reporting

Year End Balancing

Following UPCLOZ of the final pay of the year (last **pay issue** date in the year), users have to close the payroll year and prepare for W2's. This requires the following processes to be completed:

1. Produce Pay Totals Register (RPREGT) with the Year-To-Date option
2. Adjustments to Year-To-Date amounts, if required
3. Completion of 4th quarter reporting. This is not covered in Year End training.
4. W2 Summary Report (RPYEU) to balance to the register before running the W2 forms.

Produce Pay Totals Register (Year-to-Date)

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

Users can choose to 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.

RPREGT Report Parameters

Table 8: RPREGT Report Parameeters

Field	Description
Todate Type	Users can select a specific type such as Assignment, Fiscal, Monthly, Quarter or Year to Date
Entity	Defines the entity to report on
Starting and Ending Date	Defines the start and end dates for the periods to be reported. If the Todate Type is **Year to Date:** Define the years requested in the **Starting Date** and **Ending Date** fields. If one year is chosen, use the same year in both fields. If the Todate Type is **Month, Quarter or Fiscal:** Define the **Starting Date** and **Ending Date** fields for the reporting periods. If the Todate Type is **Assignment to Date:** Enter the Beginning of Time (01-Jan-0001) in the **Starting Date** field and the End of Time (31-Dec-3999) in the **Ending Date** field. This allows the report to use the **As Of** dates to control which dates are reported.

Sort People By	This field sorts employees by either Person code or Last Name/First Name. The default is Last Name, First Name.
Other Section Heading	Users can define a heading to print on the report under which all PCs that are not in the **Register Sort Element** will show.
Register Sort Element	Users can create and use an element to control the sort and printing of the pay components needed to balance.
Provide Totals By	What totals should the report print?
Print Employee Totals	Should the report print a total of all To-Date records for the Todate Type defined?
Print Period Totals	Should the report print the Entity totals of the To-Date records for the Todate Type defined?
Print Period Details	Should the report print the details of each To-Date record for the Todate Type defined?
Print Entity Totals	Should the report print the Entity totals of the To-Date record for the Todate Type defined?
Print Zeroes	When this toggle is set to ON, any pay components with zero amounts will be reported.
Show Color (*) **Oracle Reports only**	When this toggle is set to ON, the report will print with a colored background, to highlight information. **NOTE**: This is only available for Oracle reports.
User Comments	Users can enter text to print on the header of the report.

RPREGT Report List Filters

Table 9: RPREGT Report List Filters

Field	Description
People List Code	Users can select a predefined People List to run the register for
Person Code	Individual or multiple Person Codes can be selected
Location	Defines the location to run the report for
Authorization	Defines the authorization to run the report for
Department	Defines the department(s) to run the report for

Org Level	Defines the Org Level(s) to run the report for
Org Level Type	Defines the Org Level Type(s) to run the report for
Federal Regist Set	Defines the Federal Registration Set, defined on the Employee Group, to run the report for
Federal Regist Number	Defines the Federal Registration Number to run the report for
Unit	Defines the Unit to run the report for
Payroll	Defines the payroll to run the report for
Employment Status	Defines the employment status to run the report for
Todate Work State	Defines the Work State to run the report for
Todate Home State	Defines the Home State to run the report for
Todate Work GEO	Defines the Work GEO to run the report for
Todate Home GEO	Defines the Home GEO to run the report for
Todate School District	Defines the school district to run the report for

Adjust Year-to-Date Amounts

Adjustments to the Year-to-date (YTD) record may be required due to:

- Taxable earnings not yet entered, or in need of editing
- Data conversion issues
- Taxation earnings errors due to incorrect master file information, such as an employee taxed in wrong jurisdiction for residence.

Adjustments can be created in any pay period, ***however***, if users need to correct an error from a previous pay period, they must create 2 timesheets; one to remove the error transaction, and one to create the transaction in the proper period/jurisdiction.

Adjustments - Multiple Employees

The UPCPAY process can be used to create adjustment timesheets for a large group of employees (or all employees).

Adjustment timesheets can be created for any period.

1. Go to Generate Pay Headers (UPCPAY)
    a. Select the employees the pay headers should be created for.
    b. Enter the ***appropriate*** pay period to be adjusted.
    c. Define the category as **Adjustment**
    d. Launch and run the report

2. Go to Pay Batches (IPBE)
    a. Go to the Pay Header tab
        i. Double-click on the employee to go to each pay header
        ii. Enter all adjustment transactions in the *Pay Lines* tab for each employee.
        iii. When done with one employee, close the pay header and select the next employee from the **Pay Header** tab
        - <u>Only the transactions entered will be processed</u>.
        - No Sundries (IPSN) are processed.
        - No taxation earnings or taxes will be calculated unless entered as pay lines here.
        - No UserCalcs will be executed.
3. Process the timesheet through the normal payroll cycle.

Adjustments - Individual Employees

To create an adjustment pay for one or a few employees, add a timesheet on IPPH. Any batch can be used, but users can create a special batch to keep these timesheets separate from the *regular* pays.

It is not necessary to have all adjustments in the batch in the same period.

When UPCALC is run, it will process <u>all</u> timesheets <u>up to and including</u> the period chosen in the UPCALC **Pay Period** parameter.

1. Go to Maintain Employee Pays (IPPH)
    a. Select an Employee in the **Find** box
    b. Add a new pay header for the applicable employee.
    c. Go to the **Batch** field and select a batch from the drop-down list (LOV).
    d. If necessary, override the default Pay Period.
    e. Make sure the **Category** field is defined as **Adjustment.** If not, change the Category to Adjustment.
    f. Save the timesheet.
2. Enter all adjustment transactions in the **Pay Lines** tab.
    - **<u>Only the transactions entered will be processed</u>.**
    - No Sundries (IPSN) are processed.
    - No taxation earnings or taxes will be calculated unless entered as pay lines here.
    - No UserCalcs will be executed.
3. Process the timesheet through the normal payroll cycle.

Year End Reporting

Personality provides government year-end reporting that allows users to:

- Report on the employees' Year-To-Date information, according to the selection criteria
- Produce W2 Wage Statement(s)
- Generate the W2 Magnetic Media file to report to the government

High Line provides the following detailed documentation on how to setup and report Federal and State information for your reference:

US_2021_W2_Process.doc – on Wiki, search 'W2 Process'

State W2 Annual and Quarterly Reporting – on Wiki, search 'Tax Reporting'

IDDP – Department Form

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.

IEID – Employee Identity Form User Fields

Users can enter the **W2 Destination, MMREF Officer** Code for an employee.

Users can enter **W2 Destination** for distributing the W2 forms for these employees.

Groups

Determine if the *W2 Employment Type* needs to be changed at the group level.

The Define Group (IDGR) form has a **W2 Employment Type** field on the **Registrations** Tab. All employees will be populated as **Regular** after the year end Software is installed.

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

Table 10: Employment Types for W2 Reporting

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

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.

This is a quote from the Social Security Administration:

"Since tax year 1991, each state or local employer can choose one of two methods to report earnings for an employee who has both (1) wages from Medicare Qualified Government Employment (MQGE) subject only to the Medicare tax and (2) wages subject to both the Social Security and Medicare taxes (full-FICA).

These wages must be for the same taxable year while in continuous employment for the same employer. The two methods are "split" and "combined" reporting; a complete explanation of how to use these methods follows.

SPLIT REPORTING: Using this method, an employer must prepare two Code W records for the employee. One Code W record must contain the Medicare wage and tax data for the period of MQGE employment. The other Code W record must contain wage and tax data for the period of full-FICA employment.

The MQGE Code W record should be reported following a Code E record with Type of Employment = Q. The full-FICA Code W record should be reported following a Code E record with Type of Employment = R.

COMBINED REPORTING: Using this method, an employer must prepare only one Code W record for the employee. That Code W record will combine both the Medicare only (MQGE) wages and the full-FICA wages. Any such Code W record should be reported following a Code E record with a Type of Employment = R."

High Line supports the **Combined Reporting** method. This means:

1. If an employee is defined as **Regular** on the group but defined as *Q-MQGE* (No Fica, only Medicare) on IPRLU all year, they will be reported as 'Q'
2. If an employee is defined as **Regular** on the group and *Regular* (Fica and Medicare) on IPRLU all year, they will be reported as 'R'
3. If an employee is defined as **Regular** on the group but as *Q-MQGE* (No Fica, only Medicare) on IPRLU at any time during the year, they will be reported as 'R'

IDGR – Define Group for Federal/State/Local Government Registration

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

The UPCLOZ program 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.

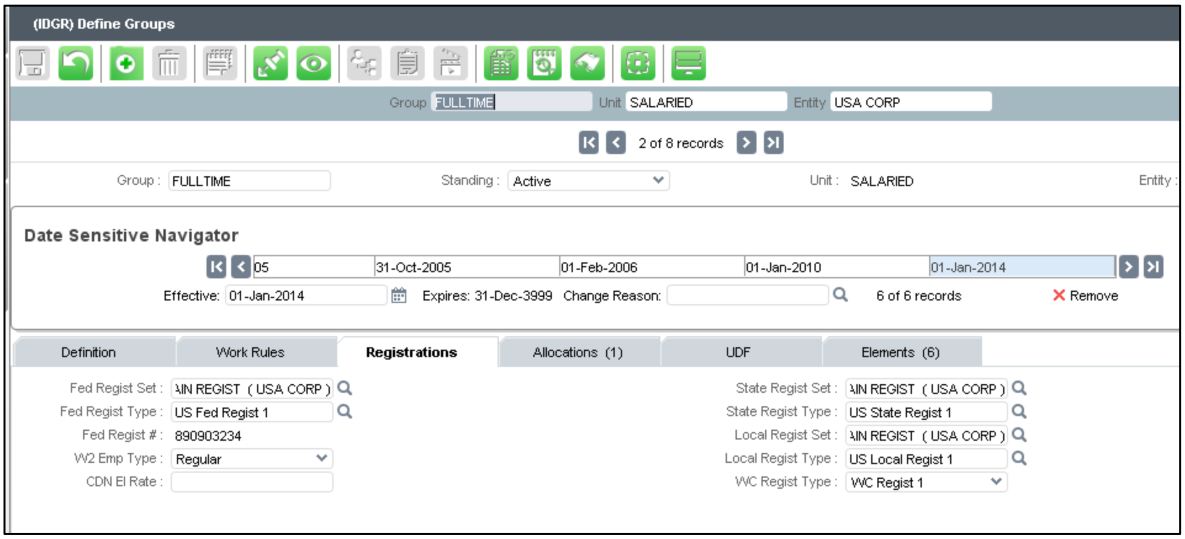

Figure 1: IDGR Registrations tab

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.

Countries

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

The **Country Code** on the IDCO form is user defined and is usually the 3 character United Nations code.

Example:

Table 11: Example 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** on 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.

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 *Regist 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.

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

School Districts

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

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.

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

The **FIPS** codes (on the IDSP form) are used on the Media File for the State Abbreviation on the 'S' records.

FIPS Codes

Table 12: FIPS Codes

State	Abbreviation	Code*		State	Abbreviation	Code*
Alabama	AL	01		Montana	MT	30
Alaska	AK	02		Nebraska	NE	31
Arizona	AZ	04		Nevada	NV	32
Arkansas	AR	05		New Hampshire	NH	33
California	CA	06		New Jersey	NJ	34
Colorado	CO	08		New Mexico	NM	35
Connecticut		09		New York	NY	36
Delaware	DE	10		North Carolina	NC	37
District of Columbia	DC	11		North Dakota	ND	38
Florida	FL	12		Ohio	OH	39
Georgia	GA	13		Oklahoma	OK	40
Hawaii	HI	15		Oregon	OR	41
Idaho	ID	16		Pennsylvania	PA	42
Illinois	IL	17		Rhode Island	RI	44
Indiana	IN	18		South Carolina	SC	45
Iowa	IA	19		South Dakota	SD	46
Kansas	KS	20		Tennessee	TN	47

Kentucky	KY	21	Texas	TX	48
Louisiana	LA	22	Utah	UT	49
Maine	ME	23	Vermont	VT	50
Maryland	MD	24	Virginia	VA	51
Massachusetts	MA	25	Washington	WA	53
Michigan	MI	26	West Virginia	WV	54
Minnesota	MN	27	Wisconsin	WI	55
Mississippi	MS	28	Wyoming	WY	56
Missouri	MO	29			

User Fields

Create required variables to attach to the Government Registration form (IDGV)

Users must create any required variables that can to be selected from the List of Values (LOV) on the IDGV form, **Variables** tab. The options that are available for selection on the IDGV form are defined on the IMUF form (P2K_CM_GOVT_REGISTRATIONS table).

These user fields can be used to create a Company (EIN) or State-specific information that can be displayed on the W2 form or added to the W2 Media file.

Once created on the Define User Fields (IMUF) form, users can select the user fields from the LOV (List of Values) on the Government Registration (IDGV) form.

If the IMUF variables are not set up, the RPYEU process will issue an exception message.

Users can define their own user fields for W2 definition, but the W2 programs use the following user fields:

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

Government Registration

- **Ensure that the EIN Numbers DO NOT have hyphens, prefixes or suffixes.**
- **Variables tab - Enter *extra* W2 registrations or tape information, if required.**

Users can find all of the Employer Registration numbers, as well as any variables needed to complete the W2 process on the IDGV form.

Once the variables have been defined on the IMUF form, users can select these variables on the IDGV form. When filling out the Define Form Definition Variables (IDFDV) form to generate the W2 information, the data can be accessed by selecting the *IDGV Variable* from the *Field Variable* column.

Federal Level

A Country must be defined on the Government Registration (IDGV) form with the Federal Registration in order for the Federal to be reported.

State Level

A State must be defined on the Government Registration (IDGV) form with the State Registration in order for the State to be reported.

When users are defining the State Registration, they may need to set up the *Variables* tab. See State Media Filing, below.

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 13: W2 State Media Filing Values

Value	Description
00	Not Required to file Magnetic Media to the State.
01	Include State Code RS Records in the Federal File. Users can send the federal file to the State. 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'. 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.

02	If the State requires its own file, do not include other State information in the State File. 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' Users should run the RPYEU process one State at a time and set the **Media Format** field to State File Format. 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. If the State requires its own State file layout, please check with High Line for a list of States that are supported.

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.

The W2 State Media Filing values are:

Table 14: Local W2 State Media Filing Values

Value	Description
00	Not Required to file Magnetic Media.
01	Include Local Federal Code RS records in the Federal File format. 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. When RPYEU is run, the State Code RS records will be generated along with the Local information.

02	Include Local State Code RS records in the State File format. 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. When RPYEU is run, the State Code RS records will be generated along with the Local information.
03	Local requires its own File, do not include other Local information in the File. If the Local requires its own format, users should set the **W2 State Media Filing** variable to ‘03’ for this Local. 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. NOTE: This feature requires specific program logic for each Local. Please check with High Line to ensure the Local is supported.

Tax Type Code for Local Filing

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

W2 TAX TYPE CODE should contain one of the following values:

- C-City Income Tax
- D-School District Income Tax
- E-County Income Tax

Taxing Entity for Local Filing

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

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.

State Media for School District Filing

The W2 State Media Filing values are:

Table 15: School District State Media Filing Values

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

Tax Type Code

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

Taxing Entity

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

- W2 TAXING ENTITY: The five characters School District code

Example:

- Ohio Cleveland would be **200**, refer to Cleveland filing requirement
- Indiana would contain the 2 digits County Code supplied by Indiana

The Employer's Name and Address is derived/defaulted from the IDFDV definition Seq# 2010/2020. On the IDGV form, **Variables** tab, users can optionally define an override for 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 16: Overriding Entity Name and Location

Field	Description
W2 ER NAME	Enter the Employer Name to be reported. This overrides 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.

W2 Form Definition (IDFD

The Define Form Definitions (IDFD) form is a High Line developed form provided for on-line help and updates to the definition of W2's. This form defines the default values for users to enter on the IDFDV form.

High Line provides this definition each year (SEED_IDFD_HL$US_W2-2021.sql) as part of the year end software delivered in December. It is not necessary to maintain this form, unless instructed to do so by High Line.

Allowed Sources

Table 17: Allowed Sources

#	Type	Data populated from
01	Constant	User entered value
02	Database Item	Predefined data in P2K
03	Statistic	Defined on IDSC, retrieved from IEST
04	Pay Component	Defined on IPPC, retrieved from IPVT
05	Element	Defined on IPPE, retrieved from IPVT
06	IDGV Variable	Defined on IMUF, retrieved from IDGV

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.

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:

1. On the IDFDV form, select the new preloaded HL$US-W2-2022
2. Press the 'Copy Form Definition' button and the Copying dialog box is displayed.
3. Enter the name for your user defined Form Code (i.e. XYZ$US-W2-2022)
4. Set the **Copy Definition with Variables** toggle to **ON**.
5. Select last year's Form Code that has the variables set up (i.e. XYZ$US-W2-2021)
6. Press the 'Copy Form Definition' button and the Copying dialog box is displayed.
7. Enter the current year's user defined Form Code (i.e. XYZ$US-W2-2022)
8. 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.

W2 Form Definition Variables

Use the IDFDV form to enter the variable data needed to correctly complete the W2's, for both the printed W2's and the Magnetic Media files.

Users should only work with the **Source** and **Field Variable** columns. The Derivation Expression field can be used by ***advanced*** users or under the guidance of a High Line consultant.

On this form, users define where, in their particular set up, each required field of data is to be retrieved from.

IDFDV Field Descriptions

Table 18: IDFDV Field Descriptions

Field	Description
Identifier	This value defaults in from the IDFD form and shows the relevant box on the W2 form or stored on the file.
Seq #	Defines the sequence number of the Identifier
Description	This value defaults in from the IDFD form and displays the corresponding W2 Form Box description form or stored on the file.
Level	Defaults from the IDFD form, displays the Level (Federal, State, Employer, etc.) that is being reported on for forms/media file.
O/R Prompt	Displays the user-defined text (prompt) to print on the Summary Reports. These user-defined terms are **not all** used on the W2 **forms** but are **all** used on the summary **reports**.

<table>
<tr><td>Source</td><td>Defines the source of the variable data to report on the W2 from.

The Source defines the Field Variables that will be available.
<table>
<tr><th>Source</th><th>Field Variable</th></tr>
<tr><td>Constant</td><td>Input a character string, such as the company name. Manual data entry</td></tr>
<tr><td>Database Column</td><td>Choose from a list of Data Base fields available</td></tr>
<tr><td>Statistic</td><td>Choose from a list of Statistics from IDSC</td></tr>
<tr><td>Pay Component</td><td>Choose from a list of Pay Components from IPPC</td></tr>
<tr><td>Element</td><td>Choose from a list of Elements from IPPE</td></tr>
<tr><td>IDGV Variable</td><td>Choose from a list of User Defined fields defined for the Government Registration (IDGV) form</td></tr>
</table>
</td></tr>
<tr><td>Field Variable</td><td>Defines the relevant value for the record from the LOV previously defined in the Source field.</td></tr>
<tr><td>Field Usage</td><td>This value defaults in from the IDFD form and defines where this record will be used. Options are: Form only, File only or Form and File.</td></tr>
<tr><td>Text</td><td>Defaults in from the IDFD form, help/explanation text for the field.</td></tr>
<tr><td>Derivation Expression</td><td>Used to format the information so that it is presented as required.
Example: Users can show all of the information in upper case. This is where a string formula would be defined.</td></tr>
</table>

Descriptions and Suggestions

Users should read the following ***prior*** to setting up the IDFDV form:

- 2021 Instructions for Forms W2 Wages and Tax Statement" available at http://www.irs.gov/pub/irs-pdf/iw2w3.pdf#zoom=100
- ‘Social Security Administration Publication No. 42-007 EFW2 Tax Year 2021’ – available at https://www.ssa.gov/employer/efw/20efw2.pdf#zoom=100

HL$US-W2-2022 Form Code Identifiers

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

Table 19: Form Code identifiers

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 receive 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
Field Identifier	**Description**	**Suggested Field Source**	**Suggested Variable**

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.
* **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 3rd Party	Constant	Enter your company data
W2-ER-AGENT-IND	Agent Indicator Code	Constant	If applicable, enter appropriate code
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.GOVT_REGIST_NUMBER
Field Identifier	**Description**	**Suggested Field Source**	**Suggested Variable**
*** 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. DLN.ADDRESS_LINE_2 or DLN.MAIL_ADDRESS_LINE_2 - enter the word MAIL or blank

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

W2-EE-CITY	Employee City	Constant	Employee's city EPS.LOCALITY or EPS.MAIL_LOCALITY - enter blank, system derived
W2-EE-STATE	Employee State Abbrev	Constant	Employee's State abbreviation DSP.STATE_PROVINCE_CODE - enter blank, system derived
W2-EE-ZIP	Employee ZIP Code	Constant	Employee's ZIP Code EPS.ZIP_POSTAL or EPS.MAIL_ZIP_POSTAL - enter blank, system derived
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, the word 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' prompt 3 - Print W2_CONTROL_NUM Identifier and Person Code 4 - Print 'Sort Level By' prompt and Person Code 5 - Print 'Sort Level By' prompt and W2_CONTROL_NUM Identifier 6 - Print 'Sort Level By' prompt and W2_CONTROL_NUM Identifier and Person Code		
Field Identifier	**Description**	**Suggested Field Source**	**Suggested Variable**
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
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
	- users can use the derivation expression LEAST(~,94200.00) for year 2021 max - 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 reduction	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

Field Identifier	Description	Suggested Field Source	Suggested Variable
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
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 Form or File. **These identifiers are used to obtain amounts to show on the RPYEU Summary report.** **Such as a 125 plan, 401 plan, benefit amounts, or Employer portion of certain employee contribution etc.**			
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
The values from W2-HL-01 to W2-HL-10 are used by High Line only. **These identifiers are used by High Line to obtain amounts to show on the RPYEU Summary report or for other purposes.** **These are reserved areas for High Line to allow users to define additional new variables that are not available or defined at the time when the programming is done. If needed, High Line will give instructions for users to set these up.**			
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
W2-SCHL-TAX	School Tax	Element	W2-SCHL-TAX

W2-STATE-CODE	State Code	Data Base Column	DSP.STATE_PROVINCE_CODE
Field Identifier	**Description**	**Suggested Field Source**	**Suggested Variable**
W2-STATE-REGIST	State Registration I.D. Number	Data Base Column	DGV.GOVT_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 12th day of mth 1	Not specified	System Derived, no need to set up
W2-SUI-MTH2-WORK	SUI Worked on 12th day of mth 2	Not specified	System Derived, no need to set up
W2-SUI-MTH3-WORK	SUI Worked on 12th 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

Field Identifier	Description	Suggested Field Source	Suggested Variable
W2-CN-WAGE-HOME	County Wages (Home County)	Element	W2-CNTY-WAGE-H
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'		
	2) For California, if the IDFDV Identifier Seq 7260 W2-SDI-TAX-EE is not set up, the user may set up Box 14 to print 'CASDI' and the SDI amount		

IDFDV Mailing Address Set up

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 set up the following Identifiers:

Table 20: Employer Mailing Address Field 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 21: Foreign Country 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 *ISO Country Code* is used.		

Employee Address

If a user wants to use the Primary Address, users do 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 22: Mailing Address Field 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 23: Foreign Country 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 **ISO COUNTRY CODE** is used.		

Report W2 Form Definition Variables – RDFD

Generates a list of the W2 Form and File Definitions defined on the IDFDV form.

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 **Registration***s* 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 **<u>MUST NOT BE CHANGED</u>** 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** **<u>and</u>** 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).

W2 Summary Report - RPYEU

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 program to print the W2 Forms for all processed employees

RPYEU Report Parameters

Table 24: RPYEU Report Parameters

Field	Description
Annual Form Code	Mandatory Form Code that is defined on the IDFDV form NOTE: always use current year form code, such as HL$US-W2-2021. DO NOT use a prior year form code as the Identifiers may be obsolete. For 2021-2022 reporting, the HL$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.
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 date to start gathering demographic information
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	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. **DO NOT SET THIS TOGGLE TO ON WHEN GENERATING THE FEDERAL FILE**. 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
Media Format	Enter the Federal file format for SSA reporting
Directory	The directory name where the government Magnetic Media file will be stored.
Media File Name	The name for the output file. Mex will be replaced with the execution ID of the RPYEU.
Create Dump Data	Should a data dump file with the extension of .csv be generated? 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.
Trace Level	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.

Regist/Set Up Audit	Option to print exceptions that may exist from set up. Options are:
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, but 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.
User Comments	Enter a comment to print on the RPYEU report
Print Report on	Options are: • Report only (default) • Report and Output File • Output File only Do not print

RPYEU Report Filters

Table 25: 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 Regist 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 Regist 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 Regist 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 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 **Regist/Set Up Audit** fields are defined that allows exception messages to be printed (Options 01, 02 and 03 only).

Table 26: 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 27: Printed Exception Messages

Code	Message
Empl nnn	Invalid SSN: ssn, SSN must be 11 positions, position 4 and 7 must be a hyphen (-). Users must verify and correct the SSN number, otherwise the W2 form and Magnetic Media filing will be incorrect for the employee
Empl nnn	Term date YYYYMMDD is prior to reporting year YYYY. This is a warning that indicates the employee has been terminated in a prior year, but has YTD information for the current calendar year.
Empl nnn	Box 3 999999.99 + Box 7 999999.99 = 999999.99 exceeds Annual Max Wage Base 999999.99. 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. 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.
Empl nnn	Employee has no Federal Information for Employment Type R, employee is bypassed.
Empl nnn	Identifier Amt 999999.99-, negative amount not allowed, amount changed to 0.00. Users must review this error and correct the negative amount, otherwise the system will report zero in this field.
Empl nnn	Identifier Amt 999999.9999 exceeds 2 decimals, amount changed to 999999.99. This can cause a rounding error. Users should review the error to find out why the amount exceeds 2 decimals and correct the data.
Empl nnn	Identifier Amt 999999999.99 exceeds 11 digits, check printed Form and Govt File size. 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.

Empl nnn	Error: RS record posn 999 length = nn only, Field size exceeded for Amt 99999999.99. 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. Users MUST correct this error because the report will show ####### in the field and the government will reject the file. **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. The W2 form may be large enough to print the field size while the Magnetic Media reporting could not report this large amount. Users must find out if incorrect data is the cause of the problem or contact High Line for support.

RPYEU Summary Report Details

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.

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 the RPYEU is run, users can go into the IPGR (Government Run) form to view details by the GVT Run number.

From the IPGR form, users can pop into the employee's detail government reporting information on the IPGH (Government Header) form.

Users can go directly to the IPGH (Government Header) form by employee.

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 function 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, then 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.

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 RMEX 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

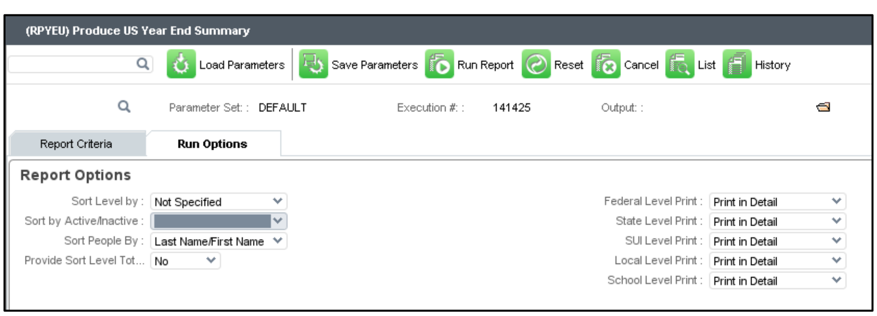

Figure 2: RPYEU Run Options

RPYEU Sort Level Option: Sort Level By

1. **RPYEU Sort Level Option: 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 28: RPYEU Sort Level 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)

2. **RPYEU Sort Level Option: Sort by Active/Inactive**

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

Table 29: RPYEU 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 **by Department** (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 **within each Department** (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 <u>by Department</u> (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: <u>Inactive</u>	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.

3. RPYEU Sort Level Option: Sort Employees By

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

Table 30: 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 forms at discount 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 RPW2W (Windward) version is used, RPW2W 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 the 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.

Government Reporting Forms

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.

IPGR - GVT Run Tab

The IPGR form displays the Form Code that was used for the process and the GVT Run Stage for the GVT Run. 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 **Tax Info** is displayed from the GVT Headers taxation_level_suffix or State/Province. The Taxation Level Suffix is the **Type of Employment** field from the IDGR form.

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 31: Header Fields

<table>
<tr><th>Field</th><th colspan="2">Description</th></tr>
<tr><td>Comments</td><td colspan="2">User comments can be entered in this field. Used if amending the form and an amendment reason is required.</td></tr>
<tr><td rowspan="5">Print Stage</td><td colspan="2">To change Print Stage for Duplicate copy, Amendment etc. Only the following stages should be used:</td></tr>
<tr><td>11</td><td>Duplicate Requested</td></tr>
<tr><td>21</td><td>Amendment Requested</td></tr>
<tr><td>91</td><td>Form cancelled</td></tr>
<tr><td>99</td><td>To be deleted</td></tr>
</table>

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/TB.
- 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.

W2 Printing and Balancing

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

The W2 print programs process 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 for your P2K path.

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

RPW2W4C WINDWARD version

- 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 32: RPW2W4C Report Parameters

Field	Description		
W2 Form No.	This field defines which W2 form are to be printed		
	• 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	Defines if the W2 is being reissued for an employee. Enter the word REISSUED or CORRECTED in this field, and the RPW2W4C will print the W2 with the exact wording from this field.		
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 version

- 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 33: RPW2W4TB Report Parameters

Field	Description		
W2 Form No.	This field identifies which W2 form to printed		
	• MW1288 4 on 1 page, top-to-bottom, legal size, self-mailer		
Reissued/Corrected	Defines if the W2 is being reissued for an employee. Enter the word REISSUED or CORRECTED in this field, and this will print the W2 with the exact wording from this field.		
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.		

Execution Report

- Produce grand total report from W2 print programs by running the Execution Report (RMEX) for the Execution ID of the W2 run.
- Run to balance to the RPYEU report.
- Enter the Execution ID number of the W2 print programs run to obtain a grand total report.

W2 Media

- When RPYEU is run, users can select to generate a Magnetic Media file.
- Users must define a Magnetic Media file name, such as W2-2021-mex.txt.
- Users can also attach the RPYEU Execution ID to the file name by defining the word *Mex* in the file name.

Examples:

File Name	Description
W2-2021-mex.txt	This will generate Magnetic Media file W2-2021-168134.txt for Execution ID 168134
W2-2021-OHIO-mex.txt	This will generate Magnetic Media file W2-2021-OHIO-168134.txt for Execution ID 168134

When RPYEU is run, users MUST select a valid Interface Directory for the XML file to be generated. The XML file contains all employee information to be read by the W2 print programs process.

RPYEU concatenates '.xml' to the Magnetic Media File name defined by the user:

Examples:

File Name	Description
Magnetic Media File Name	W2-2021-mex.txt
XML File Name	W2-2021-OHIO-mex.xml

After RPYEU is run, users can use Notepad or a PFE editor to review the XML file content.

Users can archive this XML file for historical reporting purposes or to reprint the W2s.

The Federal Magnetic Media File will be generated when the RPYEU is run, with no specific State selected, and the Code RW records will be generated.

If a State is selected when RPYEU is run, the program will process that specific State only and therefore Code RW records will **not** be generated. Code RS records will be generated according to the IDGV set up.

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 IDFDV form:

Sequence 2800 – W2-CONTROL-PRT

Table 34: Sequence 2800 Fields

Field	Description
Form Code	HL$US-W2-2021
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 *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, W2-CONTROL-NUM Identifier and Person Code

Sequence 2810 – W2-CONTROL-NUM

Table 35: Sequence 2810 Fields

Field	Description
Form Code	HL$US-W2-2021
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.

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 program 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 W2 print program.

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.

Electronic W2 Print Facility

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).

Printing of the W2 forms can be done either by running the RPW2W4C or RPW2W4TB process and/or using the BEW2 function in Self Service. Depending on the IMST SS_REW2 preference set up of these two preferences, the RPW2W4C and RPW2W4TB processes will print the W2 information.

BEW2 is a Logi version of the online W2 which can also be added to the employee pay menu. The current Logi page is restricted to the current tax year. The BEW2 output of the W2 form will be in a pdf format.

To print current or previous year W2, employees can 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.

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.

- If the SS_REW2 preference is set to N:
  - If an employee gives consent, W2-BY-E-FORM = Y
    - Employee will not be on the RPW2W4C/RPW2W4TB reports
  - If the EE_W2_GVT_RUN preference contains the GVT RUN # (from the RPYEU run)
    - Employee will have REW2 available
  - If the EE_W2_GVT_RUN preference does NOT contain the GVT RUN # (from the RPYEU run)
    - Employee will NOT have REW2 available
  - If an employee does not give consent, W2-BY-E-FORM = N
    - Employee will be on the RPW2W4C/RPW2W4TB reports
    - REW2 will NOT be available
- If the SS_REW2 preference is set to Y (default) or is not defined:
  - All employees will be on the RPW2W4C/RPW2W4TB reports
  - If the EE_W2_GVT_RUN preference contains the GVT RUN # (from the RPYEU run)
    - All employees will have REW2 available
  - If the EE_W2_GVT_RUN preference does NOT contain the GVT RUN # (from the RPYEU run)
    - REW2 will NOT be available
- 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	✓	✓	×
N	Y	Y	Y	×	✓	✓
N	N	N	N	✓	✓	×
N	Y	Y	N	×	✓	×
Y	N	N	Y	✓	✓	✓
Y	Y	Y	Y	✓	✓	✓
Y	N	N	N	✓	✓	×
Y	Y	Y	N	✓	✓	×

Figure 3: Processing Logic Chart

Quarterly Reporting

IDGV – Define State SUI Registrations for Quarterly Filing

When running RPYEU with the Calendar Type '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.

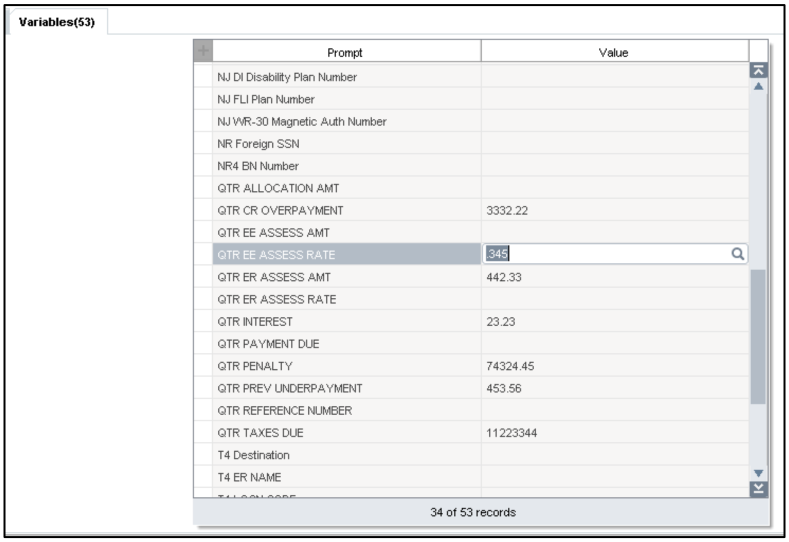

Figure 4: Example Assessment Rate

Example:

- US State Regist 1 should also define US SUI Regist 1
- US State Regist 2 should also define US SUI Regist 2, etc.

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 **Variables** tab on the IDGV form for these quarterly amounts with the proper US SUI Regist, prior to running RPYEU.

Users should note each QTR field's decimal point and enter in the above format.

RPYEU – Quarterly Form Code Set up

For Quarterly reporting, users must run the RPYEU process. This program generates the .xml file and State media file for State government reporting.

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

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

Note: If not done yet, you can setup the HL$US-QTR-2020 Form Code. Highlight the HL$US-QTR-2019 Form Code and select COPY FORM DEFINITION on the IDFDV form.

Business scenario example:

The Annual Form code HL$US-W2-2021 is used to produce the Federal File and the W2 at year end. This information must also be reported quarterly for the State.

The difference for Federal and State Filing is the file format for each State, such as MMREF1, ICESA, TIB4 or a specific State Format.

All Identifiers from the HL$US-QTR-2020 fields 3100, 3110 etc. is calculated by the RPYEU process by retrieving values from the HL$US-W2-2022 sequence numbers 7010, 7020 etc. Users can enter any values on HL$US-QTR-2020 sequence 3100, 3110 etc. as it is not used.

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

For detailed documentation on how to setup and run reporting for specific states, please refer to High Line's Knowledge Base (search Tax Reporting). See example link for California:

https://www.highlinecorp.com/Wiki/Wiki.jsp?page=Tax%20Reporting%20-%20CA

RPYEU Report Parameters – Quarterly Reporting

Table 36: RPYEU Report Parameters – Quarterly Reporting

Field	Description
Annual Form Code	Mandatory Form Code that is defined on the IDFDV form NOTE: always use current year form code, such as HL$US-W2-2022. DO NOT use a prior year form code as the Identifiers may be obsolete. For 2021-2022 reporting, the HL$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.
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	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. DO NOT SET THIS TOGGLE TO ON WHEN GENERATING THE FEDERAL FILE. 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
Media Format	Enter the Federal file format for SSA reporting
Directory Name	The name of the file for the government Magnetic Media file.
Create Dump Data	Should a data dump file with the extension of .csv be generated? 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.
Trace Level	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.
Regist/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, but 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.
User Comments	Enter a comment to print on the RPYEU report	

RPYEU Run Options – Quarterly Reporting

Table 37: RPYEU Run Options - Quarterly Reporting

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 *Sort Level* 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 – Quarterly Reporting

Table 38: RPYEU Report Filters - Quarterly Reporting

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 St	To define and report on a specific **Local Registration Set**
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

ACA Reporting

The 1095C forms must also be produced for each employee.

In order to have the data for the 1095C to print through the RB1095C process, users must review the setup for ACA and the running of UBACA for each month.

The IRS also requires organizations to send them a 1094C file, which is produced through the RB1094C program.

It is up to each organization to have their 1094C file verified by the IRS. The IRS will not allow High Line to do this for you.

The 1095C and 1094C programs get the data that is computed by the UBACA program and is shown on the VBACAE screen.

High Line offers ACA Reporting seminars each year end. Please visit the EDUCATION section on CCare for more information.

Checklists

New Year Preparation Checklist

Table 39: New Year Preparation Checklist

Done?	Form	Task
☐	IDCL	Enter calendar periods for the upcoming year for all company calendars except for the DAILY calendar as this is updated by UPTG. Only UPTG uses the DAILY calendar
☐	IDWC	Update work calendars/schedules if not already a repeating pattern.
☐	IDHC	Update the holiday calendars with holidays for the upcoming year
☐	IPCL	Add new pay periods for the upcoming year.
☐	IDGR	Check the 'Weeks Per Year' field. May require editing.
☐	IDWR	Check the 'Weeks Per Year' field. May require editing
☐	IMUC	Check UserCalcs for hard-coded rates and dates that are date sensitive
☐	IMVR	Update date-sensitive dates and rates for the upcoming year.
☐	IMUF	Create required variables to be attached to the government registration form (IDGV).
☐	IDGV	Check all rates, particularly those that are only valid one year at a time, and must be renewed. Update overridden government rates that will change in the new year.
☐	IPUTR	Check all rates, particularly those that are only valid one year at a time, and must be renewed. Update overridden government rates that will change in the new year.
☐	IBPN	Update benefit plan coverage rates that will change in the new year, if required.
☐	IPPF	Edit 'Times Per Year (Benefits)' field on any existing payroll frequency records, if required.
☐	IPPGU	Ensure that there is an Adjustment category set up.
☐	SYMMETRY	Update system with the latest Symmetry Release, provided by High Line. This is a normal procedure, no special year end considerations.

Year End Preparation Checklist

Table 40: Year End Preparation Checklist

Done?	Task
☐	Determine leave accrual year end approach
☐	Close last pay of year
☐	Run Year-To-Date Registers
☐	Make Year-to-Date Adjustments, if needed

Year End Reporting Checklist

Table 41: Year End Reporting Checklist

Done?	Form	Task
☐	IDCN	If there is county tax applicable for a State, an entry must exist for the county code on the Define Counties (IDCN) form in order for the county tax to be reported
☐	IDGR	Determine if the 'W2 Employment Type' needs to be changed at the group level.
☐	IDGV	An entry must exist on the Government Registration (IDGV) form for a state with the 'State Registration' in order for the state to be reported.
☐	IDGV	An entry must exist on the Government Registration (IDGV) form with 'Local Registration' for the County's Tax Jurisdiction in order for the county tax to be reported
☐	IDGV	An entry must exist on the Government Registration (IDGV) form with 'School Registration' for the school in order for the tax to be reported.
☐	IDGV	An entry must exist on the Government Registration (IDGV) form with 'Local Registration' for the City's Tax Jurisdiction in order for the city tax to be reported
☐	IDGV	Create required variables to be attached to the government registration form
☐	IDGV	Ensure that the EIN numbers DO NOT have hyphens, prefixes or suffixes.
☐	IDGV	Variables tab, enter 'Extra' W2 registration or tape information, if required.
☐	IDSD	An entry must exist in the Define School District (IDSD) form for a school district in order for it to be reported.
☐	IDSP	An entry must exist in the Define States/Provinces (IDSP) form for a State in order for it to be reported
☐	IDTX	An entry must exist at the 'City level' for a tax jurisdiction in order for the City tax to be reported
☐	IMUF	Create the required variables to be attached to the government registration form (IDGV).

FAQs

W2 Printing

Q: Our data is in mixed case. What do we need to do to print the W2s in all capitals?

A: You will not have to do anything. The RPYEU and W2 print programs automatically capitalize all text.

Q: Our State has unique filing requirements. What program do I run?

A: The RPYEU and W2 print programs will create State filings based on the selection criteria chosen on the report parameters and the set up in Personality.

Q: Can I print the W2s on plain paper first to verify the information?

A: Absolutely. W2's can be printed as many times as needed

Q: The description for an item in Box 13 is causing the information to print in two lines. How do we get it to print as one line?

A: The 'Prompt' on IDFDV can be changed to accommodate this.

Q: We had an employee who left and then came back to work in the same year. Can we print one W2?

A:

- The W2 print program will print ONE (1) W2 for an employee if they have more than one Employment/To Date record, as long as the Employee Numbers, and the Tax Jurisdictions are the same.
- Both the RPYEU and W2 print programs reports will pick up the combined Federal and State information.
- W2s can NOT be combined if there are multiple Employee Numbers or multiple Tax Jurisdictions to report for.

Q: We have several employees who have 4 lines to be printed in Box 13. Will the extra data be printed on a separate W2?

A: Yes. Up to 3 lines of information can be included in Box 13. If more than 3 are defined, overflow logic will create a 2nd W2 form for the employee.

Q: Do we need a certain type of printer to print W2s?

A: W2s are now printing with the boxes so any printer can be used for the W2 printing.

Q: We have some employees that are MQGE and the rest are Regular. Do we have to run the W2s twice?

A: You do NOT have to run the W2 Summary Report (RPYEU) or the W2 print programs twice if you have R-Regular and Q-MQGE. As long as the W2 Employment Type on the Group (IDGR) is R-Regular, Personality will determine the 'Q' type based on the set up on the employees IPRLU.

This means one file will be created.

Q: Can Box A be used to print the Employee Number?

A: Box A will be printed with the employee's Social Security Number in it.

Q: Can the W2s be printed in department order?

A: Yes, by using the People List Parameter on the W2 print programs report and printing one department at a time.

Q: Last year we had an employee that did not work so they have no amounts to report. Will a W2 be printed?

A: No. W2s will not be printed if the employee has all zeros (0) or no data in the To Date table.

Q: What process is used to handle corrections to the W2s?

A: High Line does not currently support W2C forms.

Q: The RMEX – Execution Report for the W2s only produces a grand total, where is the state and local summaries?

A: As the W2 print programs no longer produces the file or summary report the information on RMEX is for 'verification' purposes. All 'summary' information (Federal, State, etc.) is produced by the W2 Summary report (RPYEU).

Pay Periods

Q: We want to change Pay Period 201853 to 201901. Can we do this?

A: Yes, as long the last 'pay of the year' stays the same and you make the change prior to that pay being run.

Q: We have a semi-monthly payroll but we only have 24 entries on IPCL, not all 52 weeks, is that okay?

A: Absolutely. Entering all 52/53 weeks in IPCL- Pay Periods and then only 'filling in' the pay weeks is a preference for some organizations. However, users only need to enter the pay periods on the IPCL form.

User Variables

Q: What date should be used when making a date effective change on IMVR?

A: The Pay Period End date is used to verify the amount of the user variable. So as long as the date change is made for the Pay Period End date, or before, it will be picked up. High Line recommends making the date effective change for the Pay Period Start date to allow users to understand that the value will be picked up during that pay period.

Year-to-Date Adjustment

Q: We need to adjust the SUI amounts for an employee for MO but they now work in IL. How do we do this?

A: When creating the Adjustment Header on IPPH, ensure that you create it for a pay period that is during the time when they worked in MO. Also verify the Home/Work state and jurisdiction on the Pay Header before processing. This will ensure that the correct To Date files are updated.

Q: Can the amounts on the To Date Totals be updated directly on the IPVT form?

A: No. IPVT is a view only form. If there are any adjustments that need to be made an Adjustment Category Pay must be created with the adjustment amount, and a normal pay cycle must be run.

Q: We have a Pay Point Set on IPPGU. Is that okay?

A: Yes. The pay cycle completely ignores the Pay Point Set so it does not need to be there but it will not do any harm.

Year-End Attendance Calculation

Q: Our attendance banks end on July 31st. Do we have to run UACALC for the pay that crosses Dec 31st?

A: No, but you may want to keep it in mind for the pay that crosses July 31st.

Q: Is it a good idea to use the UACALC option at year-end to reduce what could be a lot of processing on the first payroll of the year?

A: Yes.

Quarterly Reporting

Q: How do you create the Quarterly files needed for the 4th quarter?

A:

To create an MMREF format: Run the RPYEU process and select the Annual Form Code OR

To create an ICESA or TIB4 format: Run the RPYEU process and select both the Annual Form Code and the Quarterly Form Code.

Questions? Comments?

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