USPS-R Calendar Year End Checklist

This procedure outlines the steps to be taken to close the USPSR calendar year-end.

Each ITC is encouraged to configure the checklist to their own specifications.

Process any Life Insurance payments

Be sure to process the Life Insurance pay Type for life insurance premiums over $50,000.00 before your last payroll of the calendar year.

- **1.** Create Life Insurance records in **Payroll/Future**
  - Go to **Payroll//Future**
    - Click **Create**
    - Choose **Life Insurance Premium** from **Pay Type** drop down
    - Populate remaining fields and click
      Save

See the chapter called [Life Insurance Premium](#) in the USPS Manual.

-
  - If the **Life Insurance Premium pay type** was not used on or before last pay of the year, this can be handled through **Core/Adjustments** to update **total and taxable fields** on all necessary records.

-
  -
    - Go to **Core/Adjustments** click **Create**
    - Find the **Employee**
    - Under the **Payroll Item** drop down ⌄ choose the **Federal Tax Code:001**
    - Under **Type** choose Life Insurance Premium
    - Enter in a **Transaction Date**
    - Enter in the **Amount** of the Life Insurance Premium
    - A **Description** can be entered
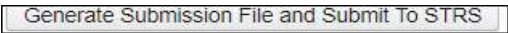   (optional)

    - Click
      Save

This will update the Federal, State, City, OSDI and Medicare total and taxable gross figures for W2 reporting purposes

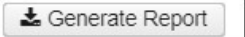- Use **Core/Adjustments** to manually add the **Medicare Amount Paid**-(board will need to pay for both Employee and Employer portion of Medicare and employee can reimburse the district if board desires.)
  - Go to **Core/Adjustments** click **Create**
    - Find the **Employee**
    - Under the **Payroll Item** drop down choose **Medicare Tax:Code 692**
    - Under **Type** choose Amount Withheld
    - Enter in a **Transaction Date**
    - Enter in the **Amount** owed for employee and employer Medicare for the Life Insurance Premium. (board will need to pay both employee and employer share and employee can reimburse the district if the board desired.)
    - A **Description** can be entered (optional)
    - Click **Save**

Medicare withholding will be updated on the W2 Report. Can run W2 Report and Submission to verify.

Month-End Closing
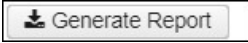
- **2. SERS Per Pay Report**
  - Go to **Reports/SERS Per Pay Report**
    - **Pay Title**- SERS Per Pay Report-Can be changed if desired
    - **Sort By**- Choose from drop down option
    - **Begin Each Employee on New Page**-Check if desired
    - **Show Detail on report**-Default as checked.
    - **Show informational Messages on Report**-Defaulted as checked.
    - **Pay Date**- Enter or choose Pay Date from calendar
    - Under eSERS **Pay Cycles** enter
      - **Pay Cycle**
      - **Pay Cycle Code**
      - **Begin Date**
      - **End Date**
    - Click **Generate Report**
  - Review the report and verify employee earnings, days and hours.
  - Review the report and if needed clean up any possible errors.

- o Verify that the total contribution amounts listed on the report equal the total Payroll Item checks for SERS withholdings plus any USAS checks written for pick-up on pick-up.
- o Verify that contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding (within a few cents).
- o Once satisfied that the data is correct, run the **SERS Per Pay Report** program again
- o **Generate Submission File for Adjustments only**-Check if applicable
- o **Set Employees Within Submission File As Reported to SERS**- Defaulted as check.
- o **Pay Cycle, Pay Code, Begin Date** and **End Date** should be defaulted from report run
- o Click **Generate Submission File**
- o Save the file to your desktop or a folder of your choosing
- o Click the **Link to eSERS** option and upload your file to eSERS

- • **3.** Complete and submit the SERS monthly payments as required**.**
- • **4.** Verify that all "new" SERS employees have been reported as new hires. **Reports/SERS New Hire Report** could be used
- • **5. STRS Report**
  - o Go to **Reports/STRS Report**
    - ▪ **Report Title**- STRS Report-Can be changed if desired
    - ▪ **Sort By-**Choose sort option from drop down ⌄
    - ▪ **Payment Method-**Check is default can be changed using drop down ⌄
    - ▪ **Check or Transaction Number-**Populate if applicable
    - ▪ **Report Format-**Choose from drop down ⌄ format type
    - ▪ Check the box next to the **Historical Payroll date** you will be creating the report for
    - ▪ Click **Generate Report**
  - o Review the report and verify employee earnings, days and hours.
  - o Review the report and if needed clean up any possible errors
  - o Verify that the total contribution amounts listed on the report equal the total Payroll Item checks for STRS withholdings plus any USAS checks written for pick-up on pick-up.
  - o Verify that contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding (within a few cents).
  - o Once satisfied that the data is correct, run the **STRS Report** again
    - ▪ To Create and submit STRS file to STRS click
      Generate Submission File and Submit To STRS
      OR
    - ▪ Click the ⬇ Create Submission File option
    - ▪ Save the file to your desktop or a folder of your choosing
    - ▪ Click the Choose File button

- Click the [Submit Uploaded File to STRS] button to send the file to STRS

-
- **6.** Verify that all "new" STRS employees have been reported as new hires. **Reports/STRS New Hire Report** could be used
- **7.** Balancing the payroll account (when statement is received from bank).
  - **Reconcile checks**
    - To Auto-reconcile checks with a file from the bank:
      -
        -
        - **Go to Payments/Check Register** and click on **Auto-Reconcile** tab.
          - Enter **Reconciliation Date** for reconciliation.
          - Be sure **Pay Rec Format** is correct (will stay after entering first time)
          - Choose file and Click **UPLOAD**
      -
    - To reconcile checks manually:
      -
        -
        - Go to **Payments/Check Register**
          - Use **Grid** to **Filter** to get just status of **"Paid"**
          - **Click the box** next to the checks you want to reconcile
          - Click on **Reconcile Tab**
- **8.** Generate an **Outstanding Checks Report**
  - Go to **Reports/SSDT Outstanding Checks Report** and click the **Generate** option [±]
    - **Format-**Choose the format from the drop down [v]
    - **Page Size-**Choose from drop down [v]
    - **Orientation-**Choose from drop down [v]
    - **Name-**Default is Outstanding Checks. Can be changed f desired
    - **Start Date-**Enter in a Start Date
    - **End Date-**Enter in an End Date
    - Click [± Generate Report]

        OR

  - Go to **Reports/Payment Transaction Status Report**

  -
    -
      - **Sort Options-**Select from the drop down [v]

- ▪ **Payment Transaction Type Options-**Select from drop down ☑
- ▪ **Payment Transaction Status-**Select from drop down ☑
- ▪ **Bank Account-**Select from drop down
- ▪ **Starting Check Number-**enter a specific check number or leave blank for all outstanding
- ▪ **Ending Check Number-**enter a specific check number or leave blank for all outstanding
- ▪ **Issue Start Date-**enter a specific issue start date
- ▪ **Issue Stop Date-**enter a specific issue stop date
- ▪ **Reconciled Start Date-**enter a specific reconcile start date or leave blank for all outstanding
- ▪ **Reconciled Stop date-**enter a specific reconcile stop date or leave blank for all outstanding
- ▪ **Void Start Date-**enter a specific void start date or leave blank for all outstanding
- ▪ Click [⬇ Generate Report]

- • **9**. **IF APPLICABLE** **Go to Processing/Benefit Update and Projection**
  - ○ **Accrual Tab**
    - ○
      - ▪ **Report Title-**Defaulted to Benefit Accrual Report-Can be changed if desired
      - ▪ **Accrual or Projection-**Accrual Projection Report is defaulted in the drop down (suggested to run initially)
      - ▪ **Benefit Accrual Options-**Choose from drop down [▼]
      - ▪ **Specific Accrual Date-**Enter date MM/DD/YY format or choose date from calendar
      - ▪ **Include Ineligible Positions-**Check box if desired
      - ▪ **Sort Options-**Choose from drop down

        [▼]

      - ▪ **Select by Pay Groups-**Move available pay groups to Selected

Double click on pay group or to select all click first pay group record, scroll to bottom hit the shift key and click on the last pay group- All records will be highlighted and click the
[>]

- •
  - ○

- ▪ **Select Employees**-Move desired employees to Selected.

Double click on employee name or to select all click first employee record, scroll to bottom hit the shift key and click on the last employee record All records will be highlighted and click the [>]

- •
  - ○
    - ▪ Click [⬇ Generate Report]
    - ▪ View the **Benefit Accrual Report.** If satisfied with results.
    - ▪ Change **Accrual or Projection field** to **Accrual Report** using the drop down
    - ▪ Click [⬇ Generate Report]

Quarter-End Closing

- • **10.** Run **Quarter Report**-Go to **Reports/Quarter Report**

  - •
    - ○ **Year**-Default is the current year. Can be changed is desired using drop down [▼]
    - ○ **Quarter**-Current quarter should be defaulted. Can be changed if desired using drop down [▼]
    - ○ **Sort By**-Default is Employee Name. Can be changed if desired using drop down [▼]
    - ○ **Click** [⬇ Generate Report]

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

Gross

- Annuities

Calculated Adjusted Gross

The Adjusted gross calculated should equal the Calculated Adjusted Gross amount from Quarter Report. This should be true for all adjusted gross figures in the "Totals" section.

- **11.** All Payroll Items for the quarter should equal the total Payroll Items showing on Quarter Report.

Be sure to verify the electronic transfers of Federal and Medicare payments as well. This should be true for every Payroll Item code

- **12.** The total gross showing on **Quarter Report** should equal the total of all payroll clearance checks created during Payroll Posts for the quarter.
  - Once balanced if a hard copy of the report is desired print the **Quarter Report**
- **13.** It is recommended that you balance the **W2 Report and Submission Report** quarterly to minimize problems at calendar year-end.

  -
  - Go to **Reports/W2 Report and Submission**
    -
      - **Output Format**-Choose Report
      - **Format**-Choose from drop down
      - **Report Title**-Default is W2 Report-can be changed if desired
      - **Federal ID Number**-Defaults from Organization
      - **State ID Number**-Defaults from Organization
      - **Kind of Employer**-Choose from drop down
      - **Report Year**-Defaults to current calendar year
      - Click **Generate Report**

  -
  - View **W2 Report r**eport check for any errors on the report. If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or manual changes in **Core/Adjustments**.
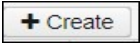
These amounts may not balance due to the way W2 Report handles certain amounts (e.g Medicare pickup)

  -
  - Clean up errors and re-run **W2 Report and Submission**
  - Complete and balance the **W2REPT Reconciliation Worksheet** for the quarter following the directions on the Worksheet
  - Balance the **Payroll Item** totals (taxes and annuities) on the **W2 Report** with the totals from the **Outstanding Payables** reports from the quarter
  - Balance the gross amounts on the **W2 Report** with **Pay Reports** for the quarter

- **14.** Go to **Processing/Outstanding Payables** and verify that there are no outstanding Payroll Item amounts

- **15.** The total of all board paid amounts (if tracked on the system) should equal the total of all warrant checks to the vendor or Payees.
- **16.** Complete and file any required quarter-end submission forms.
- **17.** For city withholdings, take the total gross times the percentage to be sure the tax withheld and submitted are
  correct.

Mobile employees could cause discrepancies.

- **18.** Go to **Reports/ODJFS Report**

  -
    o **Year**-Defaulted to current year
    o **Quarter**-Defaulted to current quarter
    o **Sort By**-choose sorting option from drop down ▼
    o Click **⤓ Generate Report**

- **19.** Check all totals (wages and weeks) carefully for accuracy. If necessary, adjustments can be made in **Core/Adjustments**
    o Go to **Core/Adjustments**
       o
          ▪ Click **+ Create**
          ▪ Find the **Employee** by typing in a few characters of first or last name or id
          ▪ Under **Type** choose from the drop down ⌄ **ODJFS Weeks** or **ODJFS Total Gross**
          ▪ Enter or choose from the calendar a **Transaction Date**
          ▪ Enter in the amount of weeks/Wages needed in the **Amount** field
          ▪ A **Description** can be entered if desired
          ▪ Click **✔ Save**

- **20.** When all data is correct, run **Report/ODJFS Report** again and select
  [Generate Submission File]
- **21.** Save the file to your desktop or a folder of your choosing
- **22.** Securely email as an attachment to your ITC.
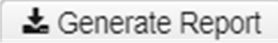
ITC appending instructions for ODJFS tape file:

Create a directory of your own to transfer these ODJFS.YYQX files to.

Rename the ODJFS.YYQX file from the district to something defining the district Ex. XXODJF.YYQX (The XX defining the district)

When you append the district data be sure that you pull these files from your directory.

They should then be included in your ODJFS file that you submit for all of your districts.

- **23.** Create an **OAPSE Report**
  - Go to **Reports/Report Manager** click on **OAPSE Report CY or an OAPSE report can be created using Reports/Custom Report Creator**
  - Click [icon]
  - Enter in **OAPSE Pay Group(s)**
  - **Click** [Generate Report]
  - Save the report to your desktop or a folder of your choosing for later use when OAPSE requests the report.

If you are ready to complete W2 processing, proceed to step 24 -W2 Processing.

If you need to begin January Payroll processing before completing W2 processing, leave December reporting period Open and create your January reporting period through Core/Posting Period and make that Current. After your January pay has been completed you can then process W2s starting with Step 24.

W2 Processing

- **24.** Check **W2 abbreviations** on all city **Payroll Item Configuration** records.

- o Go to **Core/Payroll Item Configuration**.
- **25.** Check **City Entity Codes** for Electronic Filing (If you have any employees who have certain cities that require the tax information be filed electronically. Your ITC can submit this data on your behalf.)
  - o Go to **Core/Payroll Item Configuration**
    - ▪ Insure the **Tax Entity Codes** are on the respective **Payroll Item Configuration** city tax records.

The specific city information cannot be filed electronically unless the entity code is present.

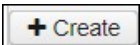- **26.** Check for any cities using either **Regional Income Tax Agency (RITA)** or the **Central Collection Agency (CCA)** to report city tax information, verify the **Tax Entity Code**, the appropriate **RITA** and/or **CCA three digit code**, and **RITA** and/or **CCA description** are entered on the city **Payroll Item Configuration** record. Go to the RITA or CCA websites respectively to obtain the entity codes.

- **27.** Contact your ITC with any other cities that may require electronic reporting and are not setup as such.

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

The four digit OSDI code is required to be printed on the W2. Verify the four digit OSDI code appears first, followed by the school name. (Ex.1234TEST)

- **29.** Using the **Core/Adjustments** option make any necessary changes to the **YTD gross, YTD taxable gross**, on the **Federal Tax Code:001** record for the W2 forms. Sources of these changes may be fringe benefits, life insurance costs, adoption assistance, third party pay, or a leased vehicle.-See supporting documents for details.
- **30.** If an employee has **reportable dependent care information** that needs to appear in Box 10 of the W2 form, there are two ways of reporting:
  - o Enter the **Dependent Care amount** by going to **Core/Adjustments**
    - o
    - ▪ Click **+ Create**
    - ▪ Find the **Employee** by typing in a few characters of the first or last name or id
    - ▪ Under **Payroll Item** from the drop down ⌄ Choose **Federal Tax, Code:001**
    - ▪ Under **Type** Choose **Dependent Care**

- Enter or choose a **Transaction Date** from the calendar
- Enter in the **Amount** for Dependent Care
- A **Description** can be added if desired
- Click ![Save]

OR

-
  - If the **DPCARE Payroll Item** has been used during normal payroll processing no further action is
  necessary.

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

- **31.** If you are notified of a **Third Party payment** and it is **taxable** you will need to enter the appropriate **Adjustments for Total Gross and Taxable gross**.
  - Go to **Core/Adjustments**
    -
      - Find the **Employee**
      - Choose the **Payroll Item** from the drop down ![dropdown] **** (See note below)**
      - Choose the **Type**-Total Gross
      - Enter or choose a **Transaction Date**
      - Enter in the **Amount** of the Third party Pay
      - A **Description** can be added (optional)
      - Click **Save**
  - Follow the same steps as above for the **Taxable Gross**
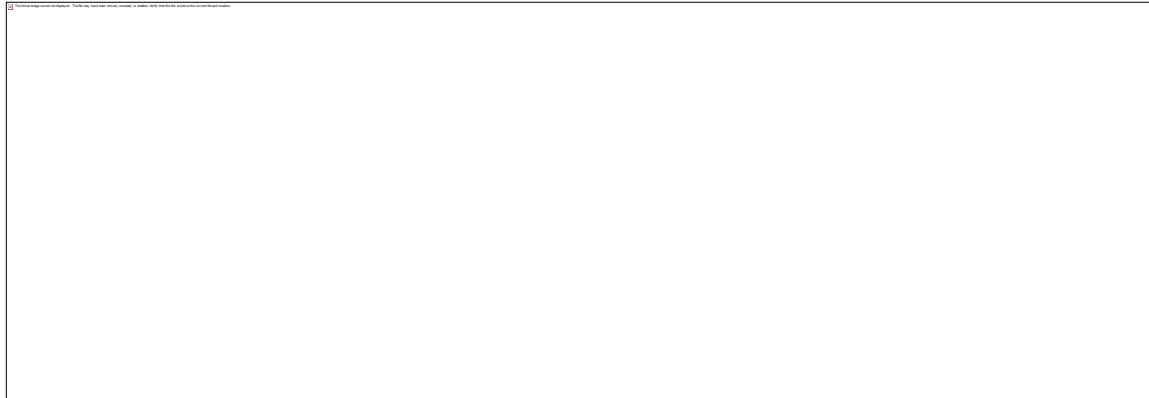
**These adjustments will need to be made on the 001, 002, city if honored, OSDI and Medicare records accordingly.-See Third Party Document

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

- **32.** If **Third Party payment** is **not taxable** you will need to do the following:
  - Go to **Core/Adjustments**
    -
      - Find the **Employee**

- - Choose the **Payroll Item** from the drop down ⌄ **Federal Tax Code:001**
  - Choose the **Type**-Third Party Pay
  - Enter or chose a **Transaction Date**
  - Enter in the **Amount** of the non taxable Third party Pay
  - A **Description** can be added (optional)
  - Click
    Save

This information will go on the W2 in Box 12 as a Code J.

- **33.** Creating **W2 report**
  - Go to **Reports/W2 Report and Submission**
    - **Output Type**-Report is defaulted
    - **Format-**Choose the format type you want from the drop down option ⌄
      \
    - **Report Title**-W2 Report is the default. This can be changed if desired
    - **Federal ID Numbe**r-Should be defaulted from data in Organization. Check for accuracy
    - **State Id Number**-Should be defaulted from data in Organization. Check for accuracy
    - **Kind of Employer**-S-State and Local Government Employer is default. Can be changed through drop down option ⌄
    - **Sort Options**-Choose from the drop down option ⌄ how you wish to sort your report
    - **Report for Year**-Current calendar year is defaulted. Can be changed if desired
    - **Include Fringe Benefits in Box 14**?
    - **Click** ⬇ Generate Report

If you wish to have specific Payroll Item appear in Box 14 check this box and then type

name or code of the Payroll Item code in this box, click on the Payroll Item, and then click

then Click ⬇ Generate Report

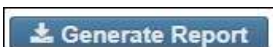**There is an option available to process the report for selected employees if desired:**

You can type a few characters of employees first or last name or ID in the

and then click on that employee and click

then Cick ± Generate Report

-
  - Print the **W2 Report** and verify the data.

Make changes to the data, if necessary, and rerun **W2 Report and Submission** again.

The W2 Report and Submission program can be ran as many times as needed until all data is correct.

When all W2 data has been verified and is accurate run W2 Report and Submission again this time choosing the Submission option

- **34.** Creating **W2 SSA Submission File**
  - Go to **Reports/W2 Report and Submission**
    - **Output Type**-Submission\
    - **Federal ID Number**-Should be defaulted from data in Organization. Check for accuracy
    - **Additional Federal ID Number**-If additional Federal ID number is available enter here

- **State ID Number**- Should be defaulted from data in Organization. Check for accuracy
- **Kind of Employer**- S-State and Local Government Employer is default. Can be changed through drop down option
- **Sort Options**- Choose from the drop down option how you wish to sort your report
- **Report for Year**- Current calendar year is defaulted. Can be changed if desired using drop down option
- **Employer Name**- Should be defaulted from data in Organization. Check for accuracy
- **Employer Address first line** -Should be defaulted from data in Organization. Check for accuracy
- **Employer Address second line**- Should be defaulted from data in Organization. Check for accuracy
- **Employer City**- Should be defaulted from data in Organization. Check for accuracy
- **Employer State**- Should be defaulted from data in Organization. Check for accuracy
- **Employer Zip Code**- Should be defaulted from data in Organization. Check for accuracy
- **Contact Name**-Enter name of employee creating the tape file (required)
- **Contact Phone Number**-Enter phone number of person creating tape file (required)
- **Contact Phone Extension**-Enter extension of person creating tape file (optional
- **Contact Fax Number**-Enter fax number for person creating tape file (optional)
- **Contact Email Address**-Enter email address of person creating tape file (required)
- Click

This will produce a file called W2TAPE.SEQ

- **35.** Securely email the **W2TAPE.SEQ file** to your ITC for federal and state reporting.

ITC appending instructions for SSA File

Create a directory ex.-W2-RD_YY of your own to transfer these W2TAPE.SEQ files to.

Rename the W2TAPE.SEQ file to something defining the district Ex. XXW2TAPE.SEQ (The XX defining the district)

When you append the district data be sure that you pull these files from your directory.

They should then be included in your W2MAST.SEQ file that you submit for all of your districts.

- **36.** Creating a **W2RITA submission file**
  - o Go to **Reports/W2 Report and Submission/Click on Submission**
    - ▪ Click

This will produce is a file called W2RITA.SEQ

- **37.** Securely email the **W2RITA.SEQ** file to your ITC for RITA reporting.

ITC appending instructions for RITA file

Create a directory ex. W2-RD_RITA.YY of your own to transfer these W2RITA.SEQ files to.

Rename the W2RITA.SEQ file to something defining the district Ex. XXW2RITA.SEQ (The XX defining the district)

When you append the district data be sure that you pull these files from your directory.

They should then be included in your W2MSTRITA.SEQ file that you submit for all of your districts.

- **38.** Creating a **CCA submission file**
  - o Go to **Reports/W2 report and Submission/Click on Submission**

- Click

  [The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.]

This will produce is a file called W2CCA.SEQ.

- **39.** Securely email the **W2CCA.SEQ** file to your ITC for CCA reporting

ITC appending instructions for CCA file

Create a directory ex. W2-RD_CCA.YY of your own to transfer these W2CCA.SEQ files to.

Rename the W2CCA.SEQ file to something defining the district Ex. XXW2CCA.SEQ (The XX defining the district)

When you append the district data be sure that you pull these files from your directory.

They should then be included in your W2MSTCCA.SEQ file that you submit for all of your districts.

- **40.** Creating a **City submission file**
  - Go to **Reports/W2Report and Submission/Click on Submission**
    - Click Generate City Submission file

(City tax file is being worked on currently and will be available soon)

This will produce is a file called W2CITY.SEQ

- **41.** Securely email the **W2CITY.SEQ** to your ITC for specific city reporting

ITC appending instructions

Create a directory ex.. W2-RD_CITY.YY of your own to transfer these W2CITY.SEQ files to.

Rename the W2CITY.SEQ file to something defining the district Ex. XXW2CITY.SEQ (The XX defining the district)

Follow Creating City record instructions document to create each districts city .SEQ file

When you append the district data be sure that you pull these files from your directory.

They should then be included in your W2CITY.SEQ file for the specific city that you submit for all of your districts.

- **42**. Creating the XML file-- that will be used to print the actual **W2's** using EDGE software.
  - Go to **Reports/W2 Report/Submission**
    - Output Type-XML
    - **XML Title**-W2 Form Data is the default
    - **Federal ID Numbe**r-Should be defaulted from data in Organization. Check for accuracy
    - **State ID Number**- Should be defaulted from data in Organization. Check for accuracy
    - **Kind of Employer**- S-State and Local Government Employer is default. Can be changed through drop down option [⌄]
    - **Report for Year**- Current calendar year is defaulted. Can be changed if desired using drop down option [⌄]
    - **Employer Name**- Should be defaulted from data in Organization. Check for accuracy
    - **Employer Address first line** -Should be defaulted from data in Organization. Check for accuracy
    - **Employer Address second line**- Should be defaulted from data in Organization. Check for accuracy
    - **Employer City**- Should be defaulted from data in Organization. Check for accuracy
    - **Employer State**- Should be defaulted from data in Organization. Check for accuracy
    - **Employer Zip Code**- Should be defaulted from data in Organization. Check for accuracy
    - **Include Fringe Benefits in Box 14?**

If you wish to have specific Payroll Item appear in Box 14 check this box and then type name or code of the Payroll Item code in this box, click on the Payroll Item, and then click

A maximum of 3 selected items will print in box 14. Vehicle lease will always appear first in Box 14 and then 2 other items. Leave empty to not include specific payroll items in box 14.

There is an option available to process the report for selected employees if desired:

You can type a few characters of employees first or last name or ID in the and then click on that employee and click

Click

This will produce a file called W2Form.Data.XML

- **43.** Securely email the **W2Form Data.XML** to your ITC for W2 printing

If employees have more than two state, city, or OSDI tax records, the extra W-2 form necessary to accommodate this information will print on the W-2 immediately following the employee's primary W-2.

- **44.** Inform your ITC with instructions on how to print the W-2 forms.
  - Notification will be sent by your ITC personnel when the W2's have been printed.

- **45.** Mail the State IT-3 form and select city taxation form(s) (if applicable) to your ITC.

ITC instructions for printing W2 from EDGE using XML file

Create a W2-RD_XML.YY directory of your own to transfer these W2 Form Data.XML files to.

Rename the W2 Form Data.XML file to something defining the district Ex. XXW2DATA.XML (The XX defining the district)

Using EDGE, click on the Import/Export option then click Continue, select the "Get Payer Information from File" option. Click on W2 and hit Ok. Find your W2-R_XX subdirectory. Find the .xml file of the district that you are importing. You will then choose the Print option in the EDGE software. Click on Forms and find the district that you are processing, click on W2. Choose the copy version that you are going to print.

You have completed the USPS Calendar Year End Closing procedures