

# USPSR Calendar Year-End Closing Procedure

## Preliminary Calendar Year-End Closing

- **Verify/Clear COVID Fields.** This would be unusual but please verify there are no Covid amounts on the 001 records.
  - To verify information is clear:
    - Go to Core>Payroll Item>Payroll Item
    - Select Federal Tax Item from Select Payroll Item dropdown
    - If COVID columns aren't already on the grid, go to More and check the checkbox beside COVID-19 Amounts>COVID-19 Self Amount, COVID-19 Others Amount, COVID-19 Emergency Family Amount
    - Verify all columns are blank
    - To clear, Use Mass Change:
      - Go to Core>Payroll Item>Payroll Item
      - Select Federal Tax Item from Select Payroll Item dropdown (run an Excel Date spreadsheet before proceeding)
      - Select Mass Change
      - Under Load Definition dropdown, select Clear Federal Tax COVID 19 Fields (SSDT)
      - Click Execution Mode
      - Select Submit Mass Change

## *Process any Life Insurance payments (NC1)*

**Be sure to process the Life Insurance pay type for life insurance premiums over \$50,000 before your last payroll of the calendar year.**

1. \_\_\_\_ Go to **Payroll/Future**
  - A) Click **Create**
  - B) Choose **Life Insurance Premium** from **Pay Type** drop down
  - C) Populate remaining fields and click **Save**

See the chapter called **Life Insurance Premium** in the **USPS Manual**.

<https://wiki.ssd-t-ohio.org/display/uspsrdoc/Life+Insurance+Premium>

- 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.

- D) Go to **Core/Adjustments** click **Create**
- E) Find the **Employee**
- F) Under the **Payroll Item** drop down  choose the 001 record
- G) Under **Type** choose **Life Insurance Premium**
- H) Enter in a **Transaction Date**
- I) Enter in the **Amount** of the **Life Insurance Premium**
- J) A **Description** can be entered (optional)
- K) Click **Save**

\*\*\*NOTE- This will update the **Federal, State, City, OSDI and Medicare total and taxable gross** figures on **W2 and Submission Report** for 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.)



Process any Life Insurance payments (NC1)

- L) Go to **Core/Adjustments** click **Create**
- M) Find the **Employee**
- N) Under the **Payroll Item** drop down  choose **Medicare Tax 692**
- O) Under **Type** choose **Amount Withheld**
- P) Enter in a **Transaction Date**
- Q) Enter in the **Amount** owed for **employee**
- R) A **Description** can be entered (optional)
- S) Click **Save**

Repeat above adjustment selecting **TYPE: BOARD’S AMOUNT OF PAYROLL ITEM : Employer Share of Medicare** for the Life Insurance Premium.

\*\*\*NOTE-Medicare withholding will be updated on the W2 Report. You can run W2 Report and Submission Report to verify.

## 2. Fringe Benefits:

### \_\_\_ Employee Expense Reimbursements

–If district desires amounts paid through warrant to appear on the W2 form as wages:

Use the *Non-Cash Taxable Benefit* pay type processed through Payroll/Payroll Payments **CURRENT** or **FUTURE** and this will represent the non-cash taxable benefit amount.

If the *Non-Cash Taxable Benefit* pay type **was not** used during payroll processing, an Adjustment entry is needed in **CORE/ADJUSTMENTS** using **TYPE: Taxable Benefits**. This will update the total and taxable gross totals on the Federal and State records when running W2 Report.

–Look at *‘Expense Reimbursement’* document options in USPS-R Supporting Documentation [www.mveca.org](http://www.mveca.org) Fiscal Main Page/Calendar Year End <https://www.mveca.org/SupportingDocumentation.aspx>

### Month-End Closing

#### 3. \_\_\_ SERS Per Pay Report (this should have been processed with your last pay in Dec)

- A) Go to **Reports/SERS Per Pay Report**
- B) **Pay Title- SERS Per Pay Report**-Can be changed if desired
- C) **Sort By**- Choose from drop down option
- D) **Begin Each Employee on New Page**-Check if desired
- E) **Show Detail on report**-Default as checked.
- F) **Show informational Messages on Report**-Defaulted as checked.
- G) **Pay Date**- Enter or choose **Pay Date** from calendar

**Month-End Closing continued**

**H) Under eSERS Pay Cycles enter**

- 1) Pay Cycle
- 2) Pay Cycle Code
- 3) Begin Date
- 4) End Date

**I) Click **Generate Report****

**J) Review the report and verify employee earnings, days and hours.**

**K) Review the report and if needed clean up any possible errors.**

**L) 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. (balance 590 and 690)**

**M) Verify that contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding (within a few cents).**

**N) Once satisfied that the data is correct, run the SERS Per Pay Report program again**

**O) Generate Submission File for Adjustments only-Check if needed**

**P) Set Employees Within Submission File As Reported to SERS- Defaulted as check.**

**Q) Pay Cycle, Pay Code, Begin Date and End Date should be defaulted from report run**

**R) Click **Generate Submission File****

**S) Save the file to your desktop or a folder of your choosing**

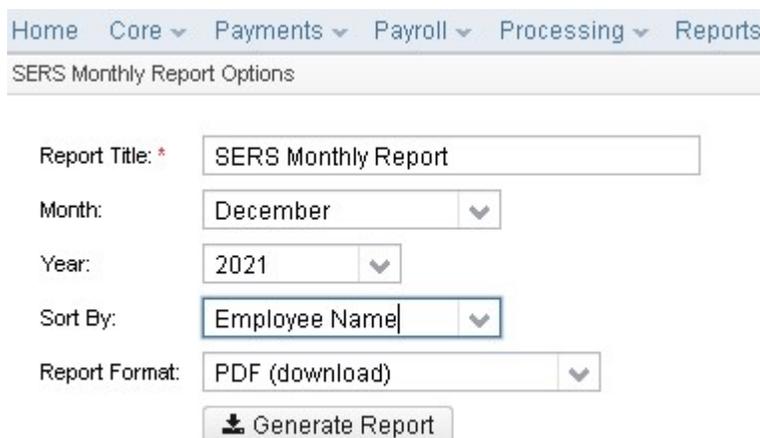
**T) Click the **Link to eSERS** option and upload your file to eSERS**

**3. \_\_\_ Complete and submit the SERS payments as required.**

**4. \_\_\_ Verify that all "new" SERS employees have been reported as new hires. **Reports/SERS New Hire Report** could be used**

**4b. \_\_\_ SERS MONTH Once the last payroll for the month is complete, you can run the SERS Monthly Report option for balancing purposes. This report, called SERS Monthly Report will list month to date earnings, contributions, days, hours and fiscal to date earnings, contributions, hours and days.**

- Reports/SERS Monthly Report



Home Core Payments Payroll Processing Reports

SERS Monthly Report Options

Report Title: \* SERS Monthly Report

Month: December

Year: 2021

Sort By: Employee Name

Report Format: PDF (download)

Generate Report

**Month-End Closing continued**

**5. \_\_\_ STRS Report (this should have been processed with your last pay in Dec)**

**A) Go to Reports/STRS Report**

**B) Report Title- STRS Report-**Can be changed if desired

**C) Sort By-**Choose sort option from drop down

**D) Payment Method-Check** is default can be changed using drop down

**E) Check or Transaction Number-**Populate if applicable

**F) Report Format-**Choose from drop down  format type

**G) Check the box** next to the **Historical Payroll date** you will be creating the report for

**H) Click Generate Report**

**I) Review the report** and verify employee earnings, days and hours.

**J) Review the report** and if needed clean up any possible errors

**K) 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.

**L) Verify** that contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding (within a few cents).

**M) Once satisfied** that the data is correct, run the **STRS Report** again

**N) To Create and submit** STRS file to STRS click  **OR**

**O) Click the**  option

**P) Save** the file to your desktop or a folder of your choosing

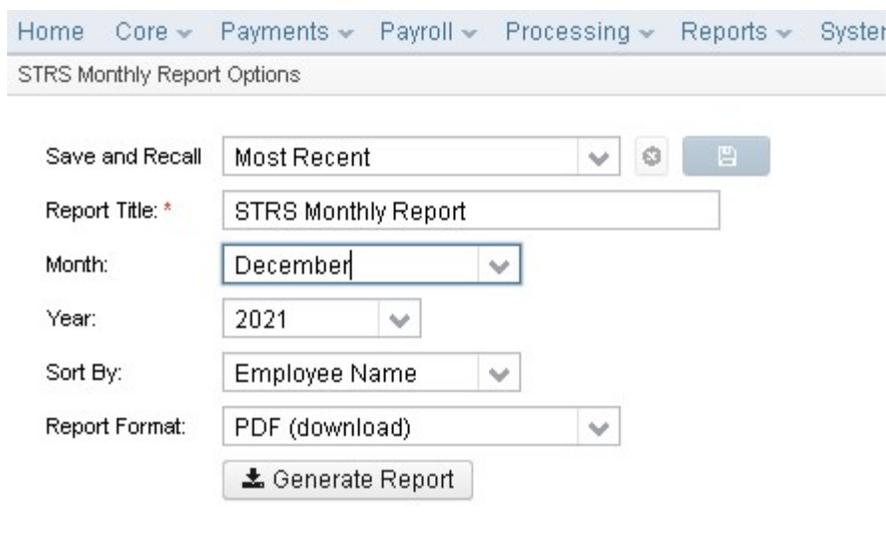
**Q) Click the**  button

**R) Click the**  button to send the file to STRS

## Month-End Closing continued

**STRS MONTH** Once the last payroll for the month is complete, you can run the **STRS Monthly Report** option for balancing purposes. This report, called **STRS Monthly Report** will list month to date earnings, contributions, days, and fiscal to date earnings, contributions, and days.

- Reports/STRS Monthly Report



Home Core Payments Payroll Processing Reports System

STRS Monthly Report Options

Save and Recall: Most Recent

Report Title: \* STRS Monthly Report

Month: December

Year: 2021

Sort By: Employee Name

Report Format: PDF (download)

Generate Report

- Click Generate Report

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).

A) Reconcile Checks- Go to **Payments/Check Register**

B) Filter Grid enter in **P** or **Paid** in the status field to find all outstanding checks

C) Check the box next to any check that needs to be reconciled

D) Click the **Reconcile** tab OR

E) If the **Automatic Payment Reconciliation Configuration** feature is setup **Auto Reconcile** under **Payments/Check Register** can be used loading the file from the bank and therefore no filtering on the grid is necessary.

8. \_\_\_ **Generate an Outstanding Checks Report**

A) Go to **Reports/Report Manager/SSDT Outstanding Checks Report**

click the **Generate** option 

B) **Format**-Choose the format from the drop down 

C) **Page Size**-Choose from drop down 

D) **Orientation**-Choose from drop down 

E) **Name**-Default is Outstanding Checks. Can be changed if desired

**Month-End Closing continued**

F) **Start Date**-Enter in a Start Date

G) **End Date**-Enter in an End Date

H) Click

**OR**

8A) Go to **Reports/Payment Transaction Status Report**

8B) **Sort Options**-Select from the drop down

8C) **Payment Transaction Type Options**-Select from drop down

8D) **Payment Transaction Status**-Select from drop down

8E) **Bank Account**-Select from drop down

8F) **Starting Check Number**-enter a specific check number or leave blank for outstanding

8G) **Ending Check Number**-enter a specific check number or leave blank for all outstanding

8H) **Issue Start Date**-enter a specific issue start date

8I) **Issue Stop Date**-enter a specific issue stop date

8J) **Reconciled Start Date**-enter a specific reconcile start date or leave blank for all outstanding

8K) **Reconciled Stop date**-enter a specific reconcile stop date or leave blank for all outstanding

8L) **Void Start Date**-enter a specific void start date or leave blank for all outstanding

8M) **Void Stop Date**-enter specific void stop date or leave blank for all outstanding

8N) Click

**9. \_\_\_\_ Run Benefit Accumulation if applicable.**

**(This should have been run with one of your December payrolls)**

A) Go to **Processing/Benefit Update and Projection**

B) **Accrual Tab**

C) **Report Title**-Defaulted to **Benefit Accrual Report**-Can be changed if desired

D) **Accrual or Projection**-**Accrual Projection Report** is defaulted in the drop down (suggested to run initially)

E) **Benefit Accrual Options**-Choose from drop down

F) **Specific Accrual Date**-Enter date MM/DD/YY format or choose date from calendar

G) **Include Ineligible Positions**-Check box if desired

**Month-End Closing continued**

H) Sort Options-Choose from drop down

I) **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

J) **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

K) Click

L) View the **Benefit Accrual Report**. If satisfied with results.

M) Change **Accrual or Projection** field to **Accrual Report** using the drop down

N) Click

**Quarter-End Closing**

**10. \_\_\_ Run Quarter Report-Go to Reports/Quarter Report**

A) **Year**-Default is the current year. Can be changed if desired using drop down

B) **Quarter**-Current quarter should be defaulted. Can be changed if desired using drop down

C) **Sort By**-Default is **Employee Name**. Can be changed if desired using drop down

D) Click

- In the "Totals" section of Quarter Report, verify the gross and adjusted gross are in balance.

**\_\_\_ 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. (Reports/Payment Transaction Status Report)**

**\_\_\_ The total gross showing on Quarter Report should equal the total of all *payroll clearance checks* created during Payroll Posts for the quarter. (payroll clearance checks will be listed in USAS-R in Disbursements)**

**11. \_\_\_ It is recommended that you balance the W2 Report quarterly to minimize problems at calendar year-end.**

A) Go to Reports/W2 Report and Submission

B) Output Type-Choose Report

**Quarter-End Closing**

- C) **Format- PDF or** Choose from drop down
- D) **Report Title**-Default is **W2 Report**-can be changed if desired
- E) **Federal ID Number**-Defaults from Core/Organization
- F) **State ID Number**-Defaults from Core/Organization
- G) **Kind of Employer- S or** Choose from drop down
- H) **Report Year**-Defaults to current calendar year
- I) Click

12. \_\_\_ View **W2 Report** - check for any errors on the report. If errors are discovered check employees with exceptions processing during the quarter such as voided checks, error adjustments, or manual changes in **Core/Adjustments**. The **Audit report** (REPORTS/AUDIT REPORT) can be useful in identifying these problems. Clean up error and re-run **W2 Report and Submission**. **To search for errors, run W2 Report and Submission – checking the box - REPORT EMPLOYEES WITH ERRORS ONLY.**

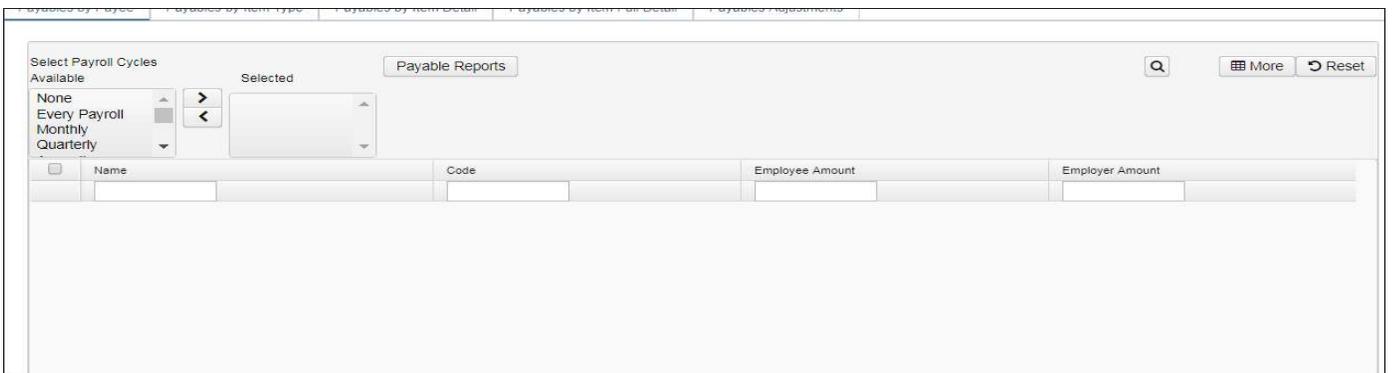
13. \_\_\_ Complete and balance the **W2REPT Reconciliation Worksheet** for the quarter following the directions on the Worksheet. **(your spreadsheet for balancing 941 each quarter)**

14. \_\_\_ Balance the **Payroll Item** totals (taxes and annuities) on the **W2 Report** with the totals from the **Outstanding Payables** reports from the quarter

15. \_\_\_ Balance the gross amounts on the **W2 Report.TXT** report with **Pay Reports** for the quarter

**\*\*\*NOTE- These amounts may not balance due to the way W2 Report handles certain amounts (ex. Medicare pickup)**

16. \_\_\_ Go to **Processing/Outstanding Payables** and verify that there are no outstanding Payroll Item amounts



17. \_\_\_ 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.

18. \_\_\_ Complete and file any required quarter-end submission forms.

19. \_\_\_ For city withholdings, take the total gross times the percentage to be sure the tax withheld and submitted are correct.

**\*\*\*NOTE- Mobile employees could cause discrepancies.**

## Quarter-End Closing

20. \_\_\_\_ Go to **Reports/ODJFS Report**

A) **Year**-Defaulted to current year

B) **Quarter**-Defaulted to current quarter

C) **Sort By**-choose sorting option from drop down

D) Click

21. \_\_\_\_ Check all totals (wages and weeks) carefully for accuracy. If necessary, adjustments can be made in **Core/Adjustments**

A) Go to **Core/Adjustments**

B) Click

C) Find the employee by typing in a few characters of first or last name or id

D) Under **Type** choose from the drop down  **ODJFS Weeks** or **ODJFS Total Gross**

E) Enter or choose from the calendar a **Transaction Date**.

F) Enter in the amount of weeks/Wages needed in the **Amount** field

G) A **Description** can be entered if desired

H) Click

22. \_\_\_\_ When all data is correct, run **Report/ODJFS Report** again and select

**\*\*\*DISTRICT NOTE-** save the file to a folder of your choosing and log into The Source system-  
<https://jfs.ohio.gov/ouio/TheSOURCE/index.stm> and upload the file

When submitting your file in THE SOURCE, select the **ICESA** as the File Type

**\*IF YOU ARE READY TO COMPLETE W2 PROCESSING, PROCEED TO STEP 23 \*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 January Current. After your January pay has been completed you can then process W2's starting with Step 23.**

**• MVECA W2 Processing Deadline is January 16, 2023**

**\* W2 Processing**

23. \_\_\_\_ Go to **Core/Payroll Item Configuration**. Check **W2 abbreviations** on all city Payroll Item Configuration records.

24. \_\_\_\_ In **Core/Payroll Item Configuration**- Insure the **Tax Entity Codes** are on the respective **Payroll Item Configuration** city tax records.

**\*\*\*NOTE-**The specific city information cannot be filed electronically unless the entity code is present.

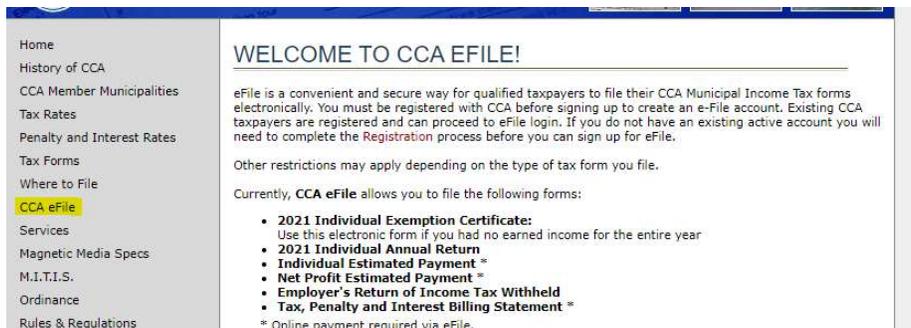
25. \_\_\_\_ In **Core/Payroll Item Configuration**- For any cities using either the **Regional Income Tax Agency (RITA)** or the **Central Collection Agency (CCA)** to report city tax information, verify the **Tax Entity Code**, the appropriate **RITA and/or CCA three digit code**, and **RITA and/or CCA description** are entered on the city **Payroll Item Configuration** record. The three digit codes and tax rates can be found in the links below..

<https://www.ritaohio.com/TaxRatesTable>

<http://ccatax.ci.cleveland.oh.us/?p=taxrates> **CCA can now be eFiled.**

26. \_\_\_\_ When you click on the CCA link above, find CCA eFile on the left-hand menu of that page.

The page has not been updated to reflect 2022 documents that can be filed.



All other municipalities will either be submitted electronically on the municipality website or filing paper W2's or a report if the municipality will accept a report in place of W2's.

**Generating City W2 Submission File**

**Reports/W2 Submission**

**Select W2 City Options Tab**

**Verify Federal ID, State ID, Kind of Employer, Sort Options, Reporting Year, Employer Name, Address,**

**Enter Tax Entity Code for the City you want to Generate City W2 Submission file for. Repeat for each City.**

**Include Amounts For all Cities (make sure this is checked)  
 Include City Name for the Processing City (make sure this is checked)  
 Is this file being resubmitted (if not, answer NO),  
 Type of Software – In House Program, Prepare Code – L-Self Prepared.**

**Click on Generate City W2 Submission File Summary Report  
 Click on Generate City W2 Submission File**

## **\* W2 Processing**

**\*Washington Courthouse, for example, requests a submission of an electronic file.**

Please enter **WCH** in the **TAX ENTITY CODE** field in **CORE/PAYROLL ITEM CONFIGURATION**  
Then follow the instructions for **Generating City W2 Submission File**.

**26b. \_\_\_ Check employee payroll items to confirm withholding for those employed in the city or residing in a city: C=Work Place Tax; R=Residence**

**27. \_\_\_ In Core/Payroll Item Configuration-Insure the OSDI four digit code appears first in the W2 abbreviation field in Payroll Item Configuration, followed by the school name if there is space. The four digit code OSDI code is required on the W2. Example: 2902CEDAR**

**28. \_\_\_ Using the Core/Adjustments option make any necessary changes to the YTD gross, YTD taxable gross, on the 001 Federal Payroll Items for the W2 forms. Sources of these changes may be fringe benefits, life insurance costs (NC1), adoption assistance, third party pay, or a leased vehicle.-See Supporting Documents for details. <https://www.mveca.org/SupportingDocumentation.aspx>**

**29. \_\_\_ 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:**

**Please note: The Dependent Day Care Maximum amount that can be contributed tax-free has returned to it's normal amount for 2022: 5,000 per household or 2,500 if married filing separately.**

○ **Enter the Dependent Care amount by going to Core/Adjustments**

- A) Click
- B) Find the **Employee** by typing in a few characters of the first or last name or id
- C) Under **Payroll Item** from the drop down  Choose **Federal Tax, Code:001**
- D) Under **Type** Choose **Dependent Care**
- E) Enter or choose a **Transaction Date** from the calendar
- F) Enter in the **Amount** for Dependent Care
- G) A **Description** can be added if desired
- H) Click

**OR**

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

**\* W2 Processing**

30. \_\_\_\_ 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.

- A) Go to **Core/Adjustments**
- B) Find the **Employee**
- C) Choose the **Payroll Item** from the drop down
- D) Choose the **Type-Total Gross**
- E) Enter or choose a **Transaction Date**
- F) Enter in the **Amount** of the Third party Pay
- G) A **Description** can be added (optional)
- H) Click **Save**
- I) Follow the same steps as above for the **Taxable Gross**

\*\*\*NOTE- These adjustments will need to be made on the 001, 002, city if honored, OSDI and Medicare records accordingly.-See Third Party Document <https://www.mveca.org/SupportingDocumentation.aspx>

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

31. \_\_\_\_ If **Third Party payment** is **not taxable** you will need to do the following:

- A) Go to **Core/Adjustments**
- B) Find the **Employee**
- C) Choose the **Payroll Item** from the drop down
- D) Choose the **Type-Third Party Pay**
- E) Enter or choose a **Transaction Date**
- F) Enter in the **Amount** of the non taxable Third party Pay
- G) A **Description** can be added (optional)\
- H) Click **Save**

\*\*\*NOTE-This information will go on the W2 in Box 12 as a Code J.

**\* W2 Processing**

32. \_\_\_\_ Enter any **Vehicle Lease** information

- A) Go to **Core/Adjustments**
- B) Find the **Employee**
- C) Choose the **Federal Payroll Item** from the drop down
- D) Choose the **Vehicle Lease** option
- E) Enter or choose a **Transaction Date**
- F) Enter in the **Amount** of the Vehicle Lease
- G) A **Description** can be added (optional)
- H) Click **Save**

34. \_\_\_\_ **Creating W2 report--Go to Reports/W2 Report and Submission /W2 Report Options**

- A) **Output Type-Report** is defaulted
- B) **Format**-Choose the format type you want from the drop down option
- C) **Report Title-W2 Report is the default.** This can be changed if desired
- D) **Federal ID Number**-Should be defaulted from data in **Organization**. Check for accuracy
- E) **State Id Number**-Should be defaulted from data in **Organization**. Check for accuracy
- F) **Kind of Employer-S-State and Local Government Employer is default.** Can be changed through drop down option
- G) **Sort Options**-Choose from the drop down option  how you wish to sort your report
- H) **Report for Year-Current calendar year is defaulted.** Can be changed if desired
- I) **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
- J) **Report Employees with errors only**-Check if only wanting to see errors
- K) Click

**\* W2 Processing**

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

Select Individual Employees? (Leave empty to select all Employees)

Select Employee and click Add:

Selected Employees:

Number	Name	Remove

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

Select Employee and click Add:

and then click on that employee and click

35. \_\_\_ Print the **W2 Report** and verify the data. Make changes to the data, if necessary, and rerun **W2 Report and Submission again**. This program can be ran as many times as needed until all data is correct.

36. \_\_\_ **Creating W2 SSA Submission File**--When all W2 data has been verified and is accurate run **W2 Report and Submission** again this time choosing the **Submission** option

A) **Output Type-Submission**

B) **Federal ID Number**-Should be defaulted from data in **Organization**. Check for accuracy

C) **Additional Federal ID Number**-If additional Federal ID number is available enter here

D) **State ID Number**- Should be defaulted from data in **Organization**. Check for accuracy

E) **Kind of Employer**- **S-State and Local Government Employer is default**. Can be changed through drop down option

F) **Sort Options**- Choose from the drop down option  how you wish to sort your report

G) **Report for Year**- **Current calendar year is defaulted**. Can be changed if desired using drop down option

H) **Employer Name**- Should be defaulted from data in **Organization**. Check for accuracy

I) **Employer Address first line** -Should be defaulted from data in **Organization**. Check for accuracy

J) **Employer Address second line**- Should be defaulted from data in **Organization**. Check for accuracy

K) **Employer City**- Should be defaulted from data in **Organization**. Check for accuracy

L) **Employer State**- Should be defaulted from data in **Organization**. Check for accuracy

M) **Employer Zip Code**- Should be defaulted from data in **Organization**. Check for accuracy

N) **Contact Name**-Enter **name of employee** creating the tape file (**required**)

O) **Contact Phone Number**-Enter **phone number** of person creating tape file (**required**)

## **\* W2 Processing**

**P) Contact Phone Extension**-Enter extension of person creating tape file (**optional**)

**Q) Contact Fax Number**-Enter **fax number** for person creating tape file (**optional**)

**R) Contact Email Address**-Enter **email address** of person creating tape file (**required**)

S) Click 

- This will produce a file called **W2TAPE.SEQ** which will be needed to load on the **SSA/BSO** website by the district user.
- Save the file to a folder of your choosing
- Log into the **SSA/BSO** site to upload your file.
- <https://www.ssa.gov/bso/bsowelcome.htm>

See **“W2 SUBMISSION TO SSA BSO”** word document

<https://www.mveca.org/CalendarYearendDocumentation.aspx>

**NOTE: Districts must have W2 Submission configured in order to submit City Tax Files**

### **38. \_\_\_\_ Creating a CCA submission file-In Reports/W2 Report and Submission/ W2 Report Options**

Generate submission file

- Go to Reports>W2 Report and Submission>W2 Report Options
- Output Type = Submission
- Federal ID Number = Defaults to Federal EIN number in Core>Organization. Check for accuracy.
- Additional Federal ID Number = If additional Federal ID number is available enter here.
- State ID Number = Defaults to State EIN number in Core>Organization. Check for accuracy.
- Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
- Sort Options = Choose from the drop down option how the report should be sorted.
- Report for Year = 20XX
- Employer Name = Defaults to Name in Core>Organization. Check for accuracy.
- Employer Address first line = Defaults to Street 1 in Core>Organization. Check for accuracy.
- Employer Address second line = Defaults to Street 2 in Core>Organization. Check for accuracy.
- Employer City = Defaults to City in Core>Organization. Check for accuracy.
- Employer State = Defaults to State in Core>Organization. Check for accuracy.
- Employer Zip Code = Defaults to Postal Code in Core>Organization. Check for accuracy.
- Contact Name = Enter name of employee creating the tape file (required).
- Contact Phone Number = Enter phone number of person creating tape file (required).
- Contact Phone Extension = Enter extension of person creating tape file (optional).
- Contact Fax Number = Enter fax number for person creating tape file (optional).
- Contact Email Address = Enter email address of person creating tape file (required).
- Is this file being resubmitted? = No
- Type of Software = In-House Program
- Preparer Code = L-Self-Prepared
- Select Generate CCA W2 Submission File Summary Report. Print and save.
- Click Generate CCA W2 Submission File
- Save the W2CCA.TXT or W2MSTCCA.TXT file to your desktop or somewhere on your computer
- Verify reports have been copied to the File Archive>Calendar Year End bundle.
- Go to Utilities>File Archive
- Filter Year by entering 2022

### Creating a CCA submission file continued.

- Single click 2022 - Calendar Year Reports line. You should see the following files:
- W2CCA.TXT
- W2MSTCCA.TXT
  - Upload the file to CCA.
    - <http://ccatax.ci.cleveland.oh.us/?p=mmspec>
  - Mail the W-3 Annual Reconciliation Form.

### Creating a RITA submission file-In Reports/W2 Report and Submission/ W2 Report Options

Generate submission file

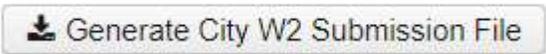
- Go to Reports>W2 Report and Submission>W2 Report Options
- Output Type = Submission
- Federal ID Number = Defaults to Federal EIN number in Core>Organization. Check for accuracy.
- Additional Federal ID Number = If additional Federal ID number is available enter here.
- State ID Number = Defaults to State EIN number in Core>Organization. Check for accuracy.
- Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
- Sort Options = Choose from the drop down option how the report should be sorted.
- Report for Year = 20XX
- Employer Name = Defaults to Name in Core>Organization. Check for accuracy.
- Employer Address first line = Defaults to Street 1 in Core>Organization. Check for accuracy.
- Employer Address second line = Defaults to Street 2 in Core>Organization. Check for accuracy.
- Employer City = Defaults to City in Core>Organization. Check for accuracy.
- Employer State = Defaults to State in Core>Organization. Check for accuracy.
- Employer Zip Code = Defaults to Postal Code in Core>Organization. Check for accuracy.
- Contact Name = Enter name of employee creating the tape file (required).
- Contact Phone Number = Enter phone number of person creating tape file (required).
- Contact Phone Extension = Enter extension of person creating tape file (optional).
- Contact Fax Number = Enter fax number for person creating tape file (optional).
- Contact Email Address = Enter email address of person creating tape file (required).
- Is this file being resubmitted? = No
- Type of Software = In-House Program
- Preparer Code = L-Self-Prepared
- Select Generate RITA W2 Submission File Summary Report. Print and save.
- Click Generate RITA W2 Submission File
- Save the W2RITA.TXT or W2MSTRITA.TXT file to your desktop or somewhere on your computer
- Verify reports have been copied to the File Archive>Calendar Year End bundle.
- Go to Utilities>File Archive
- Filter Year by entering 2022
- Single click 2022 - Calendar Year Reports line. You should see the following reports and files:
- W2RITA.TXT
- W2MSTRITA.TXT
  - Upload the W2MSTRITA.TXT to RITA.
    - <https://www.ritaohio.com/>

**NEW:**

**Run the YTD Report (Optional). Reports/YTD REPORT**

- Report Title = Defaults to YTD Report. Can be changed if desired
- Sort Option = Choose appropriate Sort option
- Year = Enter appropriate calendar year
- Include Compensation Information on Report? = Defaults to include Compensation information
- Include Archived Employees? = Check the checkbox is wanting to include Archived employees
- Specific Employees = Leave blank
- Specific Pay Groups = Leave blank
- Specific Job Statuses = Defaults to Inactive and Active selected
- Generate Report

**39. \_\_\_\_\_ Creating a City submission file--in Reports/W2Report and Submission/ W2 City option**

- **Verify all data is populated accordingly**
- Enter the **Tax Entity Code** for the city you are creating the file for.
- Click 
  - This will produce is a file called **W2CITY\_ENTITY.TXT** Save file to your computer. Log into the city website using your account information and upload the **City W2** file on their website if they allow electronic filing. These reports are stored in File Archive.

**40. \_\_\_\_\_ Create and Submit Ohio Submission File.**

**\*NOTE\*** Each State record has different setup options. Populate accordingly.

- Generate the Ohio submission file.
- Go to Reports>W2 Report and Submission>W2 State Options tab.
- State = Ohio
- Federal ID Number = Defaults to Federal EIN number in Core>Organization. Check for accuracy.
- Additional Federal ID Number = If additional Federal ID number is available enter here.
- State ID Number = Defaults to State EIN number in Core>Organization. Check for accuracy.
- Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option
- Report for Year = 20XX
- Employer Name = Defaults to Name in Core>Organization. Check for accuracy.
- Employer Address first line = Defaults to Street 1 in Core>Organization. Check for accuracy.
- Employer Address second line = Defaults to Street 2 in Core>Organization. Check for accuracy.
- Employer City = Defaults to City in Core>Organization. Check for accuracy.
- Employer State = Defaults to State in Core>Organization. Check for accuracy.
- Employer Zip Code = Defaults to Postal Code in Core>Organization. Check for accuracy.
- Contact Name = Enter name of employee creating the tape file (required).
- Contact Phone Number = Enter phone number of person creating tape file (required).
- Contact Phone Extension = Enter extension of person creating tape file (optional).
- Contact Fax Number = Enter fax number for person creating tape file (optional).
- Contact Email Address = Enter email address of person creating tape file (required).
- Is this file being resubmitted? = No
- Type of Software = In-House Program
- Preparer Code = L-Self-Prepared
- Select Generate Ohio W2 Submission File Summary Report. Print and save.

- **Create and Submit Ohio Submission File continued**

- Click Generate Ohio W2 Submission File
- Save the W2MAST\_OH.TXT file to your desk top or somewhere on your computer
- On saved file, **right click on the file and click Send To> Compressed Zip folder**
- Verify reports have been copied to the File Archive>Calendar Year End bundle.
- Go to Utilities>File Archive
- Filter Year by entering 2022
- Single click 2022 - Calendar Year Reports line. You should see the following reports and files:
- W2OH.TXT
- W2MAST\_OH.TXT
  
- Verify the Ohio file is correctly formatted.
- Log into the [SSA-Business Services Online](#) website
- Click on the Report Wages to Social Security option
- Click on I Accept
- Click on the Accuwage Online tab
- Click on Accuwage Online option
- Under Submission Type click W-2 and then click Start Testing
- Find your W2MAST\_OH.TXT file. Run the W2MAST\_OH.TXT file through Accuwage to check for any errors that may be on the file
- Fix errors on the W2MAST\_OH.TXT and re-run through ACCUWAGE until errors are gone
  
- **Upload the Ohio file to [Ohio Business Gateway](#).**
  - 1. Log into the appropriate **Ohio Business Gateway** account.
  - 2. Select the W-2/1099 Upload feature located on the Dashboard in the Employer Withholding service area.
  - 3. Select the “Upload a New File” button.
  - 4. Select the “Type of Income Statement” from the dropdown menu.
  - 5. Review and update the default email address; an email will be sent to this address after the file is submitted.
  - 6. Browse your computer for the **W2MAST\_OH.TXT** to be uploaded.
  - 7. Once the W2MAST\_OH.TXT is selected, submit the file.
  - 8. When the W2MAST\_OH.TXT is processed, you will be notified via email whether the W-2 file was successfully uploaded.
  - 9. If the W-2 file is not successfully uploaded, log back into the Ohio Business Gateway. Using the W-2/1099 Upload feature, select the “W-2/1099 Upload File History” and review the file that was not successfully uploaded. Correct the W-2 file and resubmit following steps 3-7. Assistance with troubleshooting files can be obtained by emailing: [IncomeStatementsEWT@tax.ohio.gov](mailto:IncomeStatementsEWT@tax.ohio.gov)

**41. \_\_\_\_\_ Creating Other State submission files and csv transmittal file (if applicable) in **Reports/W2Report and Submission/ W2 State Options****

**Any district filing W2’s to a State other than Ohio please contact MVECA and we will provide additional information.**

**42. \_\_\_\_\_ Creating W2 PRINT FILE**

- Go to Reports>W2 Report and Submission>W2 Printing tab.
- Report Title = Defaults to W2 Report
- Federal ID Number = Defaults to Federal EIN number in Core>Organization. Check for accuracy.
- State ID Number = Defaults to State EIN number in Core>Organization. Check for accuracy.
- Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
- Sort Options = Choose from the drop down option how the report should be sorted.
- Report for Year = XXXX
- Employer Name = Defaults to Name in Core>Organization. Check for accuracy.
- Employer Address first line = Defaults to Street 1 in Core>Organization. Check for accuracy.



## Creating W2 PRINT FILE continued

- Employer Address second line = Defaults to Street 2 in Core>Organization. Check for accuracy.
- Employer City = Defaults to City in Core>Organization. Check for accuracy.
- Employer State = Defaults to State in Core>Organization. Check for accuracy.
- Employer Zip Code = Defaults to Postal Code in Core>Organization. Check for accuracy.
- Show Building/Department Code =
- Include Fringe Benefits in Box 14? = Check the box so these are included on W2.
- Select Payroll Items to print in box 14 = Click Add to select payroll item(s) to print on W2.
- Select Individual Employees? = Leave blank
- Select Pay Groups = Leave blank
- Click Generate Mailable Forms
- W2 Form Data.PDF (SSDT has not finished this process yet)
- SEND AN EMAIL TO [HELPFISCAL@MVECA.ORG](mailto:HELPFISCAL@MVECA.ORG) when W2's are ready to be printed.

43. \_\_\_ MVECA will notify you when W2's have been printed and schedule a pickup time.

44. \_\_\_ To close the Calendar Year – go to CORE/POSTING PERIOD and close December. This process will generate Monthly Reports, Quarterly Reports and Calendar Year-End Reports. Please wait a few minutes and verify in UTILITES/FILE ARCHIVE that reports have generated.

- **Run SSDT USER LISTING REPORT –Required - please send when requesting W2's to be printed – we need the User List for our SOC1 Audit.**
  - **Reports/Report Manager/ SSDT USER LISTING REPORT**
  - **Do not select any query options, just run the report**
  - **Review the report for any employees that are no longer with the district or should not have access to USPS-R.**
  - **Email [helpfiscal@mveca.org](mailto:helpfiscal@mveca.org) Subject “USPS-R List of Employees that should be Disabled”**
  - **If there are no employees to be disabled please email [helpfiscal@mveca.org](mailto:helpfiscal@mveca.org) with the subject “USPS-R No User List Changes At This Time”**  
**Thank you!**

## • **MVECA W2 Processing Deadline is January 16, 2023**

**We will schedule pick up of W2's at:**

**MVECA**

**888 Dayton Street, Suite 102**

**Yellow Springs, OH 45387**

***You have completed the USPS-R Calendar Year End Closing procedures***

## **Please note Important Dates:**

- Federal filing deadline to SSA/BSO is January 31, 2023.
- Ohio State Tax filing deadline to Ohio Business Gateway is January 31, 2023.
- Regional Income Tax Agency (RITA) filing deadline is February 28, 2023.
- Central Collection Agency (CCA) filing deadline is February 28, 2023.
- City Tax filing deadlines may vary. Please check with each city.

## **Please note Important Dates continued:**

- Indiana State Tax filing deadline is January 31, 2023.
- Kentucky State Tax filing deadline is January 31, 2023.
- Michigan State Tax filing deadline is January 31, 2023.
- Pennsylvania State Tax filing deadline is January 31, 2023.
- West Virginia State Tax filing deadline is January 31, 2023.

