



HARRIS
School Solutions

**NextGen
Payroll
Calendar
Year End 2017**

**Contact
Us**

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blank
intentionally.

If you have questions that this document does not answer, please contact the Harris School Solutions support department.

*eSupport: support.harriscomputer.com

Phone: 800-239-6224

Email: support@harriscomputer.com

***Harris eSupport** is the fastest way to get your support request entered into the NextGen support queue. Don't have an eSupport account yet? Getting set up is easy! Just contact the support department via phone or email and provide your name, district, phone number, and email address. An eSupport login and instructions will be sent to you.

Important Payroll Amounts for 2018

Social Security Wage Limit - \$128,400.00

Social Security Deduction Limit - \$7,960.80

Federal Personal Exemption – \$4150.00

Annual Federal Tax Tables:

(a) SINGLE person (including head of household)—				(b) MARRIED person—			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$3,700		\$0		Not over \$11,550		\$0	
Over—	But not over—	of excess over—		Over—	But not over—	of excess over—	
\$3,700	—\$13,225	\$0.00 plus 10%	—\$3,700	\$11,550	—\$30,600	\$0.00 plus 10%	—\$11,550
\$13,225	—\$42,400	\$952.50 plus 12%	—\$13,225	\$30,600	—\$88,950	\$1,905.00 plus 12%	—\$30,600
\$42,400	—\$86,200	\$4,453.50 plus 22%	—\$42,400	\$88,950	—\$176,550	\$8,907.00 plus 22%	—\$88,950
\$86,200	—\$161,200	\$14,089.50 plus 24%	—\$86,200	\$176,550	—\$326,550	\$28,179.00 plus 24%	—\$176,550
\$161,200	—\$203,700	\$32,089.50 plus 32%	—\$161,200	\$326,550	—\$411,550	\$64,179.00 plus 32%	—\$326,550
\$203,700	—\$503,700	\$45,689.50 plus 35%	—\$203,700	\$411,550	—\$611,550	\$91,379.00 plus 35%	—\$411,550
\$503,700	—	\$150,689.50 plus 37%	—\$503,700	\$611,550	—	\$161,379.00 plus 37%	—\$611,550

Payroll Checklist

****Please make sure to complete all steps outlined in this document****

Note: Items that must be completed prior to processing the first payroll of the new year are noted with a red asterisk (*) on the checklist below.

- ☐ * Complete all payrolls for 2017
- ☐ * Complete all necessary quarterly procedures (For example: 941 Report – PR/941R, Quarter/YTD Report – PR/QYTD, etc)
- ☐ Complete W-2 procedures (you do not have to have W-2s completed before you begin the payroll steps for the new year)
 - Social Security Administration PIN number (page 6)
 - Verify the accuracy of the W-2 codes and that the deductions have the correct W-2 codes assigned to them (pages 8-9)
 - Verify Fringe Benefit Types are set up correctly (page 10)
 - Import RSA PEEHIP insurance adjustments – **Alabama only** (pages 11-12)
 - Import Employer Paid Benefits - **Mississippi only** (pages 13-14)
 - Verify the accuracy of imported data (page 14)
 - Generate W-2 data (pages 15-18)
 - Make any necessary W-2 adjustments and generate W-2s again, if needed (pages 19-20).
 - Verify W-2 totals

- Test the file with the AccuWage system (page 21).
 - Print the W-2 report and verify accuracy (page 22).
 - Print W-2s (pages 23-30).
 - Submit the Magnetic Media file to the Social Security Administration (page 31).
 - Send a copy of the Magnetic Media file to your State Department of Revenue (page 31).
- ☐ * Update the Federal Tax Tables and Federal Personal Exemption (pages 32-33).
 - ☐ * Check with the Department of Revenue in your state for state tax changes and update the state tax tables if needed (PR/TAXT – Tax Table Maintenance, tab 7).
 - ☐ * Update the Social Security deduction master record with new wage limits (page 34).
 - ☐ * Update the Social Security wage limits on employee records (pages 35-36).
- Important Note: You will also need to clear the limits for any other deductions that have a limit that is regulated by calendar year.**
- ☐ * Zero out the Social Security total deducted amounts (pages 37-38).
 - ☐ * Calendar Year End Initialization (page 39).
 - ☐ * Calculate Fringe Benefits – **Alabama** districts processing fringe benefits in January for the entire year only (pages 40-41).

SOCIAL SECURITY ADMINISTRATION REQUIREMENTS FOR W-2 PROCESSING

Personal Identification Number

Beginning with wage reporting for calendar year 2001, the Social Security Administration required a Personal Identification Number (PIN) for each employer that submitted W-2 data. The Social Security Administration stated that the person responsible for the accuracy of the W-2 data should be the person that obtained the PIN number. Your school district should have obtained this PIN number in December 2017 or January 2018. The Social Security Administration requires that you change the password associated with your PIN number at least once a year in order to keep the number active. If you do not change the password, you must obtain a new PIN number from the Social Security Administration before generating your W-2 data for calendar year 2017.

To change your password, create a login for the first time or to update your information, go to the following website: www.ssa.gov/bso/bsowelcome.htm

Click on Login to change your password and update your information or click on Register to create a new login.

AccuWage 2017

AccuWage is no longer a downloadable software. The SSA now provides an online option for testing wage reports.

For more information, including a User Guide and FAQ, please visit the SSA AccuWage website at: <https://www.ssa.gov/employer/accuwage/>

The number for AccuWage General Assistance is listed on the SSA website as: 800-772-6270.



Business Services Online


Welcome

The [Business Services Online Suite of Services](#) allows organizations, businesses, individuals, employers, attorneys, non-attorneys representing Social Security claimants, and third-parties to exchange information with Social Security securely over the internet. You must register and create your own password to access Business Services Online.

Alert

The Electronic Wage Reporting suite of services will be unavailable from 6:00 AM EST on Friday, 12/07/2018 until 5:00 AM EST on Monday, 12/10/2018 to accommodate upgrades for the Tax Year 2018 filing season. This includes the AccuWage Online, W-2 Online and EFW2 Wage File Upload Services. We will resume accepting electronic submissions, to include those for Tax Year 2018, on 12/10/2018.

Reminder, Tax Year 2018 wage reports must be filed with the Social Security Administration by January 31, 2019.

The [Complete Phone Registration](#)  option is provided to individuals who began their Business Services Online registration by phone and need to create a password.

[Información para el Empleador en Español](#)

Business Services Online

[Log In](#) [Register](#)

[Complete Phone Registration](#)



Business Services Online (BSO)

Hours of Operation

Monday - Friday: 5 AM - 1 AM ET

Saturday: 5 AM - 11 PM ET

Sunday: 8 AM - 11:30 PM ET

[+ For Employers](#)

[+ For Attorneys & Appointed Representatives](#)

[+ Social Security Number Verification Services \(SSNVS\)](#)

[+ Consent Based Social Security Number Verification Service \(CBSV\)](#)





Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

[Forms W-2/W-3 Online](#)[Forms W-2c/W-3c Online](#)[Upload Formatted Wage File](#)[AccuWage Online](#)

[AccuWage Online](#)

This application allows you to check W-2 (Wage and Tax Statement) and W-2c (Corrected Wage and Tax Statement) reports for

Warning You still need to upload and submit your Formatted Wage File after testing it through AccuWage Online.

Submission Status

[View Submission Status](#)

Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to request a one-time 15-day extension of the deadline:

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the I



Social Security

The Official Website of the U.S. Social Security Administration

AccuWage Online

For Testing Tax Year 2018 EFW2/EFW2C Submissions



DISCLAIMER STATEMENT

AccuWage Online identifies most of the common format errors in wage submissions. Using this application greatly reduces submission rejections. Please be aware that even if no errors are identified by AccuWage Online, your submission could be returned because of other errors.

Important: You still need to upload and submit your Formatted Wage File after testing it through AccuWage Online.



Information:

We suggest you always zip your file before running it through AccuWage Online.

Submission Type

*Select Submission Type

- ☒ W-2(Regulars)
- ☐ W-2c(Corrections)

[Start Testing](#)[Return to EWR Home](#)



AccuWage Online

Important: You still need to upload and submit your Formatted Wage File after testing it through AccuWage Online.

Test Results

File name: W2REPORT

File has run 100% Complete

2668 Record(s) Tested, 1 Records(s) with Issue(s)

Records

Filter record(s) by level: [Issue Level Descriptions](#) ☐ Critical (0) ☐ Error (0) ☒ Alert (2) ☐ Info (0)

Record	Issues	Record Data
2	2	RE2017 630453362 0 AUBURN CITY BOARD OF EDUCATION PO Box 3270 855 EAST SAMFORD AVENUE AUBURN AL368300000S R 0JAN SWIDERSKI 3348872100 JNSWIDERSKI@AUBURNSCHOOLS.ORG 0000057687

Issue(s) for Selected Record # 2

Level	Reference	User Entry	Description
ALERT	Tax Year [Position 3-6]	2017	The date entered is for a previous tax year. Please check that the earnings are for the year being reported.
ALERT	Employer/Agent Identification Number (EIN) [Position 8-16]	630453362	This alert is informational only. Submitter EIN [Position 3-11] and Employer/Agent EIN [Position 8-16] are an exact match. Please verify that you intended to have the Submitter EIN and Employer EIN match before proceeding. No further action is needed if this was intentional.

[Test Another File](#)[View/Print Test Report](#)[Return to EWR Home](#)



Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

[Forms W-2/W-3 Online](#)[Forms W-2c/W-3c Online](#)[Upload Formatted Wage File](#)[AccuWage Online](#)

Warning This tab is **not** for submitting Forms W-2(c)/W-3(c) created using the other tabs.

[Submit/Resubmit a Formatted Wage File](#)

You may submit an appropriately formatted electronic file containing annual wage data or resubmit a formatted file that was returned to you.

[Submit a Special Wage Payments File](#)

You can submit an electronic file that contains special wage payment data as defined in Internal Revenue Service Publication 957.

Submission Status

[View Submission Status](#)

Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to request a one-time 15-day extension of the deadline:

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

2 Codes Important Notes

- W-2 Codes need to be setup up correctly so that the appropriate amounts will be included in the W2REPORT Magnetic Media submitted to the Social Security Administration.
- For W-2 Codes J, K, and T which are printed on the W2 in Box 14, you will need to choose if Box 13 should be marked for Retirement Plan or Third Party Sick Pay. This can be marked on the W-2 code in Payroll Code Maintenance I, Tab 1.
- The cost of Employer Sponsored Health Insurance must be included on the W-2. W-2 Deduction Codes Y and Z have been reserved for this purpose.
 - Code Y is set to report on the Employer portion of a deduction. This code would likely be used for reporting Health Flexible Spending Account information. Per the IRS, “**Health FSA value for the plan year in excess of employee’s cafeteria plan salary reductions for all qualified benefits**”, is reportable.
 - Code Z will report the sum of employee and employer amounts for a deduction. The majority of your health insurance deductions would likely be identified with this code.

The system may report the actual withholding and/or matching benefit amounts that have been processed throughout the year as employee checks were generated OR it may report other amounts provided to you by the state insurance program or by your insurance vendors. In the case of the later, data provided by the insurance vendor can be imported into the W-2 adjustment data file, if the state or insurance company provides you with a file containing the employee’s social security number and the amount to be reported. For Alabama, see pages 12-13 for more information.

Please contact your insurance provider to determine the appropriate reporting for your health insurance deductions. Harris School Solutions cannot provide you with specifics regarding what is reportable, only how to set up the system to report this data.

- Additional W-2 codes may be set up for Box 14 for informational purposes, if needed, in Payroll Code Maintenance I, tab1.
- W-2 Codes can be verified using the **Payroll Validation Code Report** (Payroll>PR Setup>PR Parameter Reports>Payroll Validation Code Report - PR/PVCR) and selecting the W-2 Code option. This report will give you a list of all W-2 codes defined in your system. You can run the **Deduction Master Report** (PR/DEDR) to see which W-2 codes are tied to which deductions.

Updating W-2 Codes

W-2 codes can be changed or added, if necessary, in Payroll Code Maintenance I, Tab 1. Make sure to reload system variables after making any changes to these codes.

Payroll>PR Setup>Payroll Code Maintenance I>Tab 1-W2 Code

PR/PDCM: Payroll Code Maintenance I (v3.06)

7. Deduction Report Type 8. Worker's Comp. Code 9. Ded. Adjustment Type

4. State Emp. Type 5. Substitute Rate Level 6. Retirement Code

1. **W2 Code** 2. Deduction Type 3. Pay Class Codes

W2 Code: 0

W2 Code Description: Section 501(c)(18)(D)

W2 Box Number: 12

W2 Identifier: H

W2 Check Boxes:

- ☐ Retirement Plan
- ☐ Third Party Sick Pay

Deduction Amount Type:

- ☒ Employee
- ☐ Employer
- ☐ Both

Inquire Mode: Enter the Key Word for the Desired Record

Verify Deductions Have the Correct W-2 Codes

W-2 codes can be added to or changed on deductions in Deduction Master Maintenance. To allow for reporting of employer sponsored health, two W-2 codes can be assigned to any deduction. Make sure to reload system variables after making any changes to these codes.

Payroll>PR Setup>Deduction Master Maintenance>Tab 1-General

PR/DEDM: Deduction Master Maint (v3.10)

Deduction # 600 Ded. Desc. Health Short Desc Health

1. General 2. Deduction Parameters 3. Deduction Type Options

Ded Type O Other Min Ded Amount 0.00

W2 Code 1 1 Section 125 (Cafeteria Plan) Ded Reference #

W2 Code 2 Z Empr Spnsrd Health-Both State Benefit Code

Employee Vendor # 3452 VSP P.O. BOX 742788

Employer Vendor # 3452 VSP (No Address 2)

Ded Rep Type LOS ANGELES, CA 90074

Empl Liab Comp AllButFund Value 20230000000000000000009015

MISCELLANEOUS DEDUCT - Default Object Value - Cost

Inquire Mode: Enter the Key Word for the Desired Record

Sample W-2 Code Listing

These W-2 codes may not match the codes you have defined. Make sure the codes you are using have the Box and Identifier that you want them to have.

<u>W-2 Code</u>	<u>W-2 Description</u>	<u>W-2 Box</u>	<u>W-2 Identifier</u>	<u>Amount Type</u>
0	Section 501(c)(18)(D)	12	H	Employee
1	Section 125 (Caf Plan)	14	CAF	Employee
2	Section 401(k) Plan	12	D	Employee
3	Section 403(b) Plan	12	E	Employee
4	Section 414(h) Plan	14	414	Employee
5	GTL Fringe Benefit	12	C	Employee
6	Section 457 Non-Qualified Plan	11		Employee
7	Section 457(b) Plan	12	G	Employee
8	Section 408(k)(6) Plan	12	F	Employee
9	Section 409(a) Non-Qualified	12	Y	Employee
A	Section 401(a) Plan	14	401	Employee
B	Roth Contributions 403(b)	12	BB	Employee
C	Charitable Contribution	14	CON	Employee
D	Dependent Care 10	10		Employee
E	Roth Contributions 401(k)	12	AA	Employee
F	Do Not Print (Wages Only)	14	FIX	Employee
H	Employer Cont to Health Plan	12	W	Employer
I	Medical Insurance Premiums	14	MED	Employee
J	Third Party Sick Pay	12	J	Employee
K	Third Party Sick Pay	14	SCK	Employee
M	Employer Cont to MSA	12	R	Employer
N	Retirement 14-RT (Mississippi)	14	RET	Employee
O	Non-Qualified, Non 457 Plan	11		Employee
P	Professional Dues	14	DUE	Employee
R	Roth Con under Govt Sec 457b	12	EE	Employee
S	Section 408(p) SIMPLE	12	S	Employee
T	Retirement 14-RET	14	RET	Employee
V	Vehicle Fringe Benefit	14	VEH	Employee
W	Hire Exempt Wage	12	CC	Employee
X	Moving Expense	12	P	Employee
Y	Employer Sponsored Health	12	DD	Employer
Z	Employer Sponsored Health	12	DD	Both

Note: A code with a Box **14** and **FIX** identifier can be used to fix wages. See code F above for an example. The W-2 code does not have to be F.

Verify Fringe Benefit Type Codes

Fringe Benefit Type codes can be verified using the Payroll Validation Code Report (PR/PVCR) and selecting the Fringe Benefit Type option. This report will give you a list of all Fringe Benefit codes defined in your system.

Payroll> PR Setup>PR Parameter Reports>Payroll Validation Code Report (PR/PVCR)

Code Category	Associated Table
<input type="checkbox"/> Adjustment Code	PRADJCD
<input type="checkbox"/> Benefit Code	PRBENEFITCD
<input type="checkbox"/> Contract Month Code	PRMOCODE
<input type="checkbox"/> Day Type	PRDAYTYPE
<input type="checkbox"/> Ded Adjustment Type	PRDADJTYPE
<input type="checkbox"/> Deduction Report Type	PRDEDRT
<input type="checkbox"/> Deduction Type	PRDTYPE
<input checked="" type="checkbox"/> Fringe Benefit Type	PRFBTYPE
<input type="checkbox"/> Fund Code	PRCIFUND

Report Destination:
☒ To Report Viewer ☐ To Grid ☐ To File
☐ To Printer Office - Fred

Enter Selection Criteria, Click Enter(F1) To Generate Report

The following is a list of the Fringe Benefit Types that should be set up. If you need to add or change a Fringe Benefit Type code they can be found at Payroll>PR Setup>Payroll Code Maintenance II>Tab 6 Fringe Benefit Type.

<u>FB Type Code</u>	<u>Fringe Benefit Description</u>	<u>W-2 Code</u>	<u>Life Insurance Fringe Benefit</u>
L	Life Insurance	5	Yes
M	Miscellaneous		No
V	Vehicle	V	No

Import PEEHIP Insurance Deduction Amounts (Alabama Only)

The Retirement Systems of Alabama provides districts with the cost of PEEHIP insurance that should be reported for each employee based on the COBRA cost rather than actual withholding and matching. You will need to download the data from the Retirement System portal using the information provided to you by them. Once downloaded, you can import the file using the W-2 Table Maintenance transaction located on the Calendar YE Procedures Menu. These records will import with a W-2 code of 'Z'.

Important: If the PEEHIP download is imported, then the W-2 Code on your PEEHIP deduction does NOT need to be coded with W-2 code 'Z' in Deduction Master Maintenance. If you both import the file and code the PEEHIP deduction with a W-2 code of 'Z' the amounts will be doubled on W-2's.

Payroll>Calendar YE Procedures>W2 Table Maintenance (PR/W2AA)

PR/W2AA: W2 Table Maintenance (v3.04)

Calendar Year: 2017 Social Sec. #: 111-01-0100 MARGARET LAST NAME 100

Code: Z 12 Empr Spnsrd Health-Both

Wage Amt: 912.00

Add To: ☐ Federal Wages ☐ State Wages ☐ SS Wages ☐ MC Wages ☐ City Wages ☐ County Wages

Enter Taxes W/H: Federal: 0.00 State: 0.00 Social Sec: 0.00 Medicare: 0.00 City: 0.00 County: 0.00

Import Options:
☒ Replace
☐ Add To

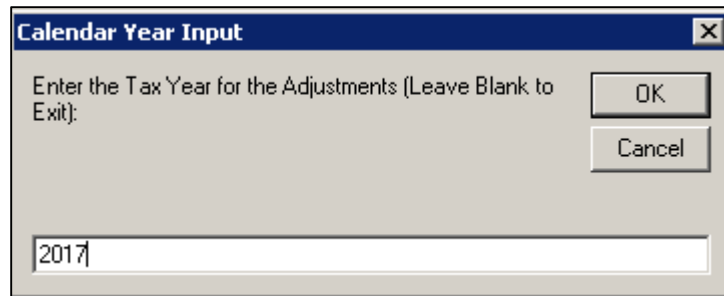
Import TTRS Amounts Import Employer Paid Benefits

Add Mode: Enter a New Record and Click Save When Done

To import the file:

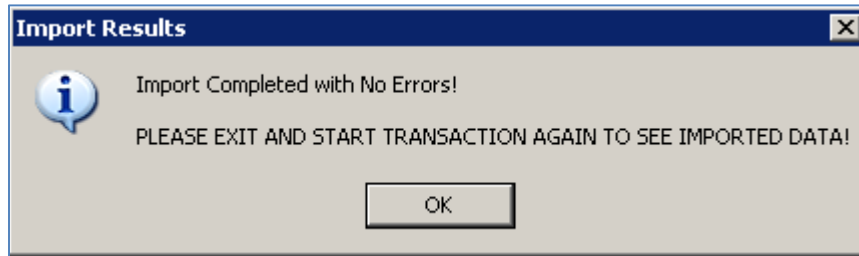
1. Select an **Import Option**.
 - a. **Replace** – If you select this option and the record already exists (based on Year, SSN and code) then the record in the table is replaced by what is in the file. If the record does not exist, it is added.

- b. **Add To** – If you select this option and the record already exists (based on year, SSN and code) then the amount in the file is added to the amount existing in the table. If the record does not exist, it is added.
2. Click on the **Import TTRS Amounts** button.
 3. Browse to the location where the file from the Retirement Systems portal was saved.
 4. Enter the **Tax Year 2017** and click **OK**.



A screenshot of a Windows-style dialog box titled "Calendar Year Input". The dialog has a blue header bar with a close button (X) in the top right corner. The main area is light gray and contains the text "Enter the Tax Year for the Adjustments (Leave Blank to Exit):". Below this text is a white text input field containing the number "2017". To the right of the input field are two buttons: "OK" and "Cancel".

5. Click **OK**.



A screenshot of a Windows-style dialog box titled "Import Results". The dialog has a blue header bar with a close button (X) in the top right corner. The main area is light gray and contains an information icon (a blue circle with a white 'i') on the left. To the right of the icon, the text reads "Import Completed with No Errors!" followed by "PLEASE EXIT AND START TRANSACTION AGAIN TO SEE IMPORTED DATA!". At the bottom center of the dialog is an "OK" button.



Welcome to employer services. Please click the action that you'd wish to perform using one of the links provided below.

[Create Employee](#)

[View/Change Employee](#)

[View/Change Employer](#)

[Run Reports](#)

[PEEHIP Invoice](#)



Active Employees Report

Download[[Web](#)][[PDF](#)][[Excel](#)]

Monthly Invoice Report from

Download[[Web](#)][[PDF](#)][[Excel](#)]

Monthly Coverage Report for

Download[[Web](#)][[PDF](#)][[Excel](#)]

Payroll Deduction File from

Download[[Text](#)]

Employer Invoice Corrections from

Download [[Web](#)] [[PDF](#)] [[Excel](#)]

Employer Invoice Comparison Report

Download [[Web](#)] [[PDF](#)] [[Excel](#)]

Employer W-2 Reporting for Box 12 code DD

Download [[Text](#)]

[Exit](#)



TAUBW22017 - Notepad

File Edit Format View Help

H,Auburn City Board of Education,TAUB,2017,01-02-2018

M,xxxxxx5662,5877.36

M,xxxxxx0437,13812.12

M,xxxxxx8277,13812.12

M,xxxxxx1865,13812.12

M,xxxxxx9767,1766.94

M,xxxxxx9114,13812.12

M,xxxxxx5616,13812.12

M,xxxxxx8522,8074.22

M,xxxxxx1181,13812.12

M,xxxxxx1407,13812.12

M,xxxxxx3543,13812.12

M,xxxxxx0152,5705.02

M,xxxxxx9540,912.00

M,xxxxxx2210,5877.36

M,xxxxxx2612,13812.12

M,xxxxxx8188,912.00

M,xxxxxx2021,5421.36

M,xxxxxx8545,13812.12

M,xxxxxx6741,375.10

M,xxxxxx0477,13812.12

M,xxxxxx3266,13812.12

M,xxxxxx8249,13812.12

M,xxxxxx5656,13812.12

M,xxxxxx0135,5421.36

M,xxxxxx3904,13812.12

M,xxxxxx3575,13812.12

M,xxxxxx7866,5421.36

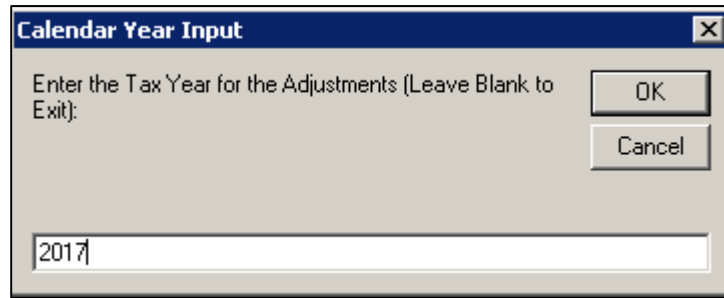
M,xxxxxx1805,912.00

Import Employer Paid Benefits (Mississippi only)

For Mississippi sites using the Employer Paid Benefits module to process benefits outside of payroll, this import can be used to pull the information into the W-2 tables. Records will import with W-2 code 'Z'. **If your site does not use the Employer Paid Benefits module please skip this step.**

Payroll>Calendar YE Procedures>W2 Table Maintenance (PR/W2AA)

1. Select an **Import Option**.
 - a. **Replace** – If you select this option and the record already exists (based on Year, SSN and code) then the record in the table is replaced by what is in the Employer Paid Benefits module. If the record does not exist, it is added.
 - b. **Add To** – If you select this option and the record already exists (based on year, SSN and code) then the amount in the Employer Paid Benefits module is added to the amount existing in the table. If the record does not exist, it is added.
2. Click on the Import **Employer Paid Benefits** button.
3. Enter the **Tax Year** 2017 and click **OK**.



Calendar Year Input

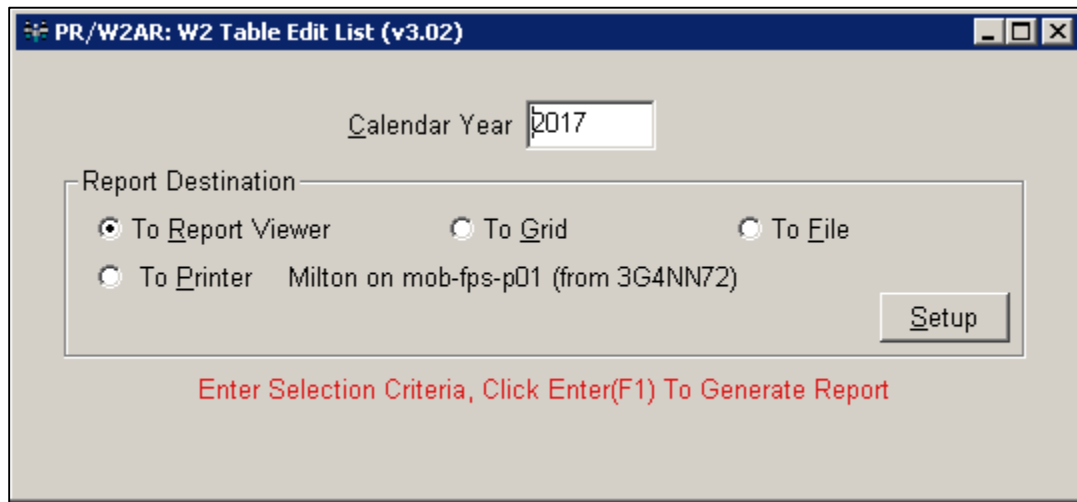
Enter the Tax Year for the Adjustments (Leave Blank to Exit):

2017

OK Cancel

Verify Imported W-2 Records

Payroll>Calendar YE Procedures>W2 Table Edit List (PR/W2AR)



PR/W2AR: W2 Table Edit List (v3.02)

Calendar Year 2017

Report Destination

☒ To Report Viewer
 ☐ To Grid
 ☐ To File
 ☐ To Printer

Milton on mob-fps-p01 (from 3G4NN72)

Setup

Enter Selection Criteria, Click Enter(F1) To Generate Report

1. Enter the W-2 **Calendar Year** 2017.
2. Click on the **Enter** button.

Note: The report will display imported records or any adjustments that are manually entered into the W2 Table Maintenance (PR/W2AA) transaction.

Generate W-2 Data and File

The W-2 Generate combines all of the W-2 adjustments that were entered for the employees with the employee's payroll yearly data to output a file for storing and printing W-2 information. Any time you add adjustments or pay an employee for the calendar year, you must generate and verify data again before printing W-2's for said calendar year.

Note for Georgia Users: An additional file path will be displayed at the bottom of this transaction which will allow the user to specify where the G1003 file should be saved.

Payroll>Calendar YE Procedures>Generate W2 Data (PR/GW2D)

1. Enter the correct year into the **Calendar Year for W2's** field.
2. If you have received notice from a third party for tax withheld from sick and/or disability wage compensation you can enter the amount in the **Income Tax Withheld by 3rd Party** field.
3. Enter the **Authorized PIN Number** issued to you by the Social Security Administration. (See page 6 of this document for more information about the SSA PIN number.)
4. Select the **Submitting Magnetic Media to State** option.

5. Click the **Browse** button and select the folder you want the file to be saved to.
6. Select the **Generate W2 Data and Magnetic Media** option.

Note: The **ReGenerate Magnetic Media Only** option is only used to recreate the W2 Magnetic Media file from the tables from which the W-2 forms are printed. Tables are not updated when this option is selected. You also do not need to select the **XML Data File** option. It is specific to only one site.

7. Press **Enter**. If there are any errors or warnings they will be displayed once the generate process is complete. To print the errors click on the **PrtScr** button above the transaction. You will have the option to print the list view or export the list view to Excel.

SSN	Name	Error Message
<input checked="" type="checkbox"/> 888-12-6568	LANE, AUD...	Warning! Address is Invalid or Incomplete - W2 Should Not be Mailed
<input type="checkbox"/> 888-12-3987	YOUNG, JA...	Section 125 (Cafeteria Plan) is -202.00
<input type="checkbox"/> 888-12-6548	LONG, ERIC	Section 125 (Cafeteria Plan) is -103.00
<input type="checkbox"/> 888-32-1658	LOCKE, JO...	Section 125 (Cafeteria Plan) is -15.00

Close

Errors/Warnings Encountered. Errors Highlighted in RED will be Rejected by the SSA
To Print this Screen, Press the PrtScr Button on the Toolbar
Any Unchecked SSNs will be Excluded. Check SSNs to Include, then Click Close to Continue

8. All employees displayed in the error list view may be included or excluded at your discretion. To include an employee displayed in the list view, make sure that the box beside the SSN is checked. Any records that are unchecked when the **Close** button is clicked will be excluded. Errors in **RED** will be rejected by the Social Security Administration.

Note: Excluded records will affect W-2 totals and should be taken into account when balancing your W-2s.

9. Click the **Close** button to export the file and to continue to the summary total screen.

Note: If an employee shows up with a negative amount, you will need to do a W-2 Adjustment to clear the negative amount. See pages 20-21 of this document for information about making W-2 Adjustments.

PR/GW2D: Generate W2 Data (v3.17)	
Number of W2's	1,586
Federal Wages	15,484,843.16
Federal Income Tax	1,507,137.61
Social Security Wages	16,922,803.39
Social Security Contribution	1,049,215.99
Medicare Wages	16,922,803.39
Medicare Contributions	245,382.16
Advance EIC Payments	0.00
State Wages	16,684,277.02
State Income Tax	618,407.66
City Wages	0.00
City Tax	0.00
County Wages	0.00
County Tax	0.00

W2 Deduction	Amount
Dependent Care	15,536.76
Group Life Fringe Benefit	28,963.56
Empr Spnsrd Health-Both	52,094.19
Section 403(b) Plan	120,626.36
Section 457(b) Plan	117,900.01
Section 414(h) Plan	1,199,433.14
Section 125 (Cafeteria Plan)	740,060.12
Charitable Contributions	6,894.64
Professional Dues	325.44
Misc Fringe Benefit	2,532.44
Vehicle Fringe Benefit	1,992.72

W2 Data Generated and Magnetic Media File Exported.
Please Print This Screen for Future Reference.
(Note: If Using the PrtScr Button on the ToolBar, You Must Print the Form and Print the ListView.)

10. Print this screen for future reference.

Note: Verify that the above totals match to the total of all four (4) of the Quarterly 941 Reports for the calendar year previously submitted to the Social Security Administration plus any adjustment amounts that were entered through the W-2 Adjustment Amount Entry transaction. If any employees were excluded on the Errors/Warning screen, make sure to adjust quarterly/year-to-date wage and withholding totals on other payroll reports to balance to the W-2 Totals displayed on the above screen.

It is also recommended that you compare this data with the data on the Quarter/YTD Report before printing W-2s. This report can be found at Payroll>Quarterly Procedures>Quarter/YTD Report (PR/QYTD). If there are discrepancies you can run the Payroll Verification Report (PR/PRVR) to look for differences between the check and quarterly totals.

If changes are made or W-2 Adjustments are entered, you will need to generate the W2 Data again.

Common W-2 Generate Errors

- Address is Invalid or Incomplete – The address can be corrected in Employee Maintenance on the Name and Address screen.
- Negative Deduction Amounts - If an employee shows up as an error on the W-2 Generate transaction with a negative amount, you will need to do a W-2 Adjustment to clear the negative amount. See pages 20-21 for more information about making W- 2 Adjustments.
- Negative Wages Amounts – If an employee shows up as an error on the W-2 Generate transaction with a negative amount, you will need to do a W-2 Adjustment to clear the negative amount. See pages 20-21 for more information about making W-2 Adjustments.

W-2 Adjustments

W-2 adjustments can be made to correct errors that display when W-2s are generated.

Note: W-2 Adjustments are combined with payroll yearly data when W-2s are generated. Therefore, they will affect W-2 totals and you must take any adjustments into account when balancing W-2s.

Payroll>Calendar YE Procedures>W2 Table Maintenance (PR/W2AA)

Example Adjustment:

Employee Jane Young is in the W-2 Generate error listing with a cafeteria plan amount of -202.00.

SSN	Name	Error Message
<input checked="" type="checkbox"/> 888-12-6568	LANE, AUDREY	Warning! Address is Invalid or Incomplete - W2 Should Not be Mailed
<input type="checkbox"/> 888-12-3987	YOUNG, JANE	Section 125 (Cafeteria Plan) is -202.00
<input type="checkbox"/> 888-12-6548	LONG, ERIC	Section 125 (Cafeteria Plan) is -103.00
<input type="checkbox"/> 888-32-1658	LOCKE, JOHN	Section 125 (Cafeteria Plan) is -15.00

Possible Cause: Employee may have been refunded money on a cafeteria wage deduction but had no earnings for the year. Negative values will be rejected by the SSA and show up in **RED** in the error list.

Correction: Enter a W-2 adjustment to offset the negative cafeteria plan deduction amount.

Payroll>Calendar YE Procedures>W2 Table Maintenance (PR/W2AA)

PR/W2AA: W2 Table Maintenance (v3.04)

Calendar Year: 2017 Social Sec. #: 888-12-3987 JANE YOUNG

Code: 1 14 Section 125 (Caf. Plan)

Wage Amt: 202.00

Add To: ☐ Federal Wages ☐ State Wages ☐ SS Wages ☐ MC Wages ☐ City Wages ☐ County Wages

Enter Taxes W/H: Federal: 0.00 State: 0.00 Social Se: 0.00 Medicare: 0.00 City: 0.00 County: 0.00

Import Options: ☒ Replace ☐ Add To

Import TTRS Amounts Import Employer Paid Benefits

Add Mode: Enter a New Record and Click Save When Done

1. Click on the **Add** button.
2. Enter **2017** in the **Calendar Year** field.
3. Enter the employee Social Security Number (with dashes) into the **Social Sec #** field.
4. Enter the W-2 code for Section 125 Cafeteria Plan (1) into the **Code** field.
5. Enter a positive amount in the **Wage Amt** field to offset the negative amount showing on the error listing. In this example, the amount in the error was -202.00 so +202.00 is entered.
6. Click on the **Save** button.
7. Make sure to generate your W-2s again to pull in the new adjustment information. The error for the employee should no longer display in the error listing.

Note: You can verify data keyed into the W-2 Table Maintenance transaction by running the W2 Table Edit List report that is located under Payroll>Calendar YE Procedures>W2 Table Edit List (PR/W2AR).

Test the W-2 Magnetic Media file with the Social Security Administration's AccuWage Program

Once all errors in NextGen are corrected and W-2 information is verified you can test the file with the SSA's AccuWage software.

Follow the instructions from the Social Security Administration to import the file. Additional information can be found on the SSA AccuWage website at:

<https://www.ssa.gov/employer/accuwage/>

If the AccuWage software identifies any errors in the W-2 Magnetic media file generated by the Nextgen Payroll software and you do not know how to correct them, please contact the Harris eSupport website and report the error. ****After correcting errors, you must Generate W-2s again.**

Common AccuWage Errors

Error: Submitters EIN and the Employer/Agent EIN is the same.

Fix: There is nothing you need to do regarding this message. This message can be ignored.

Error: Location Address [position 274-295]-This is a required field and must only contain letters, numbers, spaces, non-alpha non-numeric characters.

Fix: Go into Payroll>PR Setup>PR Parameter Maintenance I, tab 1 and make sure you have information in the **Address 2** field. This field is now required by the AccuWage software. If your district does not have a second address line you still must put something into the field. For example: ATTN Payroll Department

Error: User identification [Position 12-19] Must not be blank. Must be alphanumeric. This is a mandatory field.

Fix: Make sure you enter your SSA PIN number into the **Authorized Pin Number** field when you generate the W-2 file in PR/GW2D.

Print the W-2 Report

Use this transaction to report employee wage, withholding and benefit information that is recorded in the W2REPORT export file.

Payroll>Calendar YE Procedures>Print W2 Report (PR/PW2R)

PR/PW2R: Print W2 Report (v3.06)

Make sure to test the Magnetic Media File using AccuWage before attempting to run this report.
A Magnetic Media File with Negative Amounts can cause unpredictable results.

Export File

Report Destination

☒ To Report Viewer ☐ To Grid ☐ To File

☐ To Printer Office - Fred HP4

Enter Selection Criteria, Click Enter(F1) To Generate Report

1. Click the **Browse** button and browse to the location of the generated W-2 file.
2. Click on the **Enter** button.

Print W-2s

Important Notes

- **W-2s should not be printed until you have verified that the data is accurate and that the file has been tested in the SSA AccuWage software.**
- If you have contracted with Harris to print your W-2s, please submit a ticket in the eSupport helpdesk letting us know you are ready for your W-2s to be printed.
- For those sites that use the Document Services Viewer (DSV) or Employee Self Service (ESS):
 - You can print the physical W-2 forms out of NextGen but you must also 'print' from the Application Center to store the W-2s for viewing in DSV or ESS. The Harris support department can turn off the physical printing from the Application Center just for W-2s so that the W-2s are stored without physically printing them.
 - You can print the physical W-2 forms from the Application Center and the W-2s will be stored automatically for viewing in DSV or ESS. If physical W-2 forms are printed via the Application Center your only option is a legal sized folder/sealer form.
 - If you have contracted with Harris to print the physical W-2s for you we will also make sure they are stored for viewing in DSV or ESS.
- There are different printer and form settings depending on what service you are using. Please make sure you are following the instructions for your particular situation.
 - Regular Laser Printer or Continuous Feed Printers (pages 25 - 27)
 - Document Services (page 28)
 - Softdocs/AIG (pages 29-31)

Print W-2s with a Laser or Continuous Feed Printer (Not AIG/Softdocs or Document Services)

1. In PR Parameter Maintenance 1, tab1, make sure the W-2 Form Report Name is set to **prpw2flaser.rpt** for a laser printer or **prpw2fdotmatrix.rpt** for a continuous feed printer in PR Parameter Maintenance I, Tab 1.

Payroll>PR Setup>PR Parameter Maintenance I, Tab 1 – **Laser Printer Setting**

PR/PARM: PR Parameter Maintenance I (v3.06)

Installation ID: Cenoff

6. Summer Pay 7. Sick Bank 8. Leave 9. Emp Mnt/Pr Proc 10. Other

1. Site 2. Posting 3. Ins/GTL 4. Retire/Comp 5. Third Party Sys

Site Id: HARRIS BOARD OF EDUCATION UnEmp Id: 123456

Address 1: 100 1ST STREET State #: 01

Address 2: ATTN PAYROLL DEPARTMENT Zip Code: 35758

Federal ID #: 63-0000000 W2 State #: 123456 W2 Form Rpt Name: prpw2flaser.rpt

W2 Street Address: 100 1ST STREET Copy Pref: P

W2 Contact Name: JOE HARRIS W2 Zip Code: 36608

W2 Contact Phone: (251) 555-5555 Ext. E-mail: JHARRIS@BOE.EDU

Change Mode: Enter the Key Word for the Record to be Changed

Payroll>PR Setup>PR Parameter Maintenance I, Tab 1 – **Continuous Feed Printer Setting**

PR/PARM: PR Parameter Maintenance I (v3.06)

Installation ID: Cenoff

6. Summer Pay 7. Sick Bank 8. Leave 9. Emp Mnt/Pr Proc 10. Other

1. Site 2. Posting 3. Ins/GTL 4. Retire/Comp 5. Third Party Sys

Site Id: HARRIS BOARD OF EDUCATION UnEmp Id: 123456

Address 1: 100 1ST STREET State #: 01

Address 2: ATTN PAYROLL DEPARTMENT Zip Code: 35758

Federal ID #: 63-0000000 W2 State #: 123456 W2 Form Rpt Name: prpw2fdotmatrix.rpt

W2 Street Address: 100 1ST STREET Copy Pref: P

W2 Contact Name: JOE HARRIS W2 Zip Code: 36608

W2 Contact Phone: (251) 555-5555 Ext. E-mail: JHARRIS@BOE.EDU

Change Mode: Enter the Key Word for the Record to be Changed

2. Make sure the Reporting Parameters for transaction PR/PW2F are set up correctly.
 - a. Select Paper Size **Letter**.
 - b. The **Landscape** and **Condensed Printing** options should **NOT** be selected.

System Control>Reporting Parameters (SC/RPTP)

SC/RPTP: Reporting Parameters (v3.07)

System ID (or ALL): TS1/GW/XMS1 System Default Reports Printer: Office - Fred HP4

Reload Available Printers Paper Size: Letter ☒ Landscape

☒ Condensed Printing ☐ Ask Before Condensing Font: Sans Serif 17 cpi Font Size: 8

Optional Application/Transaction Specific Override of Defaults

Application/Transaction: PR PW2F Transaction Default Reports Printer: Office - Fred HP4

Payroll Print W2 Forms Paper Size: Letter ☐ Landscape

☐ Condensed Printing ☐ Ask Before Condensing Font: Font Size: Add Item

AP	TX	Printer Name	Paper Size	Landscape	Use	Ask	Font Name	Font Size
PR	PW2F	Office - Fred HP4	Letter	No	No	No		

Change Mode: Enter the Key Word for the Record to be Changed

3. Print the W-2s from the **Print W2 Forms** transaction.

Payroll>Calendar YE Procedures>Print W2 Forms (PR/PW2F)

PR/PW2F: Print W2 Forms - In Test (v3.11)

Select Year: 2017

☐ Select Employee Status to Print

Print W2s By:

- ☒ Report Location
- ☐ Check Location
- ☐ Employee Name
- ☐ Soc Sec Number

Select W2s To Print:

- ☒ All
- ☐ Single
- ☐ Restart

☒ Print Total Page

☒ Print Test Page For Printer Alignment

☐ Print Overflow W2s for Boxes 12 and 14

☐ Print "Corrected" On The W2

Crystal Report prpw2flaser.rpt Will be Used as Set Up in PR Parameters! (Set Paper Size to Letter)

Report Destination:

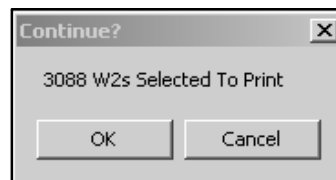
- ☒ To Report Viewer
- ☐ To Grid
- ☐ To File
- ☐ To Printer Milton on mob-fps-p01 (from 3G4NN72)

Setup

Enter Selection Criteria, Click Enter(F1) To Generate Report

Note: A statement just above the Report Destination section should display: **Crystal Report prpw2flaser.rpt will be used as Set Up in PR Parameters! (Set Paper Size to Letter).** If it does not, review the settings from the previous 2 steps.

- Select **2017** in the **Select Year** field.
- Select a sort option in the **Print W2s By** box.
- Select **All** in the **Select W2s To Print** box.
- Select the **Print Total Page** option.
- Select the **Print Test Page For Printer Alignment** option.
- Select the **To Report Viewer** option in the **Report Destination** box.
- Click on the **Enter** button to run the W-2s to the report viewer.
- Click **OK** to continue. This box will tell you how many W-2s will be printed.

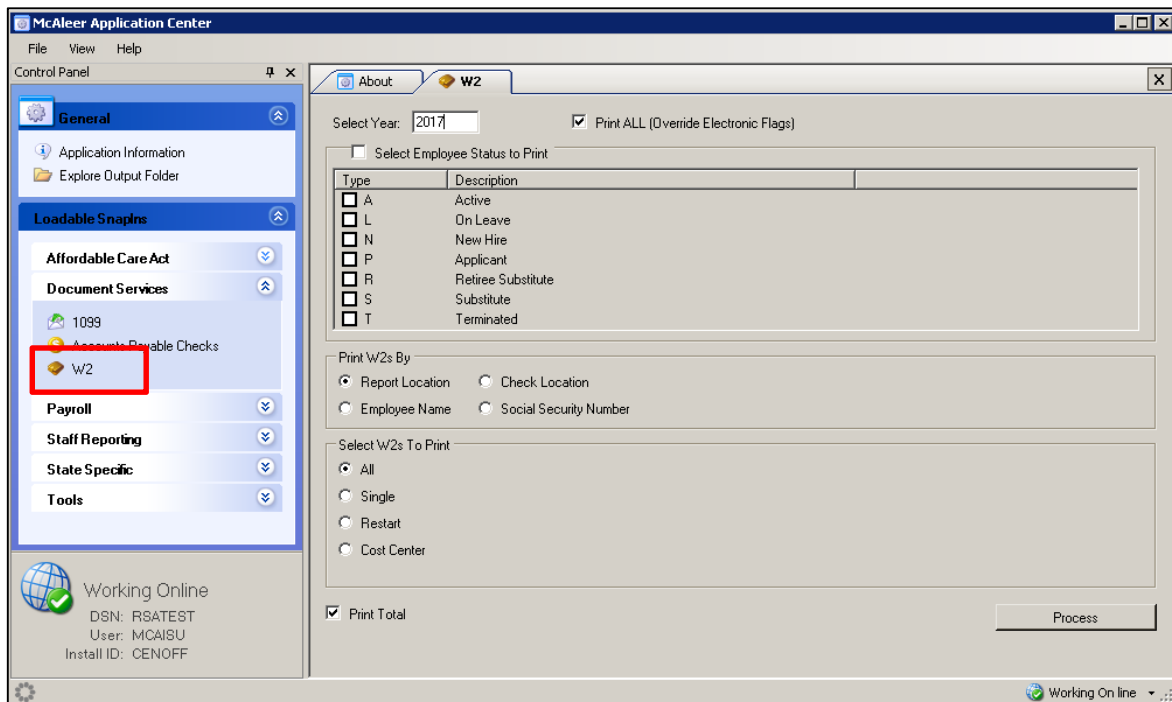


- The W-2s will be displayed on the screen. The first W-2 will be a "test" with all Xs and 9s. It is recommended you print this page first by itself to check the printer alignment. Once you are satisfied the alignment is good, you can print the rest of your W-2s.

Print W-2s for viewing in Document Services or ESS

Note: If you have already physically printed the W-2s from NextGen and are 'printing' from the Application Center just to store the forms for viewing in ESS or DSV then please contact the Harris support to verify that the physical printing for W-2s is turned off.

1. Log into the **Application Center**.
2. In the Loadable Snapins window, select Document Services>**W2**.



- Enter **2017** in the **Select Year** field.
- If you want to print all W2s regardless of the Electronic Forms options selected for individual employees on the Personnel Data screen in Employee Maintenance click on the **Print All (Override Electronic Flags)** option.
- To select certain employee statuses to print, choose the **Select Employee Status to Print** option and then select the employee types in the box below.
- Select a sort order in the **Print W2s By** box.
- Select All in the **Select W2s To Print** box.
- Select the **Print Total** option.
- The W-2s will print to the printer that was set up as the W-2 printer in Document Services, or if it has been set to store the forms only they will not print physically. Once this step is completed, employees will be able to view their W-2s in ESS/DSV.

Print W-2s Using SoftDocs/AIG

1. In PR Parameter Maintenance 1, tab1, make sure the W-2 Form Report Name is **blank** in PR Parameter Maintenance I, Tab 1.

Payroll>PR Setup>PR Parameter Maintenance I, Tab 1

PR/PRM: PR Parameter Maintenance I (v3.06)

Installation ID: Cenoff

6. Summer Pay 7. Sick Bank 8. Leave 9. Emp Mnt/Pr Proc 10. Other

1. Site 2. Posting 3. Ins/GTL 4. Retire/Comp 5. Third Party Sys

Site Id: HARRIS BOARD OF EDUCATION UnEmp Id: 123456

Address 1: 100 1ST STREET State #: 01

Address 2: ATTN PAYROLL DEPARTMENT Zip Code: 35758

Federal ID #: 63-0000000 W2 State #: 123456 **W2 Form Rpt Name**

W2 Street Address: 100 1ST STREET Copy Pref: P

W2 Contact Name: JOE HARRIS W2 Zip Code: 36608

W2 Contact Phone: (251) 555-5555 Ext. E-mail: JHARRIS@BOE.EDU

Change Mode: Enter the Key Word for the Record to be Changed

2. Make sure the Reporting Parameters for transaction PR/PW2F are set up correctly.
 - a. Select printer **AIG-mcaitext**.
 - b. Select Paper Size **Letter**.
 - c. The **Landscape** and **Condensed Printing** options should **NOT** be selected.

System Control>Reporting Parameters (SC/RPTP)

SC/RPTP: Reporting Parameters (v3.07)

System ID (or ALL): TS1/GWV/XMS1 System Default Reports Printer: Office - Fred HP4

Reload Available Printers Paper Size: Letter Landscape: ☒ Condensed Printing: ☒ Ask Before Condensing: ☐ Font: Sans Serif 17cpi Font Size: 8

Optional Application/Transaction Specific Override of Defaults

Application/Transaction: PR PW2F Transaction Default Reports Printer: AIG-mcaitext

Payroll: Print W2 Forms: Paper Size: Letter Landscape: ☐ Condensed Printing: ☐ Ask Before Condensing: ☐ Font: Font Size:

Add Item

AP	TX	Printer Name	Paper Size	Landscape	Use	Ask	Font Name	For
PR	PW2F	AIG-mcaitext	Letter	No	No	No		

Change Mode: Enter the Key Word for the Record to be Changed

3. Print the W-2s from the **Print W2 Forms** transaction.

Payroll>Calendar YE Procedures>Print W2 Forms (PR/PW2F)

PR/PW2F: Print W2 Forms - In Test (v3.11)

Select Year: 2017

☐ Select Employee Status to Print

☒ Print Total Page

Print W2s By:

- ☒ Report Location
- ☐ Check Location
- ☐ Employee Name
- ☐ Soc Sec Number

Select W2s To Print:

- ☒ All
- ☐ Single
- ☐ Restart

☒ Print Test Page For Printer Alignment

☐ Print Overflow W2s for Boxes 12 and 14

☐ Print "Corrected" On The W2

☒ Auto Configure Laser Printer Settings

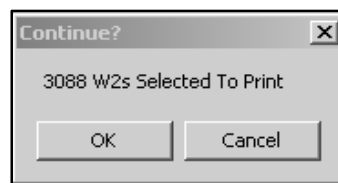
☒ Normal ☐ Adjust Print Lines

W2 Page Format: Form 5146M - Carbonless Inserts - Continuous Feed (also AIG)

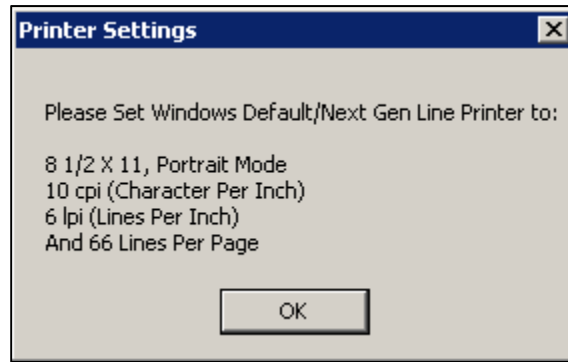
Make Sure Windows Default and NG Report Printers are the Same. If not, Exit, Set and Reload Sys Variable (It is Recommended to Print a W2 Test Page. Please Verify Alignment Before Printing the Remaining W2's.)

Enter Selection Criteria, Click Enter(F1) To Generate Report

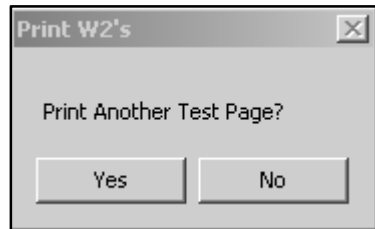
- Select **2017** in the **Select Year** field.
- Select a sort option in the **Print W2s By** box.
- Select **All** in the **Select W2s To Print** box.
- Select the **Print Total Page** option.
- Select **Print the Test Page For Printer Alignment** option.
- Select **Form 5146M – Carbonless Inserts – Continuous Feed (Also AIG)** for the **W2 Page Format**.
- Click on the **Enter** button.
- Click **OK** to continue. This box will tell you how many W-2s will be printed.



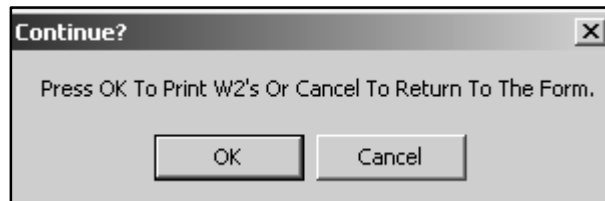
- The printer settings will display. Click **OK** to continue.



- If you selected to print a Test Page, one will print. Print as many test alignments as necessary to line up your W-2's before printing the employee W-2's. When you are satisfied with the alignment click **No**.



- Click Ok to print W-2s.



Submit the Magnetic Media File to the Social Security Administration

Use the Social Security Administration's AccuWage software to submit your file to the SSA.

See the SSA website for more information: <https://www.ssa.gov/employer/>

Note: The Social Security Administration will no longer accept diskette submissions.

Submit the Magnetic Media File to the State

If you selected **Submitting Magnetic Media to State** option when generating your W-2s, send the file to your State Department of Revenue.

Update the Federal Tax Tables in NextGen

PR Setup>Tax Table Maintenance>Tab 8. Tax Table Update (PR/TAXT)

PR/TAXT: Tax Table Maintenance (v3.04)

1. Tax Status Codes 2. EIC Parameters 3. Federal Tax Table 4. State Tax Parameters

5. St Tax Std Exem Par 6. State Exempt Amts 7. State Tax Table 8. Tax Table Update

☐ EIC Parameters

☒ Federal Tax Table

☐ State Tax Parameters

☐ State Tax Standard Exemption Parameters

☐ State Personal/Dependent Exemptions

☐ State Tax Table

☒ Update Annual Federal Exemption

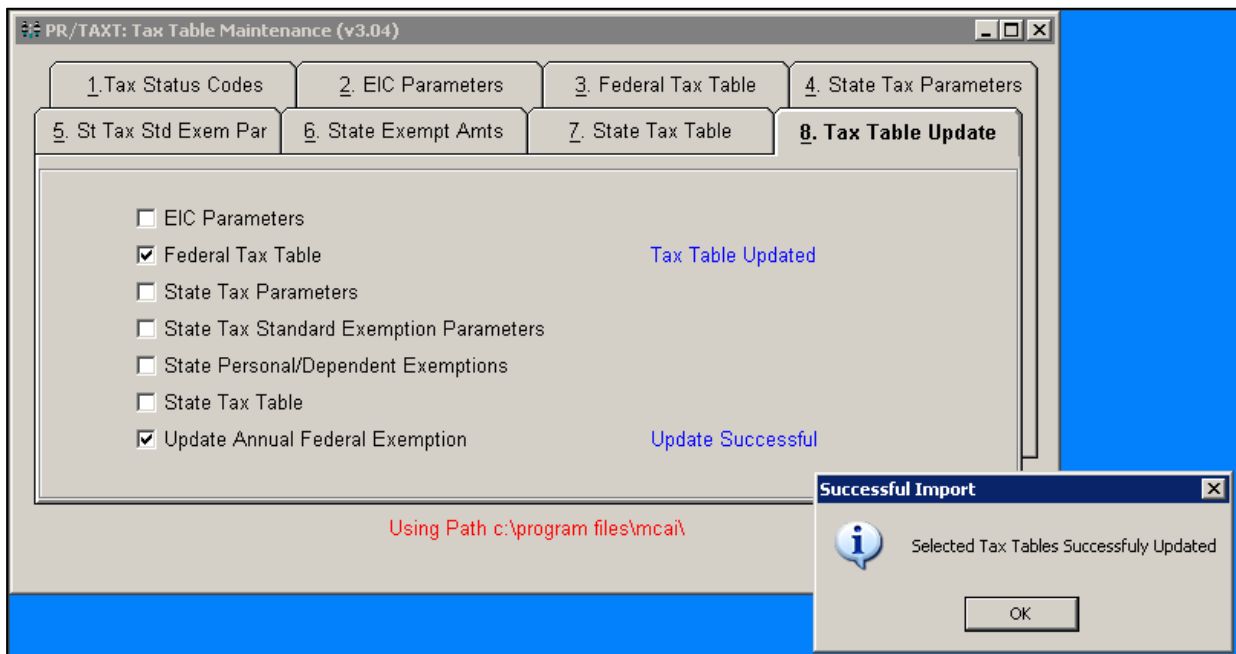
Select The Tax Tables to Update and Click Save

1. Press the **Change** button.
2. Select the **Federal Tax Table** and **Update Annual Federal Exemption** options.
3. Press the **Save** button.
4. When asked if you are sure you want to replace the selected tax table click **Yes**.

Replace Selected Tax Tables?

WARNING: Updating your Tax Tables will Replace the Selected Tax Tables in the system.
Are you sure you wish to continue?

Yes No



5. When the update is complete a message will display that the tax table updated successfully. Click **OK**.

Update the Social Security Deduction Master Record

Note: This step must be completed prior to processing the first payroll of the new year.

PR Setup>Deduction Master Maintenance (PR/DEDM)

[illegible]

1. In the **Deduction #** field key in the Social Security deduction number.
2. Press the **Change** button.
3. Click on **Tab 3** and enter the 2018 **Empl Ded Limit**, **Empl Wage Limit**, and **Empr Wage Limit** amounts.
4. Press the **Save** button.
5. Run the **Mass Change Deduction (PR/CSDA)** transaction to push the changes out to employee records. See next page.

Update the Employee Social Security Limit Amount

Note: This step must be completed prior to processing the first payroll of the new year.

Payroll>Employee Maintenance>Mass Change Deduction (PR/CSDA)

PR/CSDA: Mass Change Deduction (v3.12)

Deduction Number SocSec

Apply Changes To:

☐ Monthly Percent - Employee
 ☐ Monthly Percent - Employer
 ☐ Total Deducted
 ☒ Limit on Deduction - Employee

☒ Ignore Old Amount and Write New Amount to All Records

New Amount \$

☐ Update Benefit Code
 ☐ Update Division Code

☒ Include Terminated Employees

Select Data Update Paramters and Press Enter (F1)

1. In the **Deduction Number** field key in the Social Security deduction number and press **Enter**.
2. Select **Limit on Deduction - Employee**.
3. Select **Ignore Old Amount and Write New Amount to All Records**.
4. Enter the new limit amount in the **New Amount** field.
5. Select the **Include Terminated Employees** option if you would like to also zero out the deduction limit for terminated employees.
6. Press the **Enter** button at the top of the screen. A list of employees will be displayed.

PR/CSDA: Mass Change Deduction (v3.12)

Deduction Number SocSec

Empl #	Name (Deduct #4 - SocSec)	Curr Empl Limit (\$)	New Empl Limit (\$)
<input checked="" type="checkbox"/> 1000	LAST NAME 128 , KATRINA	7886.40	7960.80
<input checked="" type="checkbox"/> 1001	LAST NAME 542 , GWEND...	7886.40	7960.80
<input checked="" type="checkbox"/> 1002	LAST NAME 607 , CORLISS	7886.40	7960.80
<input checked="" type="checkbox"/> 1003	LAST NAME 399 , WANDA	7886.40	7960.80
<input checked="" type="checkbox"/> 1004	LAST NAME 150 , NORMA	7886.40	7960.80
<input checked="" type="checkbox"/> 1005	LAST NAME 272 , ACYENITH	7886.40	7960.80
<input checked="" type="checkbox"/> 1006	LAST NAME 188 , JIMICKA	7886.40	7960.80
<input checked="" type="checkbox"/> 1007	LAST NAME 79 , ANNE	7886.40	7960.80
<input checked="" type="checkbox"/> 1008	LAST NAME 27 , FRANKE	7886.40	7960.80
<input checked="" type="checkbox"/> 1009	LAST NAME 420 , KRISTINA	7886.40	7960.80
<input checked="" type="checkbox"/> 1010	LAST NAME 113 , JACK	7886.40	7960.80
<input checked="" type="checkbox"/> 1011	LAST NAME 596 , MARY	7886.40	7960.80
<input checked="" type="checkbox"/> 1012	LAST NAME 280 , MYRA	7886.40	7960.80
<input checked="" type="checkbox"/> 1013	LAST NAME 639 , RHONDA	7886.40	7960.80
<input checked="" type="checkbox"/> 1014	LAST NAME 718 , ASHLEY	7886.40	7960.80
<input checked="" type="checkbox"/> 1015	LAST NAME 251 , DIANA	7886.40	7960.80
<input checked="" type="checkbox"/> 1016	LAST NAME 236 , DOUGLAS	7886.40	7960.80

Check/Uncheck the Employees to Change, then Press Save

- No reports print with this transaction. If you would like a list of the employees showing the change that will be made click on the **PrtScr** button at the top of the transaction. You will have the option to print the list view or export the list view to Excel.
- Press the **Save** button to process the change. Any employee with a checkmark in the box next to their record will be updated to the new deduction limit. Once the transaction is complete you will see a message at the bottom of the screen in red that says '**Update Complete!**'.

Important Note: You will also need to clear the limits for any other deductions that have a limit that is regulated by calendar year

Update the Employee Social Security Total Deducted

Note: This step must be completed prior to processing the first payroll of the new year.

Payroll>Employee Maintenance>Mass Change Deduction (PR/CSDA)

1. In the **Deduction Number** field key in the Social Security deduction number and press **Enter**.
2. Select **Total Deducted**.
3. Select **Ignore Old Amount and Write New Amount to All Records**.
4. Enter **0.00** in the **New Amount** field.
5. Select the **Include Terminated Employees** option if you would like to also zero out the total deducted for terminated employees.
6. Press the **Enter** button at the top of the screen. A list of employees will be displayed.

Enter Add Change Delete Save Inquire Next Back Clear Search PrtScr Exit

PR/CSDA: Mass Change Deduction (v3.10)

Deduction Number SOC SEC

Empl #	Name (Deduct #3 - SOC SEC)	Curr Tot Deduc (...)	New Tot Deduc (\$)
<input checked="" type="checkbox"/> 1	DOE , JOHN	2868.84	0.00
<input checked="" type="checkbox"/> 2	DOE , JANE	0.00	0.00
<input checked="" type="checkbox"/> 3	SMITH , SHERRY S	0.00	0.00
<input checked="" type="checkbox"/> 4	RILEY , MARTHA P	0.00	0.00
<input checked="" type="checkbox"/> 8	BOWLING , GARY	0.00	0.00
<input checked="" type="checkbox"/> 11	CHAMBERS , KENNY	1253.08	0.00
<input checked="" type="checkbox"/> 14	MARTIN , JANE	0.00	0.00
<input checked="" type="checkbox"/> 17	DAVIS , WILLIAM	0.00	0.00
<input checked="" type="checkbox"/> 20	DAVIS , GENE	0.00	0.00
<input checked="" type="checkbox"/> 24	JUAREZ , ELIZABETH	0.00	0.00
<input checked="" type="checkbox"/> 25	HOWARD , IRENE	0.00	0.00
<input checked="" type="checkbox"/> 26	HAGOOD , JANE	128.85	0.00
<input checked="" type="checkbox"/> 28	GOODMAN , JIMMY	0.00	0.00
<input checked="" type="checkbox"/> 30	JACKSON , BOB	2095.08	0.00
<input checked="" type="checkbox"/> 33	LANE , LUCILLE	0.00	0.00
<input checked="" type="checkbox"/> 38	MOORE , CHARLES E	0.00	0.00
<input checked="" type="checkbox"/> 39	MURPHY , DARRYL A	0.00	0.00

Check/Uncheck the Employees to Change, then Press Save

- No reports print with this transaction. If you would like a list of the employees showing the change that will be made click on the **PrtScr** button at the top of the transaction. You will have the option to print the list view or export the list view to Excel.
- Press the **Save** button to process the change. Any employee with a checkmark in the box next to their record will be updated to the new total deducted amount. Once the transaction is complete you will see a message at the bottom of the screen in red that says '**Update Complete!**'.

Run Calendar Year End Initialization

Note: This step must be completed prior to processing the first payroll of the new year.

Payroll>Calendar YE Procedures>Calendar YE Initialization (PR/CYEI)

PR/CYEI: Calendar YE Initialization (v3.08)

Calendar Year To Initialize: 2018

Select Employee Job Status

Status	Description
<input checked="" type="checkbox"/> A	Active
<input checked="" type="checkbox"/> L	On Leave
<input checked="" type="checkbox"/> P	Applicant
<input checked="" type="checkbox"/> R	Retiree Substitute
<input checked="" type="checkbox"/> S	Substitute
<input checked="" type="checkbox"/> T	Terminated

Select Pay Period Code

Code	Description
<input checked="" type="checkbox"/> B	Bi-Weekly
<input checked="" type="checkbox"/> M	Monthly
<input checked="" type="checkbox"/> S	Semi-Monthly
<input checked="" type="checkbox"/> W	Weekly

1. Select the new calendar year in the **Calendar Year to Initialize** box.
2. The **Job Status** and **Pay Period Code** will default to all selected. You can leave these set at the default.
3. Press the **Enter** button.

Note: You may get a message that records exist in the PREJDEDQ, PREJEARN, and PREJFBQ tables and that the records will not be updated. Click **YES**.

Records Already Exist

Records Exist For The Selected Employees In Table(s)
PREJDEDQ & PREJEARN & PREJFBQ For Calendar Year 2017
These Records Will Not Be Updated. Continue?

Yes No

Calculate Fringe Benefits - Alabama Only

Important: These instructions are for Alabama clients who run Fringe Benefits in January for the entire year instead of calculating them monthly or once a year in December. This process should be run prior to the last compute of the January payroll.

Payroll>PR Setup>PR Paramter Maintenance I, tab 10

The screenshot shows the 'PR/PARM: PR Parameter Maintenance I (v3.05)' window. The 'Installation ID' is 'Cenoff'. The 'Tab 10. Other' is selected. The 'Federal Minimum Wage' is 7.25, 'Max Paid Leave Days' is 0.00, and 'Default Substitute Rate' is 70.00. The 'Scholastic Begin Month/Day' is 7/1. The 'Clear Fringe Benefit After Update' checkbox is highlighted with a red box. Other checkboxes include 'Withhold Federal Tax From Fringe Benefits', 'Withhold State Tax From Fringe Benefits', 'Use Pay Class Code', 'Post Input Pay by Day', and 'Allow Update To Live From Budget Work'. The 'Employer Paid Benefits' section has 'Delete Records Once Posted' unchecked. The 'Distribute By' section has 'Amounts/Percents', 'Budget Amounts', and 'Fiscal Year-To-Date Amounts' all unchecked. A red text prompt at the bottom says 'Inquire Mode: Enter the Key Word for the Desired Record'.

Under PR Setup, under Pr Parameter Maintenance I, Tab 10. Other, be sure that **Clear Fringe Benefit After Update** checkmark is not selected.

Payroll>PR Check Processing>Calc Taxable Fringe Benefit (PR/CTFB)

The screenshot shows the 'PR/CTFB: Calc Taxable Fringe Benefit (v3.14)' window. The 'Effective Date' is 12/31/2018 and the 'Employment Date' is 10/01/2016. The 'Scholastic Year' is 2017, with a date range of 07/01/2016 Thru 06/30/2017. The 'Update Fringe Benefit' checkbox is checked. The 'Calculate Amount' section has 'Pay Period' selected. The 'Report Destination' section has 'To Report Viewer' selected. A red text prompt at the bottom says 'Enter Selection Criteria, Click Enter(F1) To Generate Report'.

1. Enter the **Effective Date**. This date will always be 12/31 of the current year.
2. Enter the **Scholastic Year**. This year should be the fiscal year prior to the current year. So for calendar year 2018, you would use scholastic year 2017. The date range that will be used will display next to the year.
3. Enter the **Employment Date**. This date is up to your district policy and Harris support cannot tell you what date to enter. Anyone hired after the date you enter here will not be included in the calculation. In the sample above, no one hired after 10/1/2016 will be included.
4. Select the **Pay Period** option in the **Calculate Amount** box.
5. Before updating the fringe records, you can run the transaction as report only. To do this make sure the **Update Fringe Benefit** option is not selected and click on the **Enter** button.
6. To update the Fringe Benefits mark the **Update Fringe Benefit** checkmark and choose the **Replace Amount** option.
7. Click on the **Enter** button.
8. Once the fringe has been updated you will be able to see fringe benefit records for individual employees in the **Employee Maintenance Job Leave/Fringe** screen. Click on the **View Fringe Benefit Data** button to view the fringe record.

Fringe Benefit Information

Code

Amount ☐ Active

Code	Description	Amount	Active
L	GROUP TERM LIFE	50.00	Yes