



W-2 Processing

IRS information

-  General Instructions for W-2
<https://www.irs.gov/pub/irs-pdf/iw2w3.pdf>
- Accuwage
<https://www.ssa.gov/employer/accuwage/index.html>
- Springbrook does not give legal advice. Refer to the resources above to obtain specific code and reporting information.

Prepare for W2s - Balancing

-  Remember – IF the Payroll history is correct in the system W-2's will process without any issues or modifications.
- Complete 4th quarter reports.
- Do any manual check adjustments to handle items like disability pay. Be certain the check dates and batch years are for the W2 year being reported.
- Total the reported amounts for the year.
- Run a deduction register (Totals only) for the year.
- Check against W-2 proof list
- Make sure the totals for FICA/FICAR and MEDI/MEDIR match.
- MEDI will not match if there were employees that earned over \$200,000.
- FICA will not match if there were employees with disability pay (depending on plan).

W2 Process

- Generate Brings in employee information to the batch.
- Exceptions Optional step but will identify some errors that need to be fixed.
- Edit Optional step. This is where you would change items if needed.
- Proof List Summary and Detail available. Used to balance.
- W2 Prints the forms.

- Export Exports data to be uploaded to Accuwage. Optional step.
- Commit Sends data to Employee Self Service.

The screenshot shows the 'Generate / W-2s' application window. The 'Settings' section includes fields for Year (2021), Date to Use (Check Date), Sort By (Department Then Name), FICA Max (142,800.00), SDI Max (0.00), Federal ID (999-99-99999), Reporting Group, Employer (Springbrook), Employer Type (State or Local Government), Address Line 1 (123 Main Steet), Address Line 2, City (Springbrook), State (KY), and Zip Code (54220-4543). A checkbox for 'NY: State wages = Federal wages on W-2' is also present.

Ded/Ben Code	Description	Box Number	Code	Retirement Plan
NOSHOR	Deferred Comp - N...	0		
OES	Open Enrollment S...	0		<input checked="" type="checkbox"/>
OPS ER	OPERS - Employer	0		<input checked="" type="checkbox"/>
OPS PU	OPERS Employer P...	0		<input checked="" type="checkbox"/>
OPSUAL	OPSRP UAL	0		
ORSHS	Oregon SHS tax	0		
ORTRAN	Transit tax	14	OTT	
OTHER	Other Tax	0		

W2 Process - Generate

- Select 2021 (proper year being reported).
- Use Check Date.
- Select desired sort for the W2s.
 - Department Then Name
 - Employee Number
 - Last Name
 - Social Security Number
- Check the FICA maximum and change if necessary.
- If California, check the SDI Max
- Use Reporting Groups only if required.

Settings	
Year:	2021
Date to Use:	Check Date
Sort By:	Department Then Name
FICA Max:	142,800.00
SDI Max:	0.00
Federal ID:	999-99-99999
Reporting Group:	

- Employer Name and Address come from System Setup.
- Employer Type Does not save in earlier versions.
 - Federal Government
 - Not Applicable
 - State or Local Government
 - State of Local Government tax exempt
 - Tax Exempt
- NY: State wages = Federal wages on W-2 toggle Used in NY. Forces the State Wages to equal the Federal wages regardless of history.

Employer:	Springbrook
Employer Type	State or Local Government
Address Line 1:	123 Main Steet
Address Line 2:	
City:	Springbrook
State:	KY
Zip Code:	54220-4543
<input type="checkbox"/> NY: State wages = Federal wages on W-2	

- Mark Retirement Plan
 - Mark any deductions or benefits identifying employee is in a Retirement plan.
 - Checks box 13 on the W2.
- Fill in Box Numbers and Codes
- 7.15+ will create second W2s if more information than will fit in boxes 12, 14 and 19

Ded/Ben Code	Description	Box Nu...	Code	Retirement Plan
RetOT	Retirement for Overtime	0		<input checked="" type="checkbox"/>
HSA		0		<input type="checkbox"/>
IMPUTE	Imputed Income Tax	12	C	<input type="checkbox"/>
REGION	Statewide Transit Tax	19	CITY	<input type="checkbox"/>
OTHER	Other Tax	19	COUNTY	<input type="checkbox"/>
HEALCH	Health - Providence	12	DD	<input type="checkbox"/>
HICHER	Health Ins. - Providenc...	12	DD	<input type="checkbox"/>
HIFIRE	Health Ins. - Fire Union	12	DD	<input type="checkbox"/>
HIFIRR	Health Ins. - Fire Union	12	DD	<input type="checkbox"/>
HILBUE	Health Ins. - Lib Union...	12	DD	<input type="checkbox"/>
HILBUR	Health Ins. Lib Union ...	12	DD	<input type="checkbox"/>
HILBNE	Health Ins. -Lib-Non-R...	12	DD	<input type="checkbox"/>
HILBNR	Health Ins. - Lib-Non-R...	12	DD	<input type="checkbox"/>
HINRR	Health Ins. - Kaiser ER	12	DD	<input type="checkbox"/>
HINRE	Health Ins. - Kaiser	12	DD	<input type="checkbox"/>



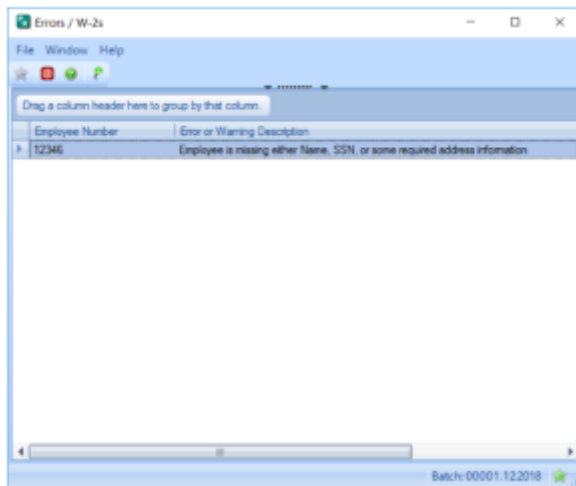
Tip – The down arrow can make entry easier in this section of the window.

Generate Notes

- Generate settings are not saved from year to year.
- Local Taxes (boxes 18, 19, 20) on the W2 – Functionality has been added to print the description keyed in the code box if filled in. If blank the description will come from the deduction description (as room allows).
- DON'T forget to toggle the Retirement Plan box for any deduction/benefit codes that should mark this box.
- Reporting Groups - Used to report separate Employer tax ID numbers. Not often used unless reporting multiple agencies separately. IF USED – MAKE SURE TO CHECK THE EMPLOYEES IN THE REPORTING GROUP BEFORE GENERATING!

Exceptions

- Exceptions were enhanced to include an exception if there are any negative totals brought into the process. These will reject in Accuwage.
- If a Name, SSN or other required information is missing the Exceptions step will warn.
- No exceptions will stop the process. Be sure to check for exceptions.



Edit Step

- Do you need to edit anything?
- Hopefully not any primary information.
- Make sure the Retirement box checked before making any edits.
- Change address information on the employee if possible.
- To add a new W-2
 - Typically only necessary if an employee did not have regular wages but had disability pay for the entire year.
- Best Practice: Have W2 generated information match Payroll History.

Overflow W-2s

If an employee has more than 4 items in box 12 or more than 2 in box 19 a second page will be created. This is being added for box 14. Not available in all versions.

Control Number	Name	Fed Wages	Fed Tax	SS Wages	SS Tax	Med Wages	Med Tax	State Wages	State Tax
0000000001	Abie, Zena Ann	\$52,323.48	\$2,969.79	\$52,323.48	\$3,244.10	\$52,323.48	\$758.69	\$52,323.48	\$3,235.27
0000000004	Diech, David M	\$1,391.63	\$143.84	\$1,591.63	\$98.68	\$1,591.63	\$23.08	\$1,391.63	\$98.50
Overflow 12a Overflow 12b Overflow 12c Overflow 12d Overflow Local1 Overflow Local2									
H	J	N	P						
0000000005	Gleaser, Kevin D	\$2,366.57	\$200.08	\$2,325.77	\$144.20	\$2,325.77	\$33.72	\$2,366.57	\$147.01
0000000006	Hagenore, Lee...	\$1,572.12	\$232.41	\$1,722.12	\$106.77	\$1,722.12	\$24.97	\$1,572.12	\$94.58
0000000007	Junk, Rudolf L	\$2,261.67	\$223.56	\$2,263.49	\$140.34	\$2,263.49	\$32.82	\$2,261.67	\$140.19
0000000008	Kell, Jeffery R	\$1,646.45	\$182.06	\$1,646.45	\$102.08	\$1,646.45	\$23.87	\$1,646.45	\$100.20
0000000013	Knowles, Kelly K	\$23,170.98	\$1,791.05	\$23,530.98	\$1,458.93	\$23,530.98	\$341.18	\$23,170.98	\$1,207.23
0000000009	Lacroix, Paul A	\$1,859.33	\$174.00	\$1,859.33	\$102.88	\$1,859.33	\$24.06	\$1,859.33	\$101.04
0000000002	Palmer, Carol A	\$39,736.49	\$5,949.27	\$39,736.49	\$2,401.64	\$39,736.49	\$561.65	\$39,736.49	\$2,329.79
0000000010	Rhodes, Randal L	\$1,690.35	\$178.65	\$1,690.35	\$104.80	\$1,690.35	\$24.51	\$1,690.35	\$103.06
0000000003	Rube, Anthony M	\$44,043.79	\$4,808.85	\$44,043.79	\$2,730.77	\$44,043.79	\$638.65	\$44,043.79	\$2,699.24
0000000011	Sorenson, Roger...	\$1,665.59	\$154.74	\$1,665.59	\$103.27	\$1,665.59	\$24.15	\$1,665.59	\$101.45
0000000012	Soukup, David E	\$11,849.40	\$1,132.62	\$11,849.40	\$734.64	\$11,849.40	\$171.81	\$11,849.40	\$448.80

The Plus indicates the second W-2 record.

If one of the records is edited the second record must also be edited.

Edit W-2 Record / W-2s

File Window Help

Maintenance

Control Number:	0000000000	SS Tip:	0.00	State Wages:	1,391.63
Employee SSN:	999-99-9405	Allocated Tip:	0.00	State Tax:	80.50
First Name:	DAVID M	Verification Code:		Local Wages:	0.00
Middle Name:		Dept Care Benefit:	0.00	Local Tax:	0.00
Last Name:	DISCH	Nonqual Plans:	0.00	Locality Name:	
Name Suffix:		Box 12a:	D 12.76	2nd State:	
Employee Address 1:	2529 So 8th St	Box 12b:	00 921.70	2nd State ID:	
Employee Address 2:		Box 12c:	EE 3.50	2nd State Wages:	0.00
Employee City:	Springbrook	Box 12d:	0 12.76	2nd State Tax:	0.00
Employee State:	OR	Box 13:	<input type="checkbox"/> 3rd party sick <input checked="" type="checkbox"/> Retirement plan <input type="checkbox"/> Statutory emp	2nd Local Wages:	0.00
Employee ZIP:	99999	Box 14:	DC 200.00	2nd Local Tax:	0.00
Federal Wages:	1,391.63	State:	OR	2nd Locality Name:	
Federal Tax:	143.84	State ID Number:	95-878543		
SS Wages:	1,591.63				
SS Tax:	90.68				
Med Wages:	1,591.63				
Med Tax:	23.08				

Batch: 00001.12.2017

Edit W-2 Record / W-2s

File Window Help

Maintenance

Control Number:	0000000000	SS Tip:	0.00	State Wages:	0.00
Employee SSN:	999-99-9405	Allocated Tip:	0.00	State Tax:	0.00
First Name:	DAVID M	Verification Code:		Local Wages:	0.00
Middle Name:		Dept Care Benefit:	0.00	Local Tax:	0.00
Last Name:	DISCH	Nonqual Plans:	0.00	Locality Name:	
Name Suffix:		Box 12a:	H 12.76	2nd State:	
Employee Address 1:	2529 So 8th St	Box 12b:	J 12.76	2nd State ID:	
Employee Address 2:		Box 12c:	N 9.14	2nd State Wages:	0.00
Employee City:	Springbrook	Box 12d:	P 115.59	2nd State Tax:	0.00
Employee State:	OR	Box 13:	<input type="checkbox"/> 3rd party sick <input type="checkbox"/> Retirement plan <input type="checkbox"/> Statutory emp	2nd Local Wages:	0.00
Employee ZIP:	99999	Box 14:		2nd Local Tax:	0.00
Federal Wages:	0.00	State:		2nd Locality Name:	
Federal Tax:	0.00	State ID Number:			
SS Wages:	0.00				
SS Tax:	0.00				
Med Wages:	0.00				
Med Tax:	0.00				

Batch: 00001.12.2017

Proof List

W-2 Proof List / W-2s

File Window Help

Print Options

Report Type: **Summary**

Show zero dollar entries

Box Selection

- ☒ Box 1 - Federal Wages
- ☒ Box 2 - Federal Tax
- ☒ Box 3 - SS Wages
- ☒ Box 4 - SS Tax
- ☒ Box 5 - Medi Wages
- ☒ Box 6 - Medi Tax
- ☒ Box 7 - SS Tips
- ☒ Box 8 - Allocated Tips
- ☒ Box 10 - Dep Care Ben
- ☒ Box 11 - Nonqual Plan
- ☒ Box 12
- ☒ Box 14
- ☒ Box 16 - State Wages
- ☒ Box 17 - State Tax
- ☒ Box 18 - Local Wages
- ☒ Box 19 - Local Tax

Batch: 00001.12.2017

- 💡 Run Summary first. Then change from Summary to Detail to have the detail version saved with the batch.
- Detail can be run for a single box that doesn't balance to other reports.
- Tip: Send detail to Excel as well as the deduction register (summary) or General Wage report. This can help you find errors on specific employees.
- In order to save the detail, go back and run the detail for all boxes.
- Only the last version run will be retained in the batch.

Payroll				
W-2 Proof List				
User:	Admin			
Printed:	11/15/2021 - 2:24 PM			
Batch:	00001.11.2021 - 2021			
Text:	2021			
Box	Code	Description	Employee	Amount
1		Federal wages		
			Total for Box 1	895,992.62
2		Federal income tax withheld		
			Total for Box 2	172,223.82
3		Social security wages		
			Total for Box 3	737,995.37
4		Social security tax withheld		

Balance W2 data to Payroll

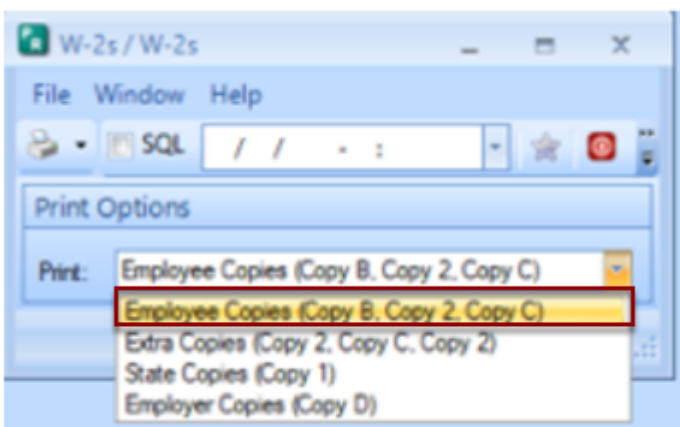
- 💡 Run a deduction register (Totals only) for the year by check date.
 - Be sure to Exclude Void on the report.
- Check against W-2 Summary proof list.
 - Make sure the totals for FICA and FICAR match each other and between the reports.
 - If no employees exceed \$200,000 , MEDI and MEDIR will match.
- Balance wage totals (FED, STATE, FICA, MEDI) to the Quarterly Wage report for 4th quarter.
- Use General Wage report or export (7.17+) to balance local wages.
 - Other has been added as a Subject Wages option to the General Wage report.

Print W2s

This step prints the W2 forms.

- Employee Copies (B, 2, C)
- Extra Copies (2, C, 2)
- State Copies (1)
- Employer Copies (D)

W2s print the entire form 3 to a page so no line-ups are needed.



Forms

- Springbrook prints the entire front of the W-2

- 3 W2s to a page
- Approved vendors – Some print on plain paper.
- Order Forms from approved vendor to insure line-up is correct.
 - Solv <https://tinyurl.com/SpringbrookEnterprise>

a Employee's social security number 999-99-3963		OMB No. 1545-0008		Copy B To Be Filed With Employee's FEDERAL Tax Return					
b Employer identification number (EIN) 396-00-5599		1 Wages, tips, other compensation 1480.59		2 Federal income tax withheld 90.56					
c Employer's name, address, and ZIP code Springbrook 123 Main Street Springbrook, OR 54220-4543		3 Social security wages 1780.59		4 Social security tax withheld 110.40					
		5 Medicare wages and tips 1780.59		6 Medicare tax withheld 25.82					
		7 Social security tips		8 Allocated tips		9 Verification code			
		10 Dependent care benefits		11 Nonqualified plans		12a Code			
d Control Number 0000000001		12b Code		12c Code		12d Code			
e Employee's name, address and ZIP code DEBORAH A NEUSER 5201 Reifs Mills Rd Springbrook, OR 99999		13 Statutory employee		14 Other					
		Retirement Plan						<input checked="" type="checkbox"/>	
		Third-party sick pay							
		15 State Employer's state ID number UT 95-876543		16 State wages, tips, etc. 1,480.59		17 State income tax 87.44		18 Local wages, tips, etc.	
		0.00		0.00		19 Local income tax			
						20 Locality name			

Form W-2 Wage and Tax Statement 2018

Department of the Treasury - Internal Revenue Service

a Employee's social security number 999-99-3963		OMB No. 1545-0008		Copy 2 To Be Filed With Employee's State, City, or Local Tax Return			
b Employer identification number (EIN) 396-00-5599		1 Wages, tips, other compensation 1480.59		2 Federal income tax withheld 90.56			

Export

- Springbrook does not create a printed W3.
- All reporting is done electronically.
- NOTE: No record layout changes to the Federal file for 2020 reporting.

Export W-2 Data / W-2s

File Window Help

OK Favorite Exit Help Dock in MDI

Settings

PIN: Contact Fax:

Contact Name: Preference:

Contact Email: Resubmission:

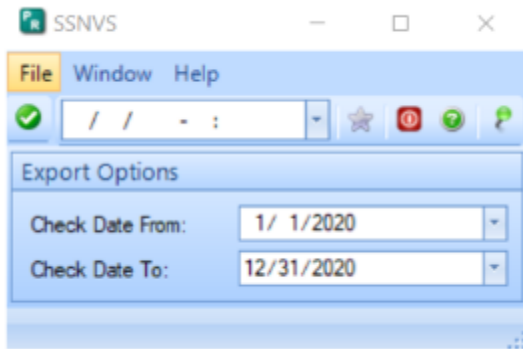
Contact Phone: WFID:

W2 Type:

Batch: 00001.12.2017

SSNVS – Social Security Number Verification Service

- Checks employee names to SSNs.
- Export available in Payroll > Utilities > SSNVS.
- Exports a file that can be uploaded to BSO SSNVS for Social Security Number verification prior to sending W2s.



SSNVS - Notepad

File	Edit	Format	View	Help
999994045TPV214THEEL	ADAM	R	07011980M	
999922674TPV214GROELLE	DEAN	A	03141974M	
999993963TPV214NEUSER	DEBORAH	A	12021964F	
999997627TPV214VOLT	JOHN	C	07241964M	
999999001TPV214KRACHT	RALPH	V	01311973M	
999997825TPV214MUELLER	MIKE	J	11131964M	
999997448TPV214VOGT	RICKY	L	02281961M	
999998952TPV214LEMBERGER	CHARLES	E	08091949M	

BSO – Business Services Online

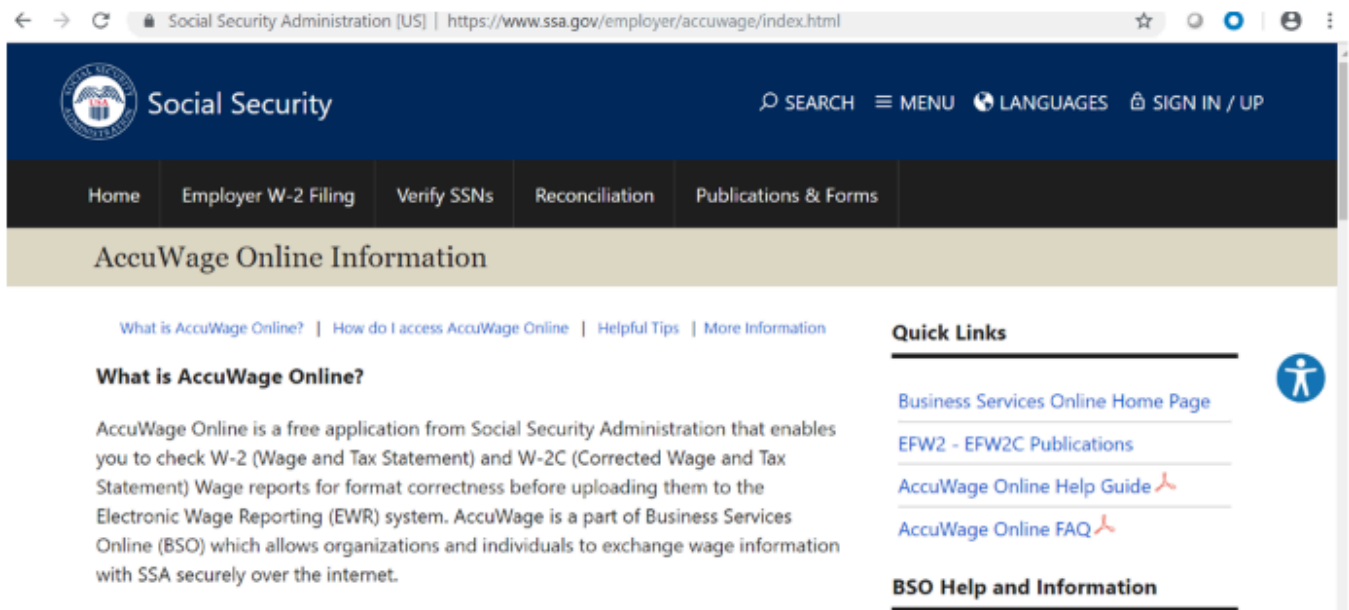
- Check now to make sure you can log in to BSO.
- Add additional services (SSN checking) if needed.

<https://www.ssa.gov/bso/bsowelcome.htm>

- Accuwage – Used to upload the W2 file export.
- Must log in to BSO to get to Accuwage Online.
- Instructions on the page linked below.

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

Accuwage



FFCRA – Families First Coronavirus Response Act

IRS Notice 2020-54

- Requirement to report FFCRA wages in box 14 of the W2.
- Springbrook has added functionality to import data into this and other boxes.
- Added because we don't have any way of posting specific pay codes to boxes on the W2s.
- <https://www.irs.gov/newsroom/treasury-irs-issue-guidance-on-reporting-qualified-sick-and-family-leave-wages-paid-aid>

New Menu option – Payroll > Utilities > Import W2 Updates

- New utility has been added to import data into specific boxes on the generated W2. Available in versions 7.15+.
- Menu Security will need to be added to access the Utility.
- Can only be used to import data into boxes 12, 14 and 19.
- Box 12 – Currently has 4 available boxes. Currently creates overflows
- Box 14 – Currently has 3 available boxes. Does not currently have overflow capability.
- Box 19 – also fills boxes 18 (wages) and 20 (code). Currently creates overflows.

Import W2 information

- Import will create an overflow W2 if the boxes are full.
- Will NOT overwrite existing data in the boxes.
- Export and combine the information that will be imported into the W2.
- Use the Pay Type Register sent to excel (totals by employee) for Box 14 FFCRA data.
- Use the General Wage Report (7.15 and 7.16) or the General Wage Export to get box 19 data.
- Payroll > Utilities > Import W2 Updates window. Information is imported to a W2 batch that has been generated.



Import W2 information – File Format

This will be a CSV file import. File must have all 7 columns.

- | | | |
|---|---|---|
| <p>A. Employee Number *</p> <p>B. SSN *</p> | } | <p><u>Either field</u> but not both. Leave the unfilled field blank</p> |
| C. Box Number (12, 14, 19) | | |
| D. Box Code (optional for box 19 – Required for boxes 12 and 14) | | |
| E. Amount – This amount will go in the box noted. | | |
| F. Wages (blank for Box Number 12 and 14. Will go in box 18 if Box Number is 19). | | |
| G. Description (blank for Box Number 12 and 14. Will go in box 20 if box number is 19). | | |

Import W2 information – Process

- After the W2 Generate is completed, the import can be done.
- The import process will create a job in the Job Viewer.

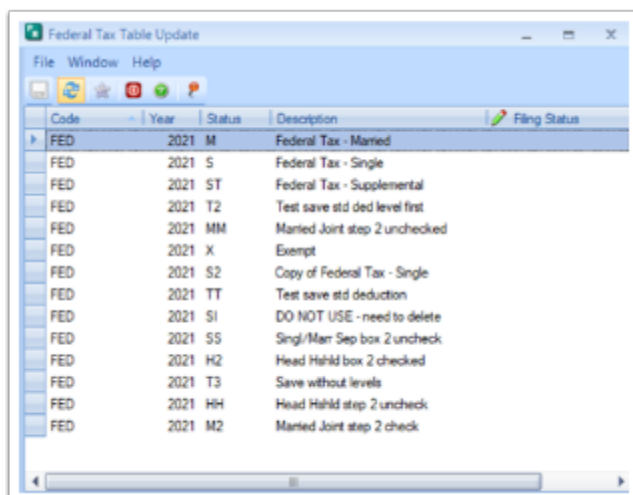
- After the import completes the batch will reset to the Edit step for review.
 - If incorrect data is imported or imported twice the W2 batch will need to be regenerated and import again.
- Result if there is a problem with the import.
 - Errors will display in the job viewer.
- As long as the file imports (the fields and format are correct), any valid data will import to the W2s.
 - Invalid information will display in the job viewer.

Federal Tax Table Updates - Cloud ONLY

Menu Option > Payroll > Utilities > Federal Tax Table Update


Updated information for this process will be released in a cloud update after the final version of IRS Publication 15-T is available.

- Available for Cloud databases only.
- This option was created to simplify annual updates to Federal Tax Tables. Each year Springbrook Enterprise will ship updated Federal Tax Table information for the next calendar year after it is published by the IRS.
 - The Update will add a new Revision to the tax tables dated 1/1/YYYY.
 - In some cases you may need to modify the revision date but only if your first pay period in the upcoming year ends prior to the check date that is in the new calendar year.
- New menu item Menu Security will need to be changed to access it.
- Will NOT update State tax tables.
- When the Year says 2022 (the next calendar year), the tables are available to update.
- This window says 2021 which indicates the 2022 tax tables are not available yet.

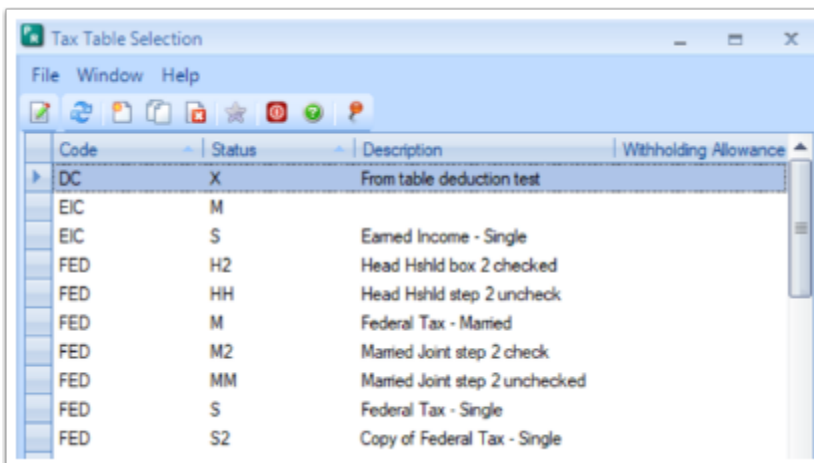


Federal Tax Table Update

- Select your tax table that matches the code in the window. These are the codes and descriptions on your tax tables.
- Click in the Filing Status box to display the down arrow to select the table with the update information.
- Select each table to update. You can do this in several steps if desired.

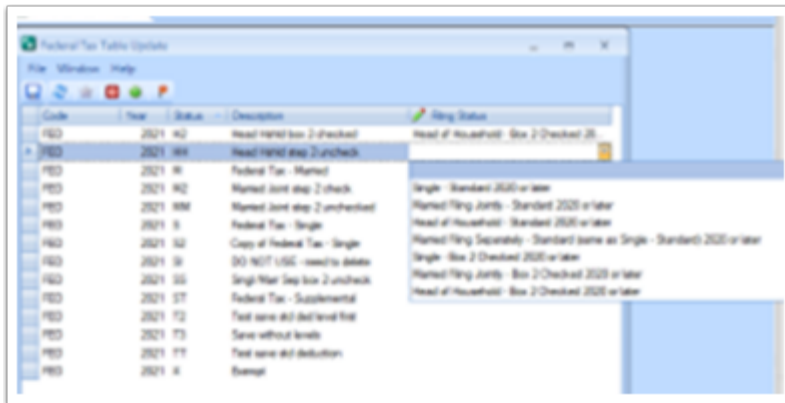


Code	Year	Status	Description	Filing Status
FED	2021	H2	Head Hshld box 2 checked	Head of Household - Box 2 Checked ...
FED	2021	HH	Head Hshld step 2 uncheck	Head of Household - Standard 2020 o...
FED	2021	M	Federal Tax - Married	Married - 2019 or Prior
FED	2021	M2	Married Joint step 2 check	Married Filing Jointly - Box 2 Checked ...
FED	2021	MM	Married Joint step 2 unchecked	Married Filing Jointly - Standard 2020 ...
FED	2021	S	Federal Tax - Single	Single - 2019 or Prior
FED	2021	S2	Copy of Federal Tax - Single	Single - Box 2 Checked 2020 or later



Code	Status	Description	Withholding Allowance
DC	X	From table deduction test	
EIC	M		
EIC	S	Earned Income - Single	
FED	H2	Head Hshld box 2 checked	
FED	HH	Head Hshld step 2 uncheck	
FED	M	Federal Tax - Married	
FED	M2	Married Joint step 2 check	
FED	MM	Married Joint step 2 unchecked	
FED	S	Federal Tax - Single	
FED	S2	Copy of Federal Tax - Single	

- Available selections match Publication 15-T table information.
- Standard indicates Box 2 is unchecked.
 - Single Standard 2020 or later
 - Married Filing Jointly Standard 2020 or later
 - Head of Household Standard 2020 or later
 - Married Filing Separately Standard (same as single Standard 2020 or later)
 - Single Box 2 checked 2020 or later
 - Married Filing Jointly-Box 2 checked 2020 or later
 - Head of Household-Box 2 checked 2020 or later
 - Married Filing Separately Box 2 checked (same as Single-Box 2 checked) 2020 or later
 - Married 2019 or prior
 - Single 2019 or prior



- Save changes.
- If any table(s) have a current revision with the date 1/1/YYYY there will be an error.
- The revision date can be changed or deleted to resolve.
- Change the error line to blank to save the rest, then check the others to resolve the issue(s).

