

W2 Year End Processing



W2 Year-End Webinar

a Employee's social security number ***-**-2515		OMB No. 1545-0008		Safe, accurate, FAST! Use Visit the IRS Website at www.irs.gov/efile	
b Employer identification number (EIN) 041234567		1 Wages, tips, other compensation 1298.71		2 Federal income tax withheld 89.05	
		3 Social security wages 0.00		4 Social security tax withheld 0.00	
		5 Medicare wages and tips 1958.85		6 Medicare tax withheld 28.37	
c Employer's name, address, and ZIP code TOWN OF ADMINS 219 LEWIS WHARF BOSTON, MA 02110					
d Control number SCHOOLABA 007795		This information is being furnished to the Internal Revenue Service			
e Employee's first name and initial LYNN PLACE 27 FARM ST Unit# 1 CAMBRIDGE MA 02138					
f Employee's address and ZIP code					
7 Social security tips 0.00		8 Allocated tips 0.00		9	
10 Dependent care benefits 0.00		11 Nonqualified plans 0.00		12a See instructions for Box 12 E 425.00	
13 Statutory Employee <input type="checkbox"/> Retirement Plan <input type="checkbox"/> Third-Party Sick Pay <input type="checkbox"/>		14 Other 235.14 PENS 0.00 0.00 0.00		12b DD 3788.79 12c 0.00 12d 0.00	
15 State MA	Employer's state ID number 041234567	16 State wages, tips, etc. 1533.85 0.00		17 State income tax 54.85 0.00	
18 Local wages, tips, etc. 0.00 0.00		19 Local income tax 0.00 0.00		20 Locality name	

Form **W-2** Wage and Tax Statement
Copy B--To Be Filed With Employee's FEDERAL Tax Return.

Department of the Treasury - Internal Revenue Service

What Will We Cover?



What's New & Updated Reminders/Links
Tools

Help Reference Library

Preparation & Balancing

Taxable Wages

Taxes

Processing Year-End Adjustments via a No-Time Warrant

Sample W2 Processing

Due Date January 31

Preparing for Next Calendar Year

Changes This Year?



Backer Changes - \$ amounts

Social security 2024 wage base limit \$168,600

Fringe Benefits

2024 401K Contribution Maximums \$23,000

IRS Application for TCC (ID.me)



To complete an IRS Application for TCC:

The IRS TCC application requires a Social Security number (SSN) or individual tax identification number (ITIN) for system access and individual authentication.

Validate your identity using the latest IRS authentication process *if you've not already done so*. The IRS now offers a sign-in option with **ID.me**, an IRS technology provider. **ID.me** is an account created, maintained, and secured by a private technology provider.

Effective June 2, 2023, the IRS does not support the use of existing IRS usernames to access e-Services. If you do not have an ID.me account, you must create a new account to access this service. For questions and assistance regarding ID.me, please visit:

[Verifying for the Internal Revenue Service – ID.me Help Site.](#)

Qualified Fringe Benefits



Beginning on January 1, 2024, the standard mileage rate is 67 cents per mile driven for business use

For plan years beginning in 2024, a cafeteria plan may not allow an employee to request more than a \$3,200 salary reduction contributions for a health **FSA**

Reminders and Links



CY 2024 limit on Flexible Spending Arrangement (FSA) = \$3,200

The maximum salary on which 6.2% is deducted is \$168,600

0.9% additional Medicare Tax on any FICA wages > \$200K

Employee only; no additional employer contribution

Log in to your [Business Services Online](#) account (preferred)
or call 1-800-772-6270

Test your file using [AccuWage](#)

Due January 31 for W2s to Employees & Electronic filing

Due Date for Filing



Forms to employees – January 31

File to the SSA – January 31

File to State of MA – January 31

File to State of CT – January 31

File to State of RI – January 31



Preparation

Business Services Online (BSO)



From the Social Security Administration:

“to access BSO:

Your BSO User ID and password is no longer used to access BSO employer services or organizational representative payee services. You must have a Social Security username/password, Login.gov, or ID.me credential to gain access to the BSO application.

If you do not have any of these accounts, you will need to create a Login.gov or ID.me account. Select "Create account" in the "Employers" or "Representative Payees" box. If you already have a Login.gov or ID.me account, select 'Log in'.

Please note that you do NOT need to create a new Login.gov or ID.me credential specifically for SSA purposes. You can use your existing Login.gov or ID.me credentials to log into SSA services.

We encourage you to sign in to transition your account now - it only takes a few minutes. If you already have Login.gov, or ID.me account, you do not have to create another one. “

We recommend registering for BSO before W-2 reporting season in January. This will ensure you are in compliance before submitting W-2s.”

Wage File Upload in Real Time



Wage File Upload, available through BSO, processes your file and provides results in real-time.

You will receive a receipt right away letting you know if it is successful or if there are errors.

For more information about Wage File Upload, go to [What's New for 2024](#) or [view the video](#). These are the same links as last year.



SSA highly recommends using AccuWage Online to test your wage files for compliance with EFW2/EFW2C specifications before submitting them to SSA.

How do I access AccuWage Online?

AccuWage Online can be accessed by following these steps:

1. Log on to [Business Services Online](#) (BSO)
2. Select the 'Report Wages to Social Security' link
3. Accept the attestation
4. Once on the Electronic Wage Reporting (EWR) home page, select the fourth tab labeled AccuWage Online and then click the AccuWage Online link to access the AccuWage Online Home page.

For detailed screen-by-screen instructions on registering for a BSO username and password, please see the [FAQ](#)

Tools - Help Reference Library



Payroll Processing

[HR-335 No Time Warrant](#)

Special Processing

[HR-430 Manual Checks](#)

[HR-575 Email Electronic Tax Forms to Employees](#)

Year End Processing

[HR-620 W2 Processing](#)

[HR-635 Email W2, 1095C, 1099Rs](#)

[HR-640 IRS Instructions for Forms W2 & W3](#)

[HR-780 Bulk TIN Matching](#)

Take Time To Prepare Now



Verify Employee data (Wendy emails)

Name

Address

Social Security number

Register for TIN Matching with IRS.gov

<https://www.irs.gov/tax-professionals/taxpayer-identification-number-tin-matching>

Order stock if you have not done so

[LuAnn emailed advice on 4 October](#)

TIN Matching with the IRS



Please register for this service with the IRS and use it throughout the year as employees come on board

Use the TIN Matching service to verify all TINs (employees with name changes too!)

Filing delays may result in costly penalties

The Interactive TIN Matching process will accept up to 25 input name/TIN combination requests online. Results will be returned to the user in real-time.

AUC Bulk Tin Matching File



ADMINS offers a file for bulk TIN matching.

Human Resources ► Year End Processing ► IRS TIN Matching

Task 6888: IRS TIN Matching

IRS TIN Matching
This process creates a .txt bulk file to submit to the IRS.
Anyone paid and their ACA covered individuals will be reported. The field identifier is the empl# and ACA line.

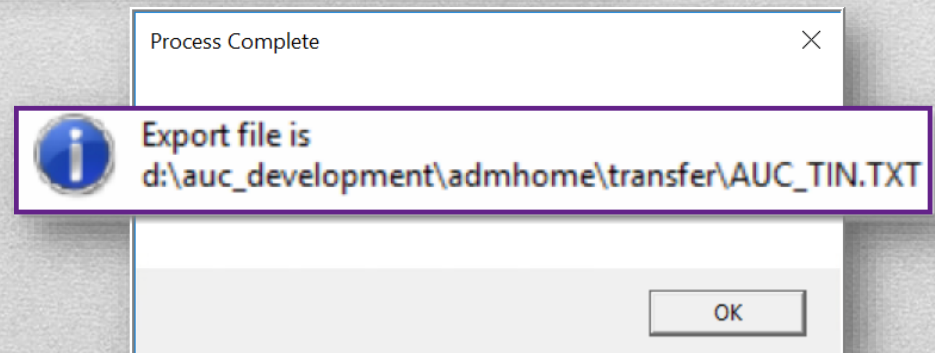
Required: Warrant Check Date Range (mmddyyyy) From: 01-Dec-2020 To: 11-Mar-2021

Enter Employee TIN Matching Export Directory (ex: D:\ADMHOME\TRANSFER): d:\auc_development\admhome\transfer

Optional: Entity Code

Lookup OK Cancel Clear All

When the process is complete, the system will pop up a message showing the location and name of the export file:





Balancing

Year End Balancing



Year End balancing is the same as:

Pay period balancing

Quarter balancing

Sample – Balancing 941 = W2 Register



Payroll W2 Register						
Check Date(s): 07012022 to 09302022						
Emp No	Employee Name	Soc Sec Number	Gross Pay	Wages, tips and other compensation	Federal income tax withheld	Medicare wages and tips
						Medicare tax withheld
770			2,835.00	2,529.05	278.24	2,741.68
771			1,384.32	1,259.73		1,384.32
772			630.00	582.75		630.00
773			440.00	407.00		440.00
774			1,481.77	1,348.42		1,481.77
775			1,634.21	1,407.13	115.54	1,634.21
776			655.28	606.13		655.28
777			1,324.68	1,180.12	43.52	1,286.10
778			1,644.72	1,397.60	100.04	1,546.84
779			4,326.40	3,850.50	312.25	4,326.40
780			210.00	194.25		210.00
781			930.00	860.25		930.00
782	Entity 1 TOWN OF ADMINS	Entity Total:	8,292,416.61	6,804,466.95	765,603.96	7,711,019.32
783		Grand Total:	8,292,416.61	6,804,466.95	765,603.96	7,711,019.32
784						111,812.17

A	B	C
1 Medi Employee	\$111,812.17	
2 Medi Employer	\$111,812.17	
3 Total	\$223,624.34	
4 Calculated	\$223,619.56	Line 7
5 Difference	\$ 4.78	\$ 4.78
6		

Manual Calculation verifies the fractions of cents adjustment

Entity: 1 TOWN OF ADMINS
Warrant Check Dates: 01-Jul-2022 to 30-Sep-2022

1 Number of employees employed in the pay period..... 1 341
3/12, 6/12, 9/12 or 12/12

2 Wages, tips, and other compensation..... 2 1 6,804,466.95

3 Federal income tax withheld from wages, tips, and other compensation. 3 2 765,603.96

4 If no wages, tips, and other comp are subject..... Check and go to line 6

5b Taxable SS tips..... X .124 =

5c Taxable Medi wages & tips 3 7,711,019.32 X .029 = 223,619.56 4

5d Addl Medicare Taxable..... X .009 =

5e Total social security and Medicare taxes..... 5e 223,619.56

5f Section 3121(q) Notice and Demand - Tax due on unreported tips..... 5f

6 Total taxes before adjustments (lines 3 + 5e and 5f)..... 6 989,223.52

7 Current quarter adjustment for fractions of cents..... 7 5 4.78

Items 1 through 5 should match exactly

Federal Taxable Wages



Calculation:

Gross Pay

- Non-taxable Federal wages (ex: worker's compensation)
- pretax Federal deductions
- + taxable Federal benefits
- = Federal taxable wages

Payroll (weekly, biweekly, monthly) reports:

#6803* Paycheck Pay Code Summary – By Category/Pay Code

#7220 Deduction Register (Payroll Processing Report)

Quarterly or Year End Reports:

#6803* Paycheck Pay Code Summary – By Category/Pay Code

#6801* Paycheck Cost Code Summary – By Category/Cost Code

* Reports ► Report Library ► [4 By Paychecks/Other]

#6803 Paycheck Pay Code Summary – By Category/Pay Code



Task 6801: Paycheck Cost Code Summary - By Category/Cost Code

Paycheck Cost Code Summary - By Category/Cost Code

Required: Check Date Range (mmddyyyy) From: To:

Optional: Enter up to 9 Employee#

Optional: Enter up to 9 Warrant#'s

Optional: Enter up to 9 Categories

Optional: Enter up to 9 Cost Codes

Optional: Enter up to 9 Entity Codes

Optional: Enter up to 9 Pay Groups

Optional: Enter up to 9 Bargaining Units

Optional: Enter up to 9 Timesheet Groups

Include Employee's Names ☒ Yes ☐ No

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

PaycheckListByPaycode_6803_THERESA[3].xml - Excel

A	B	C	D	E	F	G
Category	Description	Pay Code	Description	Employee	Name	Amount
111FP	111F PAY	FIRE OJI	Fire On the job injury 111f			105,639.95
111FP	111F PAY	OJI	Police on the job injury 111f			18,144.03
111FP	111F PAY					123,783.98
ADMIN	ADMIN DAY POL	ADP	ADMIN DAY POL			14,999.98
ADMIN	ADMIN DAY POL					14,999.98
BEREAV	BEREAVEMENT	BRV	Bereavement - hourly			5,349.20
BEREAV	BEREAVEMENT	DBRV	Bereavement - Salaried			26,984.22
BEREAV	BEREAVEMENT					32,333.42
CARAL	CAR ALLOWANCE	CAR	CAR ALLOWANCE			4,000.00
CARAL	CAR ALLOWANCE					4,000.00
CLOTH	CLOTHING	CL	CLOTHING NON TAXABLE			8,300.00
CLOTH	CLOTHING	CLT	CLOTHING TAXABLE			2,600.00
CLOTH	CLOTHING	FIRE CL	Fire clothing non-taxable			11,875.00
CLOTH	CLOTHING	POL CL	Police Clothing non-taxable			51,750.00
CLOTH	CLOTHING					74,525.00
EDUC	EDUCATIONAL INCENTIVES PENSION	DPW INC	DPW Education Incentive			76,217.79
EDUC	EDUCATIONAL INCENTIVES PENSION	POL EDUC	police education incentive			27,597.92
EDUC	EDUCATIONAL INCENTIVES PENSION					103,815.71
FAMILY	FAMILY LEAVE	DFAM	FAMILY LEAVE - daily rate			52,419.02
FAMILY	FAMILY LEAVE	FAM	FAMILY LEAVE			15,769.13
FAMILY	FAMILY LEAVE	FMLA	FAMILY MEDICAL LEAVE			0.00
FAMILY	FAMILY LEAVE	FMLA H	family medical leave hourly			0.00
FAMILY	FAMILY LEAVE					68,188.15
FFCRA	FAMILY FIRST RESPONSE ACT	E FMLA	expanded fmla COVID			6,832.70
FFCRA	FAMILY FIRST RESPONSE ACT	E PDSL	emergency paid daily sick leav			4,141.40
FFCRA	FAMILY FIRST RESPONSE ACT	E PHSL	emergency paid hourly sick lea			14,075.34
FFCRA	FAMILY FIRST RESPONSE ACT	EFMLAH	expanded fmla covid-19 hourly			89.63
FFCRA	FAMILY FIRST RESPONSE ACT					25,139.07
	Report Total					27,901,053.96
	Selection Legend:					
	Checks Dated: 01-Jan-2020 to 12312020					

Summarizes by Category – each category is listed, with the Pay Codes that will be reported for that category. E.g., “FAMILY” will include four pay codes – “DFAM, FAM, FLMA, and FMLA H”

#6801 Paycheck Cost Code Summary

– By Category/Cost Code



Task 6801: Paycheck Cost Code Summary - By Category/Cost Code

Paycheck Cost Code Summary - By Category/Cost Code

Required: Check Date Range (mmddyyyy) From: 0101 To: 1231

Optional: Enter up to 9 Employee# Edit 0 values:

Optional: Enter up to 9 Warrant#'s Edit 0 values:

Optional: Enter up to 9 Categories Edit 0 values:

Optional: Enter up to 9 Cost Codes Edit 0 values:

Optional: Enter up to 9 Entity Codes Edit 0 values:

Optional: Enter up to 9 Pay Groups Edit 0 values:

Optional: Enter up to 9 Bargaining Units Edit 0 values:

Optional: Enter up to 9 Timesheet Groups Edit 0 values:

Include Employee's Names ☒ Yes ☐ No

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

Lookup OK Cancel

Paycheck_Listing_By_Costcode_6801_THERESA[1].xml - Excel

Q213						
	A	B	C	D	G	H
1	Category	Description	CostCode	Description	Employee Amt	Employer Amt
150	NC	NORFOLK COUNTY	PNNODF	NORFOLK CTY ND 9%	5,232.37	0.00
151	NC	NORFOLK COUNTY	PNNON9	NORFOLK CTY ND 8%	7,381.77	0.00
152	NC	NORFOLK COUNTY			1,116,433.35	0.00
157	PL	PILGRIM	ER PGFTW	EMPLOYER HPHC FAMILY	0.00	32,513.51
158	PL	PILGRIM	ER PGSTW	EMPLOYER HPHC SINGLE	0.00	8,371.72
159	PL	PILGRIM	PGMND	PILGRIM NON DEF	920.65	0.00
167	PL	PILGRIM	PLGS26	PILGRIM SINGLE SCHOOL 26 PAYS	18,735.39	0.00
168	PL	PILGRIM	PLGS42	PILGRIM SINGLE 10MTH SCHOOL AF	8,745.66	0.00
169	PL	PILGRIM	PLGS52	PILGRIM SINGLE 12MTH SCHOOL AF	1,812.27	0.00
170	PL	PILGRIM			435,207.77	40,885.23
171						
172	PLSRV	PREPAID LEGAL SERVICES	PREPAID	PREPAID LEGAL SERVICES	1,279.84	0.00
173	PLSRV	PREPAID LEGAL SERVICES			1,279.84	0.00
174						
175	ROTH	ROTH (NON DEFERRED)	457ROTH	457 ROTH SMART PLAN	22,500.00	0.00
176	ROTH	ROTH (NON DEFERRED)	FMR ROTH	NATIONAL FINANCIAL SERVICES	1,000.00	0.00
177	ROTH	ROTH (NON DEFERRED)			23,500.00	0.00
178						
179	UD	UNION DUES	UD-26 PT	UNION DUES .5 AND LESS 26 PAYS	308.81	0.00
180	UD	UNION DUES	UD-AFL	UNION DUES-AFL	51,225.62	0.00
181	UD	UNION DUES	UD-BPA	POLICE DUES	23,840.00	0.00
182	UD	UNION DUES	UD-IAF	FIRE DUES	25,797.24	0.00
183	UD	UNION DUES	UD-PAA	ADMIN. DUES	3,415.00	0.00
184	UD	UNION DUES	UD-PRO	TEACHERS' DUES 26 WEEKS	114,469.90	0.00
185	UD	UNION DUES	UD-T21	TEACHER'S DUES 21WK	4,046.94	0.00
186	UD	UNION DUES	UN-FIR	FIRE UNION DEDUCTION	4,750.00	0.00
187	UD	UNION DUES			227,853.51	0.00
188						
200	VISION	VISION INSURANCE EYEMED			8,029.93	0.00
201						
202		Report Total			27,053,745.30	549,200.14
203						
204						
205	Selection Legend:					
206						
207	Checks Dated: 01012020 to 31-Dec-2020					
208						

Summarizes by Category – each category is listed, with the Cost Codes that will be reported for that category. E.g., “ROTH” will include two cost codes – “457 ROTH” and “FMR ROTH”

State Taxable Wages



Calculation:

Gross Pay

- Non-taxable State wages

- pretax State deductions

+ taxable State benefits

= State taxable wages

Payroll (weekly, biweekly, monthly) reports:

#6803* Paycheck Pay Code Summary – By Category/Pay Code

#7220 Deduction Register (Payroll Processing Report)

Quarterly or Year End Reports:

#6803* Paycheck Pay Code Summary – By Category/Pay Code

#6801* Paycheck Cost Code Summary – By Category/Cost Code

* *Human Resources ► Reports ► Report Library ► 4 By Paychecks/Other*

Medicare Tax



Calculation:

Medicare Wages * .0145 = Medicare Tax Deduction

Actual Medicare Tax Deduction
= Actual Medicare Tax Benefit

Payroll (weekly, bi-weekly, monthly) reports:

#7200 Payroll Calculation Report

#7220 Deduction Register (Payroll Processing Report)

Quarterly or Year End Reports:

#6850* W2 Register

#6851* W2 Register by Warrant

* Human Resources ► Year-End Processing ► W2 Register / W2 Register by Warrant

#6850 W2 Register



Human Resources

Maintenance >

Quarterly Processing >

Year-End Processing >

W2 Register Report

Task 6850: W2 Register Report

W2 Register

Required: Check Date Range (mmddyyyy) From: 0101 To: 1231

Sort Report By: ☒ Employee# ☐ Employee Name

Lookup OK Cancel Clear All

This generates two reports:

The Base Bucket Checking report is produced; if the Response is “N” for either question, the W2 processing cannot be completed until the Base Bucket & Cost Code Tables are complete.

W2_Labels_6029_THERESA[3].pdf - Adobe Acrobat Reader DC

6029-HRREP:HRW2LABELS Printed 20-Nov-2020 at 15:20:33 by THERESA Page 1
City of ADMINS
Federal Reporting Base Bucket Checking Report

Question	Response
Wages, tips, other compensation set?	Y
Federal income tax withheld set?	Y

Legend:
=====

If the response to either question is N, then set the w2 boxes in the Base Bucket Table and in the Cost Code Table.

The W2 Register may be sorted by Employee Number or Name.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Emp No	Employee Name	Soc Sec Number	Primary TS Group	Gross Pay	Wages, tips and other compensation	Federal income tax withheld	Social security wages	Social security tax withheld	Medicare wages and tips	Medicare tax withheld	Dependent care benefits	Box 12 Put Code in W2 Description	Other - Category used as description	State wages, tips, etc. First	State income tax First	MEDICARE OVER \$200K TAXES	MEDICARE OVER \$200K WAGES
4	000040	MOORE, KEITH F	001-10-1019	TOWN -DPW	242,498.50	217,741.73	78,992.41			242,498.50	3,516.23		530.00	24,226.77	241,968.50	12,1	38.25	42,498.50
5	000092	THE ESTATE OF, LYNN M	001-10-1030	TOWN -POL	1,264.00	1,055.16	88.72			1,220.02	17.69		50.00	114.86	1,170.02			
6	000152	GARIEPY, KEITH C	001-10-1046	TOWN -TOWN	3,305.65	2,448.60	389.50			3,267.62	47.38		500.00	319.02	2,767.62	1		



IDEAS. RELATIONSHIPS. RESULTS.
www.admins.com

#6851 W2 Register By Warrant



Task 6851: W2 Register by Warrant

W2 Register by Warrant

Required: Check Date Range (mmddyyyy) From: 0101 To: 1231

Lookup OK Cancel Clear All

The W2 Register by Warrant format is Excel®.

For 2023, check date range is:
From 01012023 To 12312023

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Payroll W2 Register by Warrant													
2	Check Date(s): 01012022 to 12312022													
3														
4	Warrant	Check Date	Gross Pay	Wages, tips and other compensation	Federal income tax withheld	Medicare wages and tips	Medicare tax withheld	Dependent care benefits	Box 12 Put Code in W2 Description	Other - Category used as description	State wages, tips, etc.-First	State income tax-First	MEDICARE OVER \$200K TAXES	MEDICARE OVER \$200K WAGES
94	903717	8/31/2022	828,009.85	667,670.53	72,501.25	774,293.32	11,227.34	1,711.66	73,301.05	85,050.23	752,720.76	36,416.87		
95	903718	8/31/2022	344,445.52	300,590.69	52,025.32	326,668.76	4,736.80	52.89	7,903.34	22,694.17	322,753.47	15,542.24		
96	903719	8/31/2022	46,050.46	39,287.52	2,950.45	43,509.14	630.90		1,137.23	3,084.39	42,371.91	1,855.49		
97	903720	9/7/2022	244,433.27	202,962.90	24,966.36	226,817.41	3,288.93	52.89	7,995.36	17,543.71	219,969.98	10,480.71		
98	903721	9/7/2022	74,213.45	57,892.98	3,110.35	65,720.95	953.10		24,747.20	6,243.06	64,136.04	2,483.40		
99	903723	9/14/2022	843,456.99	682,720.00	72,322.44	789,099.40	11,442.09	1,711.66	51,935.45	85,288.12	768,008.12	36,811.18		
100	903724	9/14/2022	240,353.99	200,376.82	23,464.87	222,700.23	3,229.16	52.89	16,285.76	18,101.29	218,091.50	10,270.13		
101	903725	9/14/2022	80,216.18	62,470.33	3,805.49	70,977.45	1,029.23		1,561.34	6,945.78	69,416.11	3,088.60		
102	903726	9/21/2022	249,538.16	209,942.34	25,597.24	231,624.30	3,358.65	52.89	8,305.99	17,718.15	227,306.36	10,882.60		
103	903727	9/21/2022	102,391.95	82,536.68	5,189.74	92,570.16	1,342.31		1,702.58	8,330.90	90,867.58	4,059.17		
104	Entity: 1		28,036,329.82	22,813,688.74	2,461,197.88	26,034,582.16	377,505.36	22,014.73	1,464,532.89	2,512,333.33	25,309,944.89	1,201,991.74		
105	Grand Total		28,036,329.82	22,813,688.74	2,461,197.88	26,034,582.16	377,505.36	22,014.73	1,464,532.89	2,512,333.33	25,309,944.89	1,201,991.74		

Social Security Tax



Calculation:

Social Security Wages * .062 = Social Security Tax Deduction

Social Security Wages * .062 = Social Security Benefit

Pay Period Reports:

#7200 Payroll Calculation Report

#7220 Deduction Register

Quarterly or Year End Reports:

#6850* W2 Register

#6851* W2 Register by Warrant

Human Resources ► Year-End Processing ► W2 Register / W2 Register by Warrant

W2 Adjustments



All W2 adjustments are performed using a warrant. See the W2 Processing document in the Help Reference Library for additional information (section 6)

Create or update an adjustment shift code (ex: year-end)

Base date is the last workday of the year

Create a pay period (*may already exist*)

No deductions should be set to come out during this period

Create a No-Time warrant with a check date within the reporting calendar year.

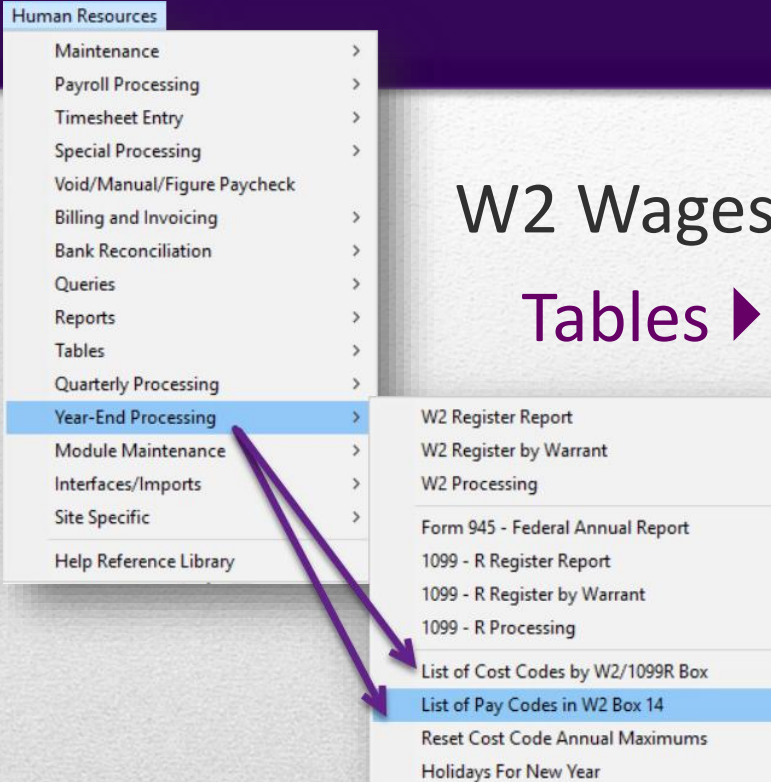
See [HR-335 No-time Warrant](#) in the Help Reference Library

Create timesheets-use the adjustment shift code as an override

Create/print manual checks, void checks, etc.

Process the warrant; re-run the W2 Register

W2 Reporting Information



W2 Wages are set in the base bucket table

Tables ► Base Buckets

W2 Deductions and/or
Benefits are set in the cost
code table

Tables ► Cost Codes

Year End Processing ► List of Cost Codes by W2/1099R box

Year End Processing ► List of Pay Codes in W2 Box 14

Base Bucket Table



Base Buckets

1 Bucket	2 Description	Annual Maximum	W2 Box	W2 Desc	1099-R Box
1	Federal Tax Wages		01		02A
2	Medicare Wages		05		
3	State Taxable Wages		16-#1		16-#1
10	FICA - Social Security Wages		03		
28	5201(a) 1,2,3 care for employee		14	5201R1	
29	5201(a) 4,5,6 care provided to another		14	5201R4	
30	3102(b) Emergency family leave wages		14	3102B	
31					

Boxes from the Base Buckets table – values for each employee are written to the W2 form; the numbers in blue on the sample form are the Base Bucket numbers from the table. These Base Buckets may vary from site to site.

a Employee's social security number ***-**-5622		OMB No. 1545-0008 Safe, accurate, FAST! Use		Visit the IRS Website at www.irs.gov/efile	
b Employer identification number (EIN) 041234567		1 Wages, tips, other compensation 648.06	2 Federal income tax withheld 62.96		
		10 3 Social security wages 0.00	4 Social security tax withheld 0.00		
		2 5 Medicare wages and tips 712.15	6 Medicare tax withheld 10.33		
c Employer's name, address, and ZIP code TOWN OF ADMINS 219 LEWIS WHARF BOSTON, MA 02110					
d Control number SCHOOLSTAL 072000		This information is being furnished to the Internal Revenue Service			
e Employee's first name and initial LYNN ALBUQUERQUE 30 EDDY ST CAMBRIDGE MA 02138					
f Employee's address and ZIP code					
7 Social security tips 0.00		8 Allocated tips 0.00		9	
10 Dependent care benefits 0.00		11 Nonqualified plans 0.00		12a See instructions for Box 12 0.00	
13 Statutory Employee <input type="checkbox"/> Retirement Plan <input type="checkbox"/> Third-Party Sick Pay <input type="checkbox"/>		14 Other 64.09 PENSIN 28 0.00 29 0.00 30 0.00		12b 0.00 12c 0.00 12d 0.00	
15 State MA	Employer's state ID number 041234567	16 State wages, tips, etc. 712.15 3 0.00		17 State income tax 35.61 0.00	
18 Local wages, tips, etc. 0.00		19 Local income tax 0.00		20 Locality name	
0.00		0.00			

Form **W-2** Wage and Tax Statement
Copy B--To Be Filed With Employee's FEDERAL Tax Return.

Department of the Treasury - Internal Revenue Service



IDEAS. RELATIONSHIPS. RESULTS.
www.admins.com

Cost Code Table

Human Resources ► Tables ► Cost Codes ► 5 General



Cost Code Table

Cost Code **FED** FEDERAL TAX

Calculation

☒ Method 1 Use Tax Rate Table
☐ Method 2 Flat Amount \$
☐ Method 3 Base Bucket% Period ☒ YTD Amt

Base Bucket#

5 General **6 Accounting** **7 Base Buckets**

Paycheck Category **FED** FEDERAL TAX
Deduction Holdover Method **1** Take Available Amount
Pretax? ☐ Yes ☒ No
Paycheck Calculation Order
Always take Benefit ☐ Yes ☒ No
Employer % is Only Reportable Benefit? ☐ Yes ☒ No
Tax Table Indicator ☒ Federal ☐ State ☐ Other ☐ None
Allow Override? ☐ Yes ☒ No
Employee Changes Allowed? ☐ Yes ☒ No
Bond? ☐ Yes ☒ No
Over 50K Life Insurance ☐ Yes ☒ No
W2 Box 13 Retirement Indicator ☐ Yes ☒ No
Non-Direct Deposit Account Entry ☐ Yes ☒ No
RI Family Court Indicator ☐ Yes ☒ No
MA Family Court Indicator ☐ Yes ☒ No
Add to Manual Check ☐ Yes ☒ No
Benefit Statement Category
MERS Code

W2 Box # **02** **W2 Description**

Employee's social security number ***-**-5363 OMB No. 1545-0008 Safe, accurate, FAST! file Visit the IRS Website at www.irs.gov

Employer identification number (EIN) 041234567

1 Wages, tips, other compensation	15520.89	2 Federal income tax withheld	1315.85
3 Social security wages	0.00	4 Social security tax withheld	0.00
5 Medicare wages and tips	16921.52	6 Medicare tax withheld	245.36

Employee's name, address, and ZIP code
TOWN OF ADMINS
219 LEWIS WHARF
BOSTON, MA 02110

Control number SCHOOLBHS 021718 This information is being furnished to the Internal Revenue Service

Employee's first name and initial Last name Suf.
KAREN ABBOTT
19 DOMINIC ST
CAMBRIDGE MA 02138

Employee's address and ZIP code

7 Social security tips	0.00	8 Allocated tips	0.00	9	
10 Dependent care benefits	0.00	11 Nonqualified plans	0.00	12a See instructions for Box 12	0.00
13 Statutory Employee	<input type="checkbox"/>	14 Other	1369.38 PENSIN	12b	0.00
Retirement Plan	<input type="checkbox"/>		31.25 PEN30+	12c	0.00
Third-Party Sick Pay	<input type="checkbox"/>		0.00	12d	0.00
			0.00		

15 State MA	Employer's state ID number 041234567	16 State wages, tips, etc. 16921.52	17 State income tax 677.42
		0.00	0.00

18 Local wages, tips, etc. 0.00	19 Local income tax 0.00	20 Locality name
0.00	0.00	

Form **W-2** Wage and Tax Statement
Copy B—To Be Filed With Employee's FEDERAL Tax Return.

Department of the Treasury • Internal Revenue Service

List of Pay Codes in W2 Box 14



Human Resources

Year-End Processing >

Module Maintenance >

Interfaces/Imports >

Site Specific >

Help Reference Library

IRS TIN Matching

W2 Register Report

W2 Register by Warrant

W2 Processing

Form 945 - Federal Annual Report

1099 - R Register Report

1099 - R Register by Warrant

1099 - R Processing

List of Cost Codes by W2/1099R Box

List of Pay Codes in W2 Box 14

Reset Cost Code Annual Maximums

Holidays For New Year

Pay codes and amounts
are entered on employee
timesheets.

6878-HRPAYCOD_W2BOX.REP

Page 1

Town of Admins List of Pay Codes in W2 Box 14

Pay Code	Description	Base Bucket Information
CAR	CAR ALLOWANCE	Base Bucket 23 car allowance
DUES	Union Dues Paid by Employer	Base Bucket 31 Union Dues


Setup – W2 Box 14



Box 14 is an informational box

AUC allows up to four box 14 descriptions to be reported.

Amounts for cost code descriptions that are the same are combined in the same line in box 14 on the W2.



	A	B	C	D	E	F	G	H	I	J
1	W2 Box	Descr	Apply To	PensInd	1099R Box	Descr	Apply To	Cost Code	Description	Over 50
109	12	E	Deduction	N				Z13DEDS	CONVERSION - ANNUITY	N
110	14	CAR	Benefit	N				03BENS	CONVERSION - CAR ALLOWANCE	N
111	14	PENSN	Deduction	N				AIM	AIM FUND SERV.	N
112	14	CAR	Benefit	N				CAR EOY	CAR ALLOWANCE END OF YEAR BENEFIT	N
113	14	PENSN	Deduction	N				MT % COR	MASS TEACHERS' RETIREMENT CORRECTION	N
114	14		Deduction	N				MT%CORR	MASS TEACH PERCENTAGE CORRECTION	N
115	14	PEN30+	Deduction	Y				MT-30+	MASS TCH 30+	N
116	14	PEN30+	Deduction	N				MT-30+ C	MASS TEACHERS' 30+ CORRECTION/ADJ	N
117	14	PENSN	Deduction	N				MT-PN5	MASS TEACHERS 5%	N
118	14	PENSN	Deduction	N				MT-PN7	MASS TCH PEN 7%	N
119	14	PENSN	Deduction	N				MT-PN8	MASS TCH PEN 8%	N
120	14	PENSN	Deduction	N				MT-PN9	MASS TCH PEN 9%	N
121	14	PEN30+	Deduction	N				MT2%	MASS TEACHERS 2%	N
122	14	PENSN	Deduction	N				MTPN11	MASS TCH PEN 11%	N
123	14	PENSN	Deduction	N				NC%CORR	NORFOLK COUNTY PERCENTAGE CORRECTION	N
124	14	PEN30+	Deduction	N				NC-30+	NORFOLK CTY. 30+	N
125	14	PEN30+	Deduction	N				NC-30+ C	NORFOLK COUNTY 2% CORRECTIONS	N



Processing

W2 Processing

Year-End Processing ► W2 Processing



W2 Processing

Description	Date	Start	End	Success
Reset W2 Menu	16-Nov-2022	16:20:36.10	16:20:36.10	<input checked="" type="checkbox"/>
W2 Entity Table	16-Nov-2022	16:20:45.16	16:20:45.16	<input checked="" type="checkbox"/>
Build W2 File	16-Nov-2022	16:20:55.38	16:23:18.92	<input checked="" type="checkbox"/>
W2 Audit Report	16-Nov-2022	16:30:44.14	16:30:46.14	<input checked="" type="checkbox"/>
Review W2 Forms	16-Nov-2022	16:34:14.41	16:34:14.41	<input checked="" type="checkbox"/>
CT W2 File	17-Nov-2022	11:46:17.74	11:46:27.84	<input checked="" type="checkbox"/>
MA W2 File	17-Nov-2022	11:46:44.56	11:46:55.38	<input checked="" type="checkbox"/>
RI W2 File	17-Nov-2022	11:47:09.22	11:47:24.91	<input checked="" type="checkbox"/>

If these fields are blank, the step has not been run.
Run it before clicking on [Reset W2 Menu]

Save W2 Forms as Employee Attachments/Archive

Employee Maintenance

Employee Number	000031	KEITH S DIMARTINO	Employee Attachments (15)
No Active Positions			

W2 Entity Table



W2 Processing

Description

Reset W2 Menu

W2 Entity Table

Build W2 File

W2 Audit Report

Review W2 Forms

Print W2 Forms

Email W2 Forms

Federal W2 File

CT W2 File

MA W2 File

RI W2 File

Save W2 Forms as Employee Attachments/Archive

W2 Entity Table

Entity Description ☐ 1099-R ☒ W-2

Name

Address 1

Address 2

Address 3

City

State Zip Code

Phone

Fed Tax ID

State Tax ID

1 Payroll W2 2 Payroll W2 ACA 3 Payroll 1099-R 4 Payroll 1099-RACA

REQUIRED FIELDS ARE BOLD

Pin

Contact Name

Contact Phone Ext

Contact Email

Export Directory

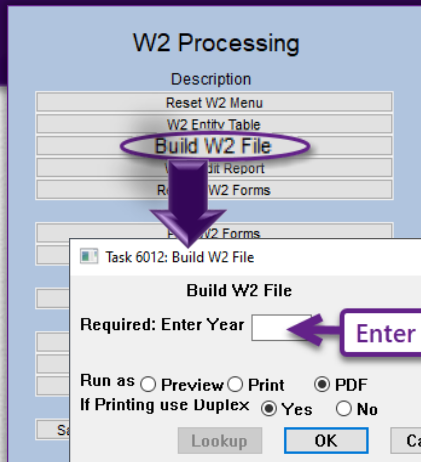
Mask SS# as *-**-####** ☒ Yes ☐ No

Give ADMINS access to the Export Directory

BEST PRACTICE

	State	State Number	State ID Number	State Tax Entity
W2 Info Line 1	<input type="text" value="MA"/>	<input type="text" value="00"/>	<input type="text" value="041234567"/>	<input type="text"/>
W2 Info Line 2	<input type="text"/>	<input type="text" value="00"/>	<input type="text"/>	<input type="text"/>

Build W2 File Step



6013-HRENTRPT.REP Page 1

Town of Admins
Entity Report for W2 Processing

Entity Name & Address	Fed ID	State ID	Status
1 TOWN OF ADMINIS 219 LEWIS WHARF BOSTON, MA 02110-0000	041234567	041234567	A

6029-HRREP:HRW2LABELS Page 1

Town of Admins
Federal Reporting Base Bucket Checking Report

Question	Response
Wages, tips, other compensation set?	Y
Federal income tax withheld set?	Y

Legend:

=====

If the reponse to either question is N, then set the w2 boxes in the Base Bucket Table and in the Cost Code Table.

W2File_6012_THERESA[1].xml - Excel

File Home Insert Page Layout Formulas Data Review View Help

AK890 1202971

Employee	Wages, tips and o	Federal income	Medicare wages	Medicare T	Box 12 amount	Desc	Box 12 amount	Desc	Box 12 amou	Desc	Box 14 amount	Desc	Box 14 amount	Desc	Desc	State	State ID	State wages	State taxes
880 071810	407.00		440.00	6.38	33.00	G										MA	041234567	407.00	20.35
881 071811	1,348.42		1,481.77	21.48							133.35	PENSN				MA	041234567	1,481.77	42.62
882 071812	1,487.13	115.54	1,634.21	23.70							147.08	PENSN				MA	041234567	1,634.21	48.12
883 071813	606.13		655.28	9.50	49.15	G										MA	041234567	606.13	25.80
884 071814	1,180.12	43.52	1,286.10	18.65							105.98	PENSN				MA	041234567	1,286.10	57.34
885 071816	1,397.60	100.04	1,546.84	22.42							140.98	PENSN	8.26	PEN30		MA	041234567	1,546.84	77.34
886 071818	3,850.50	312.25	4,326.40	62.73							475.90	PENSN				MA	041234567	4,326.40	189.18
887 071819	194.25		210.00	3.05			15.75	G								MA	041234567	194.25	
888 071821	880.25		930.00	13.49	69.75	G										MA	041234567	880.25	43.01
889	22,824,048.19	2,462,186.73	26,046,167.49	377,673.36	1,228,136.53		226,578.92		9,817.44		2,353,363.11		159,008.51					25,321,530.22	1,202,971.00
890	22,824,048.19	2,462,186.73	26,046,167.49	377,673.36	1,228,136.53		226,578.92		9,817.44		2,353,363.11		159,008.51					25,321,530.22	1,202,971.00
891																			

HW2fil

W2 Audit Report Step



W2 Processing

Description

Reset W2 Menu

W2 Entity Table

Build W2 File

W2 Audit Report

Review W2 Forms

Print W2 Forms

Email W2 Forms

Federal W2 File

CT W2 File

MA W2 File

RI W2 File

Save W2 Forms as Employee Attachments/Archive

Task 6028: W2 Audit Report

W2 Audit Report

Required: Enter Year Enter tax year being reported

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

Lookup OK Cancel Clear All

6028-HRW2AUDIT.REP

Page 1

Town of Admins
W2 Audit Report

These W2 Forms for 2022 will be rejected by the SSA for the following reasons

Employee Name	Control#	Reason
---------------	----------	--------

No Records Selected

Report with Samples of Errors



- Federal tax cannot be more than Federal wages (WC employees)
- State tax cannot be more than State Wages (WC Employees)
- FICA wages cannot be more than Medicare wages

6028-HRW2AUDIT.REP	Printed	City of ADMIN W2 Audit Report	Page 1
These W2 Forms for 2020 will be rejected by the SSA for the following reasons			
Employee Name	Control#	Reason	
000020 LYNN M POWERS	SCHOOL-BMMS	Medicare Wages/tips are less than the sum of Social Security Wages + SS Tips	
		Medicare Wages/Tips (Box 5)	: 56,028.51
		Social Security Wages (Box 3) + Tips (Box 7)	: 60,000.00
		Federal Tax is greater than Federal Wages	
		Federal Wages (Box 1)	: 22.00
		Federal Taxes (Box 2)	: 3,147.98
		State Tax is greater than State Wages	
		State Wages (Box 16)	: 20.00
		State Taxes (Box 17)	: 2,357.28
		Social Security Wages are greater than Medicare Wages	
		Social Security Wages (Box 3)	: 60,000.00
		Medicare Wages/Tips (Box 5)	: 56,028.51
*** Grand Total *** # Records: 1			

WC = Worker's Compensation

Review W2 Forms



W2 Processing

Description

Reset W2 Menu
W2 Entity Table
Build W2 File
W2 Audit Report
Review W2 Forms
Print W2 Forms
Email W2 Forms
Federal W2 File
CT W2 File
MA W2 File
RI W2 File
Save W2 Forms as Employee Attachments/Archive

Task 6017: Review W2 Forms

Review W2 Forms

Required: Enter Year

Enter the Tax Year

Lookup OK Cancel Clear All

This screen may be used to review the data only – no changes may be made on the screen. Any adjustments must be made via a year-end adjustment warrant.

Print or email any single form from this screen.

Review W2 Forms

Goto... Actions

1 W2 Menu

2 Print Single Form

Form will be emailed to theresa@admins.com

Entity	TOWN OF ADMINS	Employee #	000040	SS#	***--1019
b Employer identification number (EIN)	041234567	1 Wages, tips, other compensation	77063,08	2 Federal income tax withheld	12689,27
c Employer's name, address and zip code	TOWN OF ADMINS 219 LEWIS WHARF BOSTON, MA 02110	3 Social security wages		4 Social security tax withheld	
		5 Medicare wages and tips	96830,22	6 Medicare tax withheld	1404,04
		7 Social security tips		8 Allocated tips	
d Control number	TOWN -DPW	9		10 Dependent care benefits	
e Employee's Name	KEITH F DION 8 GREENSFIELD ROAD CAMBRIDGE, MA 02138	11 Nonqualified plans		12a See instructions for box 12 G 10070,00	
		13 Stat EE R.Plan 3rdPty		12b	
f Employee's address and ZIP code		14 Other PENS PENS30+	8108,40 1588,74	12c	
		15 State Employer's state ID number	MA 041234567	12d	
		16 State wages, tips	86760,22	17 State income tax	4569,99
		18 Local wages		19 Local tax	
		20 Name			

Print W2 Forms



W2 Processing

Description

Reset W2 Menu
W2 Entity Table
Build W2 File
W2 Audit Report
Review W2 Forms
Print W2 Forms
Email W2 Forms
Federal W2 File
CT W2 File
MA W2 File
RI W2 File
Save W2 Forms Employee Attachments/Archive

Print one entity at a time

Task 6101: Print W2 Forms

Print W2 Forms

Required: Enter Year

Required: Entity Code

Optional: Enter up to 9 Employee# Edit 0 values:

Sort W2 Forms By Entity then : ☒ Primary TS Group/Name ☐ Primary TS Group/Employee# ☐ Name

Lookup OK Cancel Clear All

Enter Report Parameters

Select Print Option:

Select a value from dropdown:

Print front and back on a duplex printer

Print front and back on a duplex printer

Print only the front of the forms

Print only the back of the forms

OK Cancel

a Employee's social security number ***-**-2515		OMB No. 1545-0008 Safe, accurate, FAST! Use		Visit the IRS Website at www.irs.gov/efile	
b Employer identification number. (EIN) 041234567		1 Wages, tips, other compensation 1298.71	2 Federal income tax withheld 89.05		
		3 Social security wages 0.00	4 Social security tax withheld 0.00		
		5 Medicare wages and tips 1958.85	6 Medicare tax withheld 28.37		
c Employer's name, address, and ZIP code TOWN OF ADMINS 219 LEWIS WHARF BOSTON, MA 02110					
d Control number SCHOOLABA 007795		This information is being furnished to the Internal Revenue Service			
e Employee's first name and initial LYNN PLACE 27 FARM ST Unit# 1 CAMBRIDGE MA 02138					
f Employee's address and ZIP code					
7 Social security tips 0.00	8 Allocated tips 0.00	9			
10 Dependent care benefits 0.00	11 Nonqualified plans 0.00	12a See instructions for Box 12 E 425.00			
13 Statutory Employee <input type="checkbox"/>	14 Other 235.14 PENSIN	12b DD 3788.79			
Retirement Plan <input type="checkbox"/>	0.00	12c 0.00			
Third-Party Sick Pay <input type="checkbox"/>	0.00	12d 0.00			
15 State MA	Employer's state ID number 041234567	16 State wages, tips, etc. 1533.85	17 State income tax 54.85		
		0.00	0.00		
18 Local wages, tips, etc 0.00	19 Local income tax 0.00	20 Locality name			
		0.00	0.00		

Form **W-2** Wage and Tax Statement
Copy B--To Be Filed With Employee's FEDERAL Tax Return.

Department of the Treasury - Internal Revenue Service



IDEAS. RELATIONSHIPS. RESULTS.
www.admins.com

Email W2 Forms



W2 Processing

Description

Reset W2 Menu

W2 Entity Table

Build W2 File

W2 Audit Report

Review W2 Forms

Print W2 Forms

Email W2 Forms

Federal W2 File

CT W2 File

MA W2 File

RI W2 File

Save W2 Forms as Employee Attachments/Archive

Task 6685: Email W2 Forms

Email W2 Forms

Required: Enter Year

Required: Entity Code

Optional: Enter up to 9 Employee# Edit 0 values:

Enter up to 9 Employee #s

Lookup OK Cancel Clear All

Enter the Tax Year
& the Entity Code

Enter up to 9 Employee #s

See HR-575 for details

Paper form *will not be produced* for employees consenting to receive their W2 via Email

Excel file created with list of emails; employees emailed W2s

W2_Emails_Sent_7236_THERESA[4].xml - Excel

Emp#	Employee	Email	Consent Date
000020	WERS, LYNN M	luann@admins.com	11/30/2020
000031	BUSSEY, KEITH S	luann@admins.com	10/30/2020
001255	CREASIA, KAREN	campbell189@gmail.com	5/5/2019
002919	FARRELL, MARIE E	anthea@admins.com	4/4/2020
070483	LUNDRIGAN, MARIE A	theresa@admins.com	9/9/2020
070785	DIROSA, KAREN J	theresa@admins.com	2/2/2020
071305	NASH, MICHAEL P	THERESA@ADMINS.COM	11/1/2020
071366	GONSALVES, LAWRENCE	theresa@admins.com	11/1/2020
071454	ZUBAREV, KAREN L	campbell189@gmail.com	7/7/2020
071469	ALBANESE, KAREN T	theresa@admins.com	6/6/2020

Hremailw2list

Create Federal File



W2 Processing

Description

Reset W2 Menu
W2 Entity Table
Build W2 File
W2 Audit Report
Review W2 Forms
Print W2 Forms
Email W2 Forms
Federal W2 File
CT W2 File
MA W2 File
RI W2 File
Save W2 Forms as Employee Attachments/Archive

6056-HRW2DISKTOT_2022.REP

Town of Admins
W2 Disk Total Report

2022 W-2 Totals

Entity: 1 TOWN OF ADMINS
W2 PIN: 8G7Z7TNP
W2 Contact: LUANN MOORE
W2 Contact Phone: (617) 494-5100 2123
W2 Contact Email: SUPPORT@ADMINS.COM
W2 File Export Location: D:\AUC_DEVELOPMENT\ADMHOM\AUC\HRMOD\mis\lis
W2 Export File: w2disk_2022_1.txt

Employee Type : Q

“Q” Employees have only Medicare.

Number of Employees : 879

Wages, tips and other compensation : 26,034,582.16
Federal income tax withheld : 3,777,505.36

Social security wages : 2,461,197.88
Social security tax withheld : 295,343.76

Medicare wages and tips : 26,034,582.16
Medicare tax withheld : 3,777,505.36

Advanced EIC payment : 22,014.73
Dependent care benefit : 1,464,532.89

Box 12 amount : 1,464,532.89
Box 14 amount : 2,513,528.72

6056-HRW2DISKTOT_2022.REP

Town of Admins
W2 Disk Total Report

2022 W-2 Totals

Entity: 1 TOWN OF ADMINS
W2 PIN: 8G7Z7TNP
W2 Contact: LUANN MOORE
W2 Contact Phone: (617) 494-5100 2123
W2 Contact Email: SUPPORT@ADMINS.COM
W2 File Export Location: D:\AUC_DEVELOPMENT\ADMHOM\AUC\HRMOD\mis\lis
W2 Export File: w2disk_2022_1.txt

Employee Type : R

“R” Employees are all the others.

Federal W2 File

Do you want to view the file?
Click NO to Skip View
Click YES to View File

Yes No

If you view the file, close it so the process can finish.

Create State File(s)



W2 Processing

Description

Reset W2 Menu
W2 Entity Table
Build W2 File
W2 Audit Report
Review W2 Forms

Print W2 Forms

Email W2 Forms

Federal W2 File

CT W2 File

MA W2 File

RI W2 File

Save W2 Forms as Employee Attachments/Archive

Task 6052: MA W2 File

MA W2 File

Required: Enter Year

Required: Report State Wages/Taxes from W2 Box 16 ☒ Line #1 ☐ Line #2

Optional: Entity Code

Lookup OK Cancel Clear All

Enter Tax Year,
State Selection &
an optional Entity
Code

The Massachusetts file is shown; the Connecticut and Rhode Island files work in a similar manner but will each have only one page for the report.

6057-HRW2DISKTOT_MA_2022.REP Page 1

Town of Admins
MA Magnetic Media Transmitter Report

2022 W-2 Totals

Entity: 1 TOWN OF ADMIN
219 LEWIS WHARF
BOSTON, MA 02110

W2 File Export Location: D:\AUC_DEVELOPMENT\ADHOM\AUC\HRMOD\mis\lis
MA W2 Export File: w2disk_ma_2022_1.txt

Employee Type	:	Q
Number of Employees	:	879
State taxable	:	
State income	:	

6057-HRW2DISKTOT_MA_2022.REP Page 2

Town of Admins
MA Magnetic Media Transmitter Report

2022 W-2 Totals

Entity: 1 TOWN OF ADMIN
219 LEWIS WHARF
BOSTON, MA 02110

W2 File Export Location: D:\AUC_DEVELOPMENT\ADHOM\AUC\HRMOD\mis\lis
MA W2 Export File: w2disk_ma_2022_1.txt

Employee Type	:	R
Number of Employees	:	3
State taxable wages	:	268,629.39
State income tax	:	13,209.16









Finding the Files



The file location is specified on the [entity table \(slide #39\)](#).

The files will have names as shown on the right.

The *.txt files are the files to be uploaded to the government sites; the *.pdf files are the user-readable files with the totals.

Name	
 w2disk_ma_2022_1.txt	
 W2DiskTotal_MA_6057_THERESA[3].pdf	
 w2disk_ri_2022_1.txt	
 W2DiskTotal_RI_6059_THERESA[4].pdf	
 w2disk_ct_2022_1.txt	
 W2DiskTotal_CT_6059_THERESA[3].pdf	
 w2disk_2022_1.txt	
 W2DiskTotal_6056_THERESA[3].pdf	

Find the files using
Windows Explorer.



Reprint a Single Form



W2 Processing

Description

- Reset W2 Menu
- W2 Entity Table
- Build W2 File
- W2 Audit Report
- Review W2 Forms**
- Print W2 Forms
- Email W2 Forms
- Federal W2 File
- CT W2 File
- MA W2 File
- RI W2 File
- Save W2 Forms as Employee Attachments/Archive

Review W2 Forms

Goto...

Actions

1 W2 Menu

2 Print Single Form

Entity	TOWN OF ADMINS	Employee #	000040
b Employer identification number (EIN)	041234567	1 Wages, tips, other compen	77063.08
c Employer's name, address and zip code	TOWN OF ADMINS 219 LEWIS WHARF BOSTON, MA 02110	3 Social security wages	
		5 Medicare wages and tips	96830.22
		7 Social security tips	
d Control number	TOWN -DPW	9	

Before running the attachment step, the forms will not be available on the employee record. Print a form this way:

On the W2 Steps Menu, click the **[Review W2 Forms]** step, and select the employee # for the W2 to be printed. Click on the **[Print Single Form]** button.

Save W2 Forms as Employee Attachments Due January 31



W2 Processing

Description

Reset W2 Menu
W2 Entity Table
Build W2 File
W2 Audit Report
Review W2 Forms
Print W2 Forms
Email W2 Forms
Federal W2 File
CT W2 File
MA W2 File
RI W2 File

Save W2 Forms as Employee Attachments/Archive

Issue the W2s (both printed and emailed) to your employees a week or ten days before the filing deadline to allow time for corrections before the electronic filing deadline.

This step runs overnight instead of interactively, which frees up the session for other tasks.

Extension requests may be filed with the IRS; see the IRS instructions for details.

[2023 General Instructions for Forms W-2 and W-3](#)
 [\(irs.gov\)](https://www.irs.gov)

Address Changes Prior to Filing



Make changes in Employee Master file

Reset W2 menu

Build W2 file

Print forms with address changes

Reset W2 Menu

Build W2 File

Print W2 Forms

Task 6101: Print W2 Forms

Print W2 Forms

Required: Enter Year

Required: Entity Code TOWN OF ADMINS

Optional: Enter up to 9 Employee# 3 values: 071759, 071394, 070773.

Sort W2 Forms By Entity then : ☒ Primary TS Group/Name ☐ Primary TS Group/Employee# ☐ Name

Email W2 Forms

Email W2 Forms

Resume with Federal and State files

Email W2 Forms

Issuing a Corrected Form Only?
Choose Yes to SKIP this step and continue to the Federal W2 File
Click No to Email the Forms

W2 \$ Changes Before Filing



Create a “No Time” Warrant

Adjust via Manual Check

Reset W2 menu

Build W2 file

Print form(s) with \$ amount changes

Task 6101: Print W2 Forms

Print W2 Forms

Required: Enter Year

Required: Entity Code TOWN OF ADMINS

Optional: Enter up to 9 Employee#

Sort W2 Forms By Entity then : ☒ Primary TS Group/Name ☐ Primary TS Group/Employee# ☐ Name

Reset W2 Menu

Build W2 File

Print W2 Forms

Email W2 Forms

Email W2 Forms

Issuing a Corrected Form Only?
Choose Yes to SKIP this step and continue to the Federal W2 File
Click No to Email the Forms


Click on the Email W2 Forms step

Resume with Federal and State files & Saving / Archiving Step

W2 \$ Changes After Filing




Make sure the **Save W2 Forms As Attachments** step is complete for the original filing before issuing any corrections after filing.

 Human Resources
Year End Processing

HR-625 Issue a Corrected W2 (W-2 C)
March 2022

CORRECTING FORMS W-2 AFTER ORIGINAL FILING WITH THE IRS

To issue a corrected form W2, take steps in **AUC** and the **IRS** and **Social Security Administration (SSA)** online services.

If the W2 file **has not** been generated and sent to the IRS, [make corrections](#),  **[Print or Email W2]**, and continue with the **[Federal W2 File]** step. The corrected information will be included in the W2 file to be created and sent to the IRS. Do not issue a W-2 C if the file had not been sent to the IRS prior to the correction.

Issue W2-Cs

[If correcting a Name, Social Security Number \(SSN\), or Employee address](#), make corrections in **AUC**:

Maintenance ▶ Employee Maintenance ▶ [1 Contact]

Correcting Amounts on the W2

Use the **Void/Manual** process described in [HR-430 Manual Check Process](#) to make dollar amount corrections to the employee record. To correct an amount, **enter and process** a **"No Time Warrant"** dated 12/31 for the W2 year being corrected. When the **"No Time Warrant"** is complete, follow these steps:

Issue W-2 C

- ☐ 1. Print out the original W2 form from the employee's attachment screen.
- ☐ 2. **Run W2 process again** - make sure attachment step was run when the original W2s were generated.
- ☐ 3. **Print out corrected W2 form from AUC.**

Due Date for Filing



Forms to employees – January 31

File to the SSA – January 31

File to State of MA – January 31

File to State of CT – January 31

File to State of RI – January 31



Prepare for Next Year

To Do:



Reset Annual Maximums

HR-200 Reset Annual Maximum
on Employee Cost Codes

Update/Verify Federal Tax Table

[IRS Publication 15t](#)

Update/Verify State Tax Table(s)

Check State website [CT](#) [MA](#) [RI](#)

Reset Soc Sec Taxable Maximum
on the Base Bucket Table

2025 amount is \$176,100

Reset Cost Code Table FICA
EE & ER annual amounts

2025 amount is \$10,918.20

Update Holidays

Bargaining Unit Table ► [2 Holidays]

Confirm taxes & deductions reset first pay period of 2025 payroll register



Reset Annual Maximums

Tables ► Cost Code

Cost Code Table

2024

Cost Code	FICA	SOCIAL SECURITY TAXES
Calculation	<input type="radio"/> Method 1 Use Tax Rate Table	
	<input type="radio"/> Method 2 Flat Amount \$	
	<input checked="" type="radio"/> Method 3 Base Bucket% 12,4000	<input checked="" type="radio"/> Period Annualized
	Base Bucket# 10	<input type="radio"/> YTD Amount

Calendar Year Annual Maximums

Bucket Amount	\$	168600.00
Employee Contribution	\$	10453.20

Calendar Year Annual Maximums

Bucket Amount	\$	168600.00
Employee Contribution	\$	10453.20
Employer Contribution	\$	10453.20

Cost Code Table

2025

Cost Code	FICA	SOCIAL SECURITY TAXES
Calculation	<input type="radio"/> Method 1 Use Tax Rate Table	
	<input type="radio"/> Method 2 Flat Amount \$	
	<input checked="" type="radio"/> Method 3 Base Bucket% 12,4000	<input checked="" type="radio"/> Period Annualized
	Base Bucket# 10	<input type="radio"/> YTD Amount

Calendar Year Annual Maximums

Bucket Amount	\$	176100.00
Employee Contribution	\$	10918.20
Employer Contribution	\$	10918.20

Calendar Year Annual Maximums

Bucket Amount	\$	176100.00
Employee Contribution	\$	10918.20
Employer Contribution	\$	10918.20

Reset Social Security Annual Maximum



Tables ► Base Buckets

Change the annual maximum next year to 168,600 before processing the first warrant in 2024

Base Buckets					
1 Bucket	2 Description	Annual Maximum	W2 Box	W2 Desc	1099-R Box
1	Federal Tax Wages		01		02A
2	Medicare Wages		05		
3	State Taxable Wages		16-#1		16-#1
4	Retirement Wages				01
5	Total Wages				
6	Workers Comp				
7	Federal Taxes				04
8	State Taxes				14-#1
9	Reportable Health Care Cost				
10	FICA - Social Security Wages			168600.00	03
11					

2024

Base Buckets					
1 Bucket	2 Description	Annual Maximum	W2 Box	W2 Desc	1099-R Box
1	Federal Tax Wages		01		02A
2	Medicare Wages		05		
3	State Taxable Wages		16-#1		16-#1
4	Retirement Wages				01
5	Total Wages				
6	Workers Comp				
7	Federal Taxes				04
8	State Taxes				14-#1
9	Reportable Health Care Cost				
10	FICA - Social Security Wages	176100.00	03		
11					
10	FICA - Social Security Wages			176100.00	03

2025



401K & FSA Limits for Next Year



401K Contribution Maximums

401(k) plans increased to \$23,500, up from \$23,000 for last year

Catch Up Contribution Limits

“The catch-up contribution limit for employees aged 50 and over who participate in 401(k), 403(b), and most 457 plans, as well as the federal government's Thrift Savings Plan remains \$7,500 for 2025.” For ages 60-63, the catch-up limit is \$11,250.

FSA reminder: Employee contribution limit is \$3,300 for 2025

401(k) limit)

Publication 15-B, Employer's Tax Guide to Fringe Benefits

Update/Verify Federal Tax Table

Tables ► Tax Rate



2024 Percentage Method Tables for Automated Payroll Systems and Withholding on Periodic Payments of Pensions and Annuities									
STANDARD Withholding Rate Schedules (Use these if the Form W-4 is from 2019 or earlier, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is NOT checked. Also use these for Form W-4P from any year.)					Form W-4, Step 2, Checkbox, Withholding Rate Schedules (Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 IS checked)				
If the Adjusted Annual Wage Amount on Worksheet 1A or the Adjusted Annual Payment Amount on Worksheet 1B is:					If the Adjusted Annual Wage Amount on Worksheet 1A is:				
At least—	But less than—	The tentative amount to withhold is:	Plus this percentage—	of the amount that the Adjusted Annual Wage or Payment exceeds—	At least—	But less than—	The tentative amount to withhold is:	Plus this percentage—	of the amount that the Adjusted Annual Wage exceeds—
A	B	C	D	E	A	B	C	D	E
Married Filing Jointly					Married Filing Jointly				

Last year's (2024) rates; look for the new rates at the link below in late December – be sure it has “2025” Percentage Method....

Update State Tax Tables



Check State website [CT](#) [MA](#) [RI](#)

Tax Rate			
Tax Type	MA	STATE TAX	
Tax Table	H	State Tax	
Base Bucket Number	3	State Taxable Wages	
Second Check Percent		Base Bucket for Period Tax Reduction	<input type="checkbox"/>
Wages From		Wages To	Amount
			Percentage
			On Wages Over
Minimum Bucket Amount to Process Tax			8000.00
Annual Wages Exempt Amount			3400.00
Annual Per Exemption Amount			1000.00
2020 W4 Annual Exemption			

Cost Code Updates



Cost codes for health insurance amounts often change when renewing annual contracts with the insurer. Update after the final payroll using the old code(s) is complete

Cost Code Table

Cost Code **HMO526** HMO BLUE SINGLE 26 PAYS

Calculation ☐ Method 1 Use Tax Rate Table
☒ **Method 2** Flat Amount \$ **99.00**
☐ Method 3 Base Bucket%

Update the health insurance cost codes;
Human Resources ►
Tables ► Cost Code ►
Select Code;
Change the \$ amount

Goto... Employee Number **570499** LYNN G ANDES
Position **S005PSYTEAM-03** PSYCHOLOGIST

Actions

1 Contact 2 Personal 3 **Ded/Ben** 4 Add Wages 5 Payroll

Cost Code **HMO526** Stop Date Table Amount

The change will be reflected on the employee Deduction Benefit tab and will be used for the next payroll.

EE & ER Annual Max Cost Code Table



Year End Processing ► Reset Cost Code Annual Maximums

Reset Cost Code Annual Maximums

Description	Date	Start	End	Success
Reset Files	15-Dec-2021	14:26:54.73	14:26:54.73	<input checked="" type="checkbox"/>
Create Cost Code Annual Maximum Reset File				<input type="checkbox"/>
Edit List				<input type="checkbox"/>
Maintain Work File				<input type="checkbox"/>
Reset Annual Maximum Balances				<input type="checkbox"/>

6033-HRRESETANNMAXEDT.REP

Town of Admins
Edit List

Page 1

UNPOSTED

Employee	Position	Cost Code	Effective	Stop Date	Original	Balance
000040 DION, KEITH F	T421DPWDIR -01	DEFVOL FULLTIME 046001084	07-Feb-1991		Current: 27,000.00 New: 27,000.00	16,930.00 27,000.00
000040 DION, KEITH F	T421DPWDIR -01	ER PGFTW EMPLOYER HPHC FAMILY	01-Dec-2018		Current: 30,296.63 New: 30,296.63	30,296.63
000040 DION, KEITH F	T421DPWDIR -01	PLGF TWN PILGRIM FAMILY TOWN	01-Jul-2011		Current: 6,315.55 New: 6,315.55	4,858.03 6,315.55
000152 PETERSON, KEITH C	T123TWNADMN-01	ALT52I ALTUS IND TOWN 52	01-Jul-2011		Current: 501.48 New: 501.48	385.68 501.48
000152 PETERSON, KEITH C	T123TWNADMN-01	DEFVOL FULLTIME 046001084	07-Jan-2010		Current: 27,000.00 New: 27,000.00	7,240.00 27,000.00
000152 PETERSON, KEITH C	T123TWNADMN-01	ER BC S EMPLOYER HMO SINGLE	01-Dec-2018		Current: 11,607.50 New: 11,607.50	11,607.50



Checklist & Dates

Check List



- ☐ Register with the BSO/Attend Webinar
- ☐ Sign up for TIN Matching and Run the Process
- ☐ Watch the Wage File Upload Video
- ☐ Review the Help Documents
- ☐ Review the IRS documents
- ☐ Balance the Reports
- ☐ Build the File & Review Reports
- ☐ Print & Email W2 Forms
- ☐ Create and Submit Federal File
- ☐ Create and Submit State File
- ☐ Save Attachments/Archive
- ☐ Reset Annual Cost Code Maximums & Update \$ amounts on Cost codes
- ☐ Reset Base Bucket Maximums
- ☐ Update the Tax Tables
- ☐ Update Holidays in the Bargaining Unit Table
- ☐ Confirm Taxes & Deductions first payroll of the new year

Due Date for Filing



Forms to employees – January 31

File to the SSA – January 31

File to State of MA – January 31

File to State of CT – January 31

File to State of RI – January 31

Questions?

