

Calendar Year-End

Payroll

- I. Districts will be printing their own W-2s!
 - a. IRS says distribute by January 31st
 - b. Forms must be ordered by the district.
 - c. Order Extra!!
 - d. W-2's print on a BLANK 4-UP, there should only be writing on the back of the form!
 - i. This is typically form # **L4BL**
 - ii. For Pressure Sealed mailers use form # **PS1289**
 - e. Order from a variety of vendors such as:
 - i. AIG Technology
 1. Robert Satcher @ (888) 457-8879
 - ii. Safeguard Business Systems
 1. Mike Den Bleyker @ (877) 797-8490
 - iii. SR Roberts Inc.
 1. Monica Rasmussen @ (800) 626-1132
 - iv. Harris Printers
 1. (602) 233-1888

- II. Before you generate your W-2s
 - a. Verify State ID and Federal Tax EIN
 - i. Check *General Ledger > Configuration > General Ledger Default Settings*
 - b. Verify Deduction information
 - i. Check *Payroll > Deduction/Benefits > Deductions/Benefits Maintenance*
 - ii. Make sure State ID is in your AZ State Tax Deduction!
 - iii. Double check the W2 Box on your deduction grid. Make sure deductions will appear on the W2 correctly!
 1. Remember, there is NO box code for ASRS.

- III. Generating your W-2s
 - a. Go to *Payroll > Reports > Quarterly / Annual > W-2 Processing*
 - b. First, run the Validation Report by going to *Actions > Validation Report*
 - i. This checks to see if you have any employees with really long names or address that will not fit on the W-2. The report only pops up if there may be problems.
 - ii. If a report does show, try to abbreviate any addresses. If an address doesn't fit it will be truncated. This is only an issue if you are mailing out your W-2s to your employees.
 - c. Create the W-2 records by going to *Actions > Generate Records*
 - i. Each record can be Added / Edited / Deleted if need be
 - ii. If you need to make any adjustments, key those adjustments into the "Adjustments" column where available (because that column can be saved if you need to regenerate)
 - iii. *Actions > Delete All Records* will clear the grid so you may regenerate.
 - d. Import adjustments (MMREF) if needed.

- i. Only if you have earnings that need to be reported that were on a previous system. These import into the "Adjustments" column.
 - ii. After importing, go to *Actions > Save Adjustments* so you don't lose your information.
 - e. Create a Totals Report when you're all set by going to *Actions > Totals Report*
 - i. Verify against your 941s submitted for the calendar year
 - f. Print W-2s
 - i. *Actions > Print 4-UP*. This will show in the Report Viewer.
 - ii. Print out when you are ready!
 - iii. When you're done, save the report as PDF for history.
- IV. Submitting W-2s to SSA
 - a. For districts on the Maricopa County Server (Inside Districts) the MCSOS office will submit your information for you. Skip to step V.
 - b. Go to *Actions > Make File* and fill out the appropriate information
 - i. **DON'T FORGET TO UPDATE THE YEAR!!!**
 - ii. Save the W2REPORT to your C:\ drive
 - c. To submit your W-2 info online you will need to register with the SSA Business Services Online to submit a Wage Report
 - i. <http://www.ssa.gov/bsowelcome.htm>
 - d. Log into the SSA and upload your W2REPORT as your Wage Report
- V. Arizona Department of Revenue
 - a. For districts on the Maricopa County Server (Inside Districts) you must make sure that we have your *ORIGINAL SIGNED A1-R* (Arizona Withholding Reconciliation Form) into Mike Martinez **no later than February 20th**. Faxes or copies cannot be accepted.
 - i. <http://www.revenue.state.az.us/Forms/withholding.asp>
- VI. Things to change in Payroll for 2009
 - a. Update your DES Unemployment rates if you are a Contributory District. DES usually tries to send this out for January 1st, but you may want to call and get your rates so you can have it for your first payroll.
 - i. DES Employer Rates – (602) 248-9101
 - b. The FICA rates will remain the same in 2009, but the maximum amount subject to the social security part for tax years beginning in 2009 has increased to \$106,800 from \$102,000 in 2008. So before running your first 2009 payroll, go into *Payroll > Deductions/Benefits > Deduction/Benefits Maintenance* and edit your **FICA – Social Security** deduction. Make sure the Employee AND Employer max are changed to \$6,621.60 (\$106,800 * 6.2%). **DO NOT DO THIS UNTIL AFTER RUNNING THE LAST PAYROLL FOR 2008.**
 - c. Make sure that your tax tables have been updated for 2009 in both your Federal Tax deduction AND your EIC deduction. Use the IRS Publication 15 (Circular E) to get the new ANNUAL rate tables.

Master Deduction Table

Actions

Deduction: TAX - FED TAX W/H

Marital Status: Single person (including head of household)

Parameters

Exemption Amount: \$3650.00 Year: 2009

	Over	But Not Over	Amount	Percent	of Excess Over
▶	\$0.00	\$2,650.00	\$0.00	0.0000	\$0.00
	\$2,650.00	\$10,400.00	\$0.00	10.0000	\$2,650.00
	\$10,400.00	\$35,400.00	\$775.00	15.0000	\$10,400.00
	\$35,400.00	\$84,300.00	\$4,525.00	25.0000	\$35,400.00
	\$84,300.00	\$173,600.00	\$16,750.00	28.0000	\$84,300.00
	\$173,600.00	\$375,000.00	\$41,754.00	33.0000	\$173,600.00
	\$375,000.00	\$99,999,999.00	\$108,216.00	35.0000	\$375,000.00
*					

OK Cancel Help

Master Deduction Table

Actions

Deduction: TAX - FED TAX W/H

Marital Status: Married person

Parameters

Exemption Amount: \$3650.00 Year: 2009

	Over	But Not Over	Amount	Percent	of Excess Over
▶	\$0.00	\$8,000.00	\$0.00	0.0000	\$0.00
	\$8,000.00	\$23,950.00	\$0.00	10.0000	\$8,000.00
	\$23,950.00	\$75,650.00	\$1,595.00	15.0000	\$23,950.00
	\$75,650.00	\$144,800.00	\$9,350.00	25.0000	\$75,650.00
	\$144,800.00	\$216,600.00	\$26,637.50	28.0000	\$144,800.00
	\$216,600.00	\$380,700.00	\$46,741.50	33.0000	\$216,600.00
	\$380,700.00	\$9,999,999.00	\$100,894.50	35.0000	\$380,700.00
*					

OK Cancel Help

Master Deduction Table [X]

Actions

Deduction: TAX - ADVANCED EIC

Marital Status: SINGLE or HEAD OF HOUSEHOLD

Wages Limit

Single: \$35463.00 Married: \$38583.00 Year: 2009

	Over	But Not Over	Amount	Percent	of Excess Over
▶	\$0.00	\$8,950.00	\$0.00	20.4000	\$0.00
	\$8,950.00	\$16,420.00	\$1,826.00	0.0000	\$0.00
	\$16,420.00	\$99,999,999.00	\$1,826.00	-9.5880	\$16,420.00
*					

OK Cancel Help

Master Deduction Table [X]

Actions

Deduction: TAX - ADVANCED EIC

Marital Status: MARRIED Without Spouse Filing Certificate

Wages Limit

Single: \$35463.00 Married: \$38583.00 Year: 2009

	Over	But Not Over	Amount	Percent	of Excess Over
▶	\$0.00	\$8,950.00	\$0.00	20.4000	\$0.00
	\$8,950.00	\$19,540.00	\$1,826.00	0.0000	\$0.00
	\$19,540.00	\$9,999,999.00	\$1,826.00	-9.5880	\$19,540.00
*					

OK Cancel Help

Master Deduction Table

Actions

Deduction: TAX - ADVANCED EIC

Marital Status: MARRIED With Both Spouses Filing Certificate

Wages Limit

Single: \$35463.00

Married: \$38583.00

Year: 2009

Deduction Table(Filterd)

	Over	But Not Over	Amount	Percent	of Excess Over
▶	\$0.00	\$4,475.00	\$0.00	20.4000	\$0.00
	\$4,475.00	\$9,770.00	\$913.00	0.0000	\$0.00
	\$9,770.00	\$9,999,999.00	\$913.00	-9.5880	\$9,770.00
*					

OK

Cancel

Help