# JD Edwards EnterpriseOne Applications

## US Payroll Year-End Processing Guide

## 9.2

JD Edwards EnterpriseOne Applications
US Payroll Year-End Processing Guide

9.2

Part Number: E38286-32

# Contents

ORACLE

ORACLE

# Preface

Welcome to the JD Edwards EnterpriseOne documentation.

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at *http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc* .

## Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit *http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info* or visit *http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs* if you are hearing impaired.

## Related Information

For additional information about JD Edwards EnterpriseOne applications, features, content, and training, visit the JD Edwards EnterpriseOne pages on the JD Edwards Resource Library located at:

*http://learnjde.com*

## Conventions

The following text conventions are used in this document:

| Convention | Meaning |
|---|---|
| **Bold** | Boldface type indicates graphical user interface elements associated with an action or terms defined in text or the glossary. |
| *Italics* | Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values. |
| `Monospace` | Monospace type indicates commands within a paragraph, URLs, code examples, text that appears on a screen, or text that you enter. |
| **> Oracle by Example** | Indicates a link to an Oracle by Example (OBE). OBEs provide hands-on, step- by-step instructions, including screen captures that guide you through a process using your own environment. Access to OBEs requires a valid Oracle account. |

ORACLE

# 1 Introduction to JD Edwards EnterpriseOne U.S. Payroll Year-End Processing

## JD Edwards EnterpriseOne U.S. Payroll Year-End Processing Overview

This guide describes how to perform year-end tasks related to payroll, including year-end rollovers, year-end form processing, and year-end information reporting.

Employers who have paid wages to and withheld taxes from their employees during a calendar year have to report these amounts to their employees and to the Social Security Administration (SSA).

Employees use W-2 forms to complete their personal income tax returns and pay any amount owed to the Internal Revenue Service (IRS).

The SSA uses information from W-2 forms to properly credit employees' earnings and benefit accounts. The SSA shares earnings and tax information with the IRS.

To ensure that employment tax returns (such as form 941), that are sent to the IRS agree with the amounts totalled in the W-2 form and W-3 form. The IRS and the SSA compare the following amounts:

- Federal income tax withheld
- Social Security wages and tips
- Medicare wages and tips
- Advance earned income credit

For detailed instructions about preparing employment tax returns and year-end forms, please contact the IRS or the SSA.

## JD Edwards EnterpriseOne U.S. Payroll Year-End Processing Implementation

This section lists out the implementation steps for U.S. Year-End Payroll Processing.

When you are planning to implement the US Payroll year-end processing, use all sources of information, including the installation guides and troubleshooting information.

When you are determining which electronic software updates (ESUs) to install for JD Edwards EnterpriseOne year-end processing, use EnterpriseOne and World Change Assistant. EnterpriseOne and World Change Assistant is a Java-based tool. It reduces the time that is required to search for and download ESUs by at least 75 percent. The tool also enables you to install multiple ESUs at one time.

See   *JD Edwards EnterpriseOne Tools Software Updates Guide*   .

ORACLE

# Implementation Steps for U.S. Payroll Year-End Processing

This table lists the implementation steps for processing the year-end payroll information for the U.S :

- Install the year-end update. See `http://www.oracle.com/support/contact.htm`

- Verify the payroll history.

  See *"Working with Tax History Integrity" in the JD Edwards EnterpriseOne Applications U.S. Payroll Implementation Guide* .

  See *"Working With Payroll History Integrity" in the JD Edwards EnterpriseOne Applications U.S. Payroll Implementation Guide* .

- Process rollovers.

  See *Processing Year-End Rollovers*

- Verify employee names and addresses.

  See *Employee Names and Addresses*

- Set up information for Box 13.

  See *Setting Up Information in Box 13*

- Set up employees who work in multiple states.

  See *Setting Up Employees Who Work in Multiple States*.

- Set up employees who work in Puerto Rico.

  See *Setting Up Employees Who Work in Puerto Rico*.

- Set up contract and pension employees.

  See *Setting Up Contract and Pension Employees*.

- Update year-end information for a parent company.

  See *Setting Up U.S. Payroll Year-End Processing*.

- Verify tax area information.

  See *Verifying Tax Area Information*.

- Set up Next Numbers for W-2s.

  See *Setting Up Next Numbers for W-2s*.

- Set up deductions, benefits, and accruals (DBAs) for year-end processing.

  See *Setting Up DBAs for Year-End Processing*.

- Set up pay types for 1099 processing.

  See *Setting Up Pay Types for 1099 Processing*.

- Enter third-party sick pay information.

  See *Setting Up Information in Box 13*.

ORACLE

- Review W-2 IRS-defined codes.

  See *Reviewing W-2 IRS-Defined Codes*.

# 2 Understanding U.S. Payroll Year-End Processing

## U.S. Payroll Year-End Processing Features

U.S Payroll year-end processing includes the following features:

- Data integrity

  Specify the parameters that the system uses to audit data for errors. To minimize errors, your responsibilities are intentionally limited.

- Flexibility

  Determine reporting rules and decide how to handle information at the company and tax identification level.

- Control over reporting

  Review data online or by using summary reports, to verify that the system derives data correctly.

The system enables you to produce the following year-end forms:

- W-2s for employees who work in the U.S.
- 499R-2s for employees who work in Puerto Rico.
- 1099-MISCs and 1099-Rs for contract, retired, or pension employees.
- 1099-NEC form for nonemployee compensation.

These year-end forms serve as important tax documents for the employees, the Social Security Administration (SSA), and the Internal Revenue Service (IRS).

These forms provide an employee's total earnings and tax information for the calendar year. You must submit copies of these forms to the SSA to update each employee's earnings information for retirement, disability, and Medicare. You also send these forms to the IRS for reporting purposes, and to verify employees' earnings and taxes. The following table describes each year-end form:

| Form | Description |
| --- | --- |
| W-2 | The formal name of this form is Wage and Tax Statement. You use this form to report employees' earnings. Employers use this IRS form to report wage and tax data for employees. |
| 499R-2 | The formal name of this form is Withholding Statement - Commonwealth of Puerto Rico. Employers use this form to report wages for employees who work in Puerto Rico during a tax year. The IRS accepts this form. |
| 1099-R | The formal name of this form is Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc. Employers use this form to report taxable income for distributions from profit-sharing plans, Individual Retirement Accounts (IRAs), pensions, annuities, and so on. |

ORACLE

| Form | Description |
| --- | --- |
| 1099-MISC | Use the 1099-MISC to report payments in excess of $600 to any individual or corporation for items such as rent or payments to an attorney, or payments where Federal income tax was withheld, regardless of the amount. Do not use 1099-MISC to report non-employee compensation, which is now reported on form 1099-NEC. |
| 1099-NEC | Use form 1099-NEC to report payments of $600 or more to someone who is not your employee (including parts and materials) or certain other payments, such as some attorney fees. Also report payments where Federal income tax was withheld, regardless of the amount. |

**Note:** The IRS requires electronic filing reporting if you have a specific number of returns. The Accounts Payable system can also produce 1099 returns. When you are not sure whether to use electronic filing reporting or not, consider the number of returns that Accounts Payable and the Payroll generate. For more information about reporting requirements for electronic filing, contact an IRS officer.

## Release Levels

U.S. Payroll Year-End Processing for 2025 is available for the following release levels:

- EnterpriseOne 9.2

For releases prior to 9.2, please contact Advanced Customer Services to inquire about Market-Driven Support.

## Changes Supported by U.S. Year-End Processing in 2025

The software supports the following changes:

The wages subject to the Community Safety Payroll Tax (CSPT) and the amount of tax withheld must to be reported on the employee W-2 under the locality tax in the city of Eugene, Oregon(OR). The YearEnd build report is modified to report the subject wages in box 18 (local wages, tips), the payroll tax paid in box 19 (local income tax), and EUG in box 20 (locality name).

## Preparation for Year-End Reporting

This section discusses the following topics:

- Government regulations.
- Paper forms.
- Transmitter forms for W-2/499R-2 and 1099-R/1099-Misc/1099-NEC.
- Deadline information.
- Deadline extensions and waivers of reporting requirements.
- IRS and SSA resource list.

ORACLE

# Government Regulations

Government procedures dictate the processes and procedures for year-end payroll tax reporting. To avoid extra fees and penalties, it is important that you be familiar with current government tax reporting regulations before you set up and process year-end information.

> **Note:** The IRS information that is contained in this publication is believed to be accurate at the time of publication. However, it is not the sole source of information that you require when you fill reports or returns with the IRS and SSA. For complete information and for guidance about filing requirements, see the appropriate government publication or regulation.

The following IRS filing requirements apply to the year-end processes that are described in this guide:

| Requirement | Description |
| --- | --- |
| Electronic filing requirements | For employers who file more than a certain number of Copy A forms for W-2s, 499R-2s, or 1099s, the IRS requires that they submit an electronic file instead of sending Copy A forms. Some states also require employers to file state copies on electronic filing. For electronic filing requirements contact the IRS.<br><br>**Note:** Any forms submitted in 2026 for the 2025 tax year *must* be submitted electronically. |
| Employer ID numbers | For information reported on W-2s, 499R-2s, and 1099-Rs, the IRS regards each EIN as a separate entity. In the system, all companies that have the same federal tax identification number can be reported under the same identification (ID) number. You can summarize to this level, or you can process each company independently. |

> **Note:**
>
> - *Understanding U.S. Payroll Year-End Processing*
>
>   *Preparation for Year-End Reporting*
>
>   *IRS and SSA Resource List*.

# Paper Forms

For employees who file more than a certain number of Copy A forms for W-2s, 499R-2s, or 1099s, the IRS required that they submit an electronic file instead of sending Copy A form. Some states also require employers to file state copies on electronic filing. To research electronic filing requirements, contact the IRS office.

Employers who submit paper copies of year-end forms need to send all paper Copy A forms and all W-3, 499R-3, and 1096 forms to the appropriate SSA Data Operations Center as it appears on the year-end form.

**ORACLE**

# Deadline Information

This table describes deadline information for various forms:

| Deliverable | Description |
|---|---|
| W-2 copies | The deadline for issuing W-2 copies to employees is typically January 31 of the year following the tax year being reported. However, when January 31 falls on a Saturday or a Sunday, the deadline for submitting W-2 copies is typically the next business day following January 31. For the 2025 tax year, W-2 copies must be issued to employees by February 02, 2026. |
| W-2c and W-3c copies | Create W-2Cs and W-3Cs only after you have submitted electronic files. Also, provide Form W-2C to employees as soon as possible. |
| 499R-2 copies | The deadline for issuing 499R-2 copies to employees is typically January 31 of the year following the tax year being reported. However, when January 31 falls on a Saturday or a Sunday, the deadline for submitting 499R-2 copies is typically the next business day following January 31. For the 2025 tax year, 499R-2 copies must be issued to employees by February 02, 2026. |
| 1099-R and 1099-MISC copies | The deadline for issuing 1099-MISC or 1099-R copies to employees is typically January 31 of the year following the tax year being reported. However, when January 31 falls on a Saturday or a Sunday, the deadline for submitting 1099 copies is typically the next business day following January 31. For the 2025 tax year, 1099 copies must be issued to employees by February 02, 2026. However, if substitute payments are being reported in box 8 or gross proceeds paid to an attorney are being reported in box 10, the due date for issuing 1099 MISC copies to employees is February 17, 2026. |
| 1099-NEC | The deadline for issuing 1099-NEC copies to employees is typically January 31 of the year following the tax year being reported. However, when January 31 falls on a Saturday or a Sunday, the deadline for submitting 1099 copies is typically the next business day following January 31. For the 2025 tax year, 1099-NEC copies must be issued to employees by February 02, 2026. |
| Electronic filing | The deadline for electronically filing Forms W-2 to the SSA, and Forms 1099 to the IRS is January 31, 2026. The deadline for paper filing of these forms is January 31, 2026. These dates are the dates by which employers must have its information to the SSA and IRS. However, when January 31 falls on a Saturday or a Sunday, the deadline for submitting these forms is typically the next business day following January 31. The employer must give the employee a copy of each form by February 02, 2026: however, if 1099 MISC has substitute payment information in box 8 or gross proceeds paid to an attorney in box 10, the due date is February 17, 2026. |

# Deadline Extensions and Waivers of Reporting Requirements

The IRS is responsible for granting deadline extensions to individual companies. If the company needs an extension, the employer must file Form 8809 (Application for Extension of Time to File Information Returns). www.irs.gov/pub/irs-dft/f8809--dft.pdf

The IRS Commissioner might waive the electronic filing reporting requirement for an employer if the employer submits a waiver request that documents hardship. The employer must file the form 8508 (Request for Waiver from Filing

ORACLE

Information Returns Electronically) with the IRS at least 45 days before the due date of the returns for which the employer is requesting a waiver.

The address to submit the form 8508 is as follows:

IRS-Enterprise Computing Center - Martinsburg

Information Reporting Program

Attn: Extension of Time Coordinator

240 Murall Drive

Kearneysville, WV 25430

> **Note:**  The address for filing extensions with the IRS was current at the time of publication. However, we recommend that you contact the IRS directly to verify that the mailing address is correct before you mail any important documents, including extension applications.

# IRS and SSA Resource List

To obtain forms and publications, you can:

- Order by phone from FTI, Inc, by calling 1–800–FORM123, or order online at http://www.ftiforms.com/
- Visit a local IRS office.
- Download the forms from http://www.irs.gov.

  > **Note:**  Forms printed from the Internet are for reference only. Do not reproduce these forms for filing. Also, the forms obtained from the IRS office might not fit the spacing and the only forms we support are those purchased from FTI, Inc.

To contact the IRS, call any of these telephone numbers:

- Reporting hotline: 1-304-263-8700 or toll-free 1-866-455-7438
- Telecommunications device for the deaf: 1-304-267-3367

Ways to contact the SSA include the following:

- Access http://www.ssa.gov.
- For general information, call 1-800-772-6270.
- For electronic filing information, call 1-800-772-6270 or contact the Employer Service Liaison Officer.

> **Note:**
>
> - *Government publication 2025 Instructions for Forms W-2 and W-3.*
>
> - *Government publication 2025 Instructions for Forms 499R-2, 1099.*

**ORACLE**

# The U.S. Payroll Year-End Processing Cycle and Process Flow

This section discusses:

- The U.S. Payroll Year-End Processing cycle.
- The U.S. Payroll Year-End Processing checklist.

## The U.S. Payroll Year-End Processing Cycle

The U.S. Payroll Year-End Processing cycle consists of these tasks:

1. Install the update.

   You must install the update to run year-end programs. The update contains changes that comply with the most current government legislation.

   Perform these steps:

   - Install the U.S. Payroll Year-End Processing software for the current year.
   - Complete the post-installation instructions for the update.

     This guide does not discuss software installation and the necessary post-installation instructions.

     See the installation documentation that accompanied the software update. For installing the current-year software update contact technical Upgrade Object Management (UOM).

2. Verify payroll history.

   Review the Taxation History Integrity Report (R077011), the Pay Type Deduction Benefit Accrual (PDBA) History Integrity Report (R077021), the Tax History Integrity F06136A/F06166A Report (R077011A), and the Tax History Integrity F06136B Report (R077011B) for accuracy. Correct any inaccurate history records to ensure that accurate information is reported to the government.

   The PA Act 32 Tax History Integrity F06136B Report (R077011B) is based on the F06136B table. The report validates that there are no data integrity errors in the table. The F06136B table is used for U.S. Payroll Year-End Processing.

3. Run year-end rollover programs.

   To carry forward employee PDBA balances to the new year run either or both of the Year-End Payroll Month Rollover and the Year-End Calendar Month Rollover programs (P07390), as required.

**ORACLE**

4. Verify setup.

   Verify that the employee, company, PDBA, and tax type information is accurate. Also, verify that all employee address information was entered into the system using the correct format. You can also set up next numbers at this time.

   > **Note:** State and Federal reporting agencies have strict formatting guidelines for employee and company names and addresses. Verify that all name and address information that is included in the year-end reporting files and forms is formatted correctly. Failure to submit information using the correct format might result in penalties from the reporting agencies.

   You can create and assign W-2/IRS defined codes. You can set up wage adjustments, pay types for 1099 processing, and descriptions for amounts that are reported in Boxes 12 and 14.

5. Enter third-party sick pay.

   Enter third-party sick pay for year-end reporting.

6. Build the year-end workfile.

   Create the year-end workfile ID, add special handling instructions to the workfile, and review workfile build information online

7. Print audit reports.

   Print audit reports and run payroll balancing reports to verify year-to-date history and information.

8. Print forms.

   Print all year-end forms.

9. Create year-end workfiles for electronic filing.

   Create federal and state workfiles if you are filing year-end information electronically.

10. Print W-2Cs and W-3Cs.

    If needed, correct errors and print W-2Cs to report accurate information.

11. Back up and store all year-end information.

These diagrams illustrate the process workflow of year-end information:

**ORACLE**

**Step 1**
Verify Set Up of Year-End Information

**Step 2**
Verify Payroll History

**Step 3**
Run Year-End Rollover Programs

**Step 4**
Third-Party Sick Pay

Verify Employee Information.

Verify Company Information.

Verify Pay Type Setup for DBA Rollovers.

Enter Rollover Information for DBAs.

Run Taxation History Integrity reports in proof mode.

Review and correct errors in history.

Run Taxation History Integrity and PDBA History Integrity reports in update mode.

Review and correct errors in history.

Run Taxation History Integrity and PDBA History Integrity reports in proof mode to verify that no errors exist.

Process year-end rollover programs.

Review year-end payroll month rollover report and correct errors.

Review year-end calendar month rollover report and correct errors.

Enter third-party sick pay records.

Go to Step 5

# The U.S. Payroll Year-End Processing Checklist

To process year-end information, use the following checklist:

ORACLE

| Task | Corresponding Documentation and Information |
|------|---------------------------------------------|
| Install the update. | This guide does not discuss software installation and the necessary application-specific post-installation instructions. For additional instructions, see the Installation Workbook. For ESU information download see Update Center in *http://www.oracle.com/support/contact.html* . |
| Verify payroll history.<br><br>Verify the integrity of payroll history and correct any inaccurate history records by running these reports:<br><br>• Taxation History Integrity Report.<br><br>• PDBA History Integrity Report.<br><br>The Tax Summary (Additional) table (F06136A) shows the history of all school and district tax records. The Tax Integrity program (R077011A) runs this information and reports any errors. The PA Act 32 Tax History Integrity F06136B Report (R077011B) is based on the F06136B table. | See *Verifying Payroll History*<br><br>See<br><br>• "17.3 Working with Tax History Integrity" and<br><br>• "17.5 Working with PDBA History Integrity" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide* |
| Process the year-end rollover programs.<br><br>When you process year-end rollover programs, the system carries PDBA balances forward to the new year. To ensure that initial PDBA balances are correct for the new tax year, process these versions of the Year-End Rollover program (P07390):<br><br>• Year-End Payroll Month Rollover.<br><br>• Year-End Calendar Month Rollover. | See *Processing Year-End Rollovers*. |
| Verify employee setup.<br><br>Verify the format of employee names and addresses in the Address Book system to ensure that the information you report to the government and to the employees is accurate.<br><br>**Note:** If employee names are not formatted correctly, government reporting agencies might not accept the year-end information that the organization submits. You might have to process a conversion program to ensure that all employee names are formatted correctly.<br><br>• Verify that employee records are set up so that the system correctly marks Box 13 with statutory and retirement plan information.<br><br>• Verify that the appropriate Tax Method is set up correctly to generate 1099-MISC, 1099-NEC, and | See *Setting Up U.S. Payroll Year-End Processing*. |

| Task | Corresponding Documentation and Information |
|---|---|
| 1099R form for contract and pension employees. <br><br> • Verify that tax information is set up correctly to generate 499R-2 forms for employees in Puerto Rico. <br><br> • Verify that the information for employees who work in multiple states prints on the correct year-end form. <br><br> • Enter any outstanding third-party sick-pay information. | |
| Verify company and constants information setup. <br><br> To verify that the setup of company and constants information is correct, you can: <br><br> • Verify that the format of the company name and address is correct in the Address Book system. <br><br> • Verify that parent company information is set up correctly if you summarize and report multiple companies under one parent company. <br><br> • Verify the statutory code for Box 15 (State) and the local tax area description line for Box 20 (Locality). <br><br> Numeric State Codes are not valid. <br><br> • Review Federal A Corporate Tax IDs to verify that the federal EIN contains no punctuation or spaces. | See *Setting Up U.S. Payroll Year-End Processing* <br><br> *Verifying Company Information*. |
| Verify the setup of PDBA. <br><br> To verify that PDBA information is reported correctly: <br><br> • Verify the PDBA descriptions for boxes 12 and 14. <br><br> For items that are included in Box 12, assign the appropriate code to the W-2 IRS Defined Code field on the Year-End Parameters form. For Box 14, add up to three characters to the Special Handling Description of the PDBA on the Year-End Parameters form. This description prints in Box 14. <br><br> • If you are adding PDBA amount for an employee who works in multiple states, you might need to add the PDBA to specific states. If so, set up the state wage adjustments. | See *Setting Up U.S. Payroll Year-End Processing* <br><br> *Setting Up DBAs for Year-End Processing*. |

| Task | Corresponding Documentation and Information |
|---|---|
| Build the year-end workfile.<br><br>To build the year-end workfile, you must complete these tasks:<br><br>• Create a year-end ID and complete the workfile build.<br><br>• Use the additional parameters to add selection criteria, if necessary.<br><br>• Add special handling information to the workfile build.<br><br>• Run the workfile build program. | See *Setting Up Year-End Workfiles* |
| Review information online.<br><br>To verify that it is correct before you print year-end forms, review this information online:<br><br>• The W-2 Version Review forms to directly review all workfile build information.<br><br>• W-2, 499R-2, and 1099 Inquiries to review specific forms and to print individual forms. | See *Reviewing Year-End Workfile Information*. |
| Print audit reports.<br><br>To verify year-to-date history, print the audit reports. | See *Producing Year-End Deliverables*. |
| Print forms.<br><br>Print the year-end forms and compare the balance in the audit reports with the year-end forms. | See *Producing Year-End Deliverables*<br><br>*Working with Year-End Forms*. |
| Create workfiles for electronic filing.<br><br>Create federal and state workfiles and submit them electronically. | See *Generating Workfiles for Year-End Electronic Filing*. |
| Print W-2Cs.<br><br>To report accurate information correct errors and print W-2Cs. | See *Producing Year-End Deliverables*<br><br>*Working with Correction Forms*. |
| Back up year-end information.<br><br>After completing the reporting process for year-end information, complete these tasks to back up year-end information:<br><br>• Back up all year-end tables. | For assistance with backing up year-end information, , contact the systm administrator. |

| Task | Corresponding Documentation and Information |
|---|---|
| • Keep a copy of the federal workfile that you send electronically to the SSA. | |
| Verify Tax Information<br><br>The Tax Summary (PA ACT 32) table (F06136B) stores history information for Pennsylvania city and school district records. The Tax History Integrity Report (R077011B) runs this information and reports any errors. | Review this information in the  *JD Edwards EnterpriseOne Applications U.S. Payroll Implementation Guide*  section:<br><br>• Working with Tax History Integrity. |

# Setting Up UDCs

Set up the following UDCs, which are used for processing year-end payroll.

## Employer Contact AN8 Phone (07Y|EC)

Use this UDC to display the new fields on the EFW2 RE - Employer Record and EFW2C RCE - Employer Record. To ensure that the system displays the Employer Contact Name, Employer Contact Phone Number, Employer Contact Phone Extension, Employer Contact Fax Number, Employer Contact E-mail/Internet fields in the EFW2 RE - Employer Record and EFW2C RCE - Employer Record. Set these values:

- Code: Enter the 5-digit employer (company) number.

- Description 1: Enter the employer contact address number.

- Description 2: Enter the employer contact phone type.

  For example: For setting HOM, see UDC 01/PH for phone types. If you leave this field blank, the system uses the default phone type set in 01/PH.

## Employer Contact Email Fax (07Y/EF)

Use this UDC to display the new fields in the EFW2 RE - Employer Record and EFW2C RCE - Employer Record. To ensure that the system displays the Employer Contact Name, Employer Contact Phone Number, Employer Contact Phone Extension, Employer Contact Fax Number, Employer Contact E-mail/Internet fields in the EFW2 RE - Employer Record and EFW2C RCE - Employer Record, set these values:

- Code: Enter the address number of the employer contact.

- Description 1: Enter the employer contact e-mail type.

  Example: For setting E, see UDC 01/ET for e-mail types.

- Description 2: Enter the employer contact phone type used for fax.

  Example: for setting Fax, see UDC 01/PH for FAX phone type. If there is no fax number, leave this field blank.

> **Note:**  If you are using an agent company and it is set in 07Y/AC, enter the agent company and its contact details in UDCs 07Y/EC and 07Y/EF.

ORACLE

## Setting Up Kind of Employer (UDC 07Y/KE)

You need to set up UDC 07Y/KE to determine the Kind of Employer for each company that you are running through the year-end processing. This is necessary information for the W-3 form. If none of these apply, do not set up the company in this UDC. The program will correctly select the box None Apply on the form.

| Code | Description | Description 2 |
|------|-------------|---------------|
|  | None Apply | 1 |
| 00001 | Federal Govt. | 4 |
| 00020 | 501C non-Govt | 2 |
| 00050 | State/Local 501C | 4 |
| 00610 | State/Local non-501C | 3 |

## Setting Up Country Code (UDC 07/CN)

You need to set up the UDC 07/CN for the country codes of Germany and Turkey to retrieve the corresponding IRS EFW2 country codes in the Description 1 column. This step is necessary to submit the EFW2s for the two countries.

| Country | UDC Value | Description 1 |
|---------|-----------|---------------|
| Germany | DE | GM |
| Turkey | TR | TU |

## Setting Up Special Handling Code (UDC 06/S2)

The UDC 06/S2 code is set up to report the total amount of qualified sick and family leave wages paid to an employee under the Families First Coronavirus Response Act (FFCRA).

| Code | Abbreviation | Description 2 |
|------|--------------|---------------|
| C1 | FSLW-511 | Federal sick leave wages subject to the limit of $511 per day limit |
| C2 | FSLW-200 | Federal sick leave wages subject to the limit of $200 per day limit |
| C3 | FEFLW | Federal emergency family leave wages |

ORACLE

Description 1 will be used for the abbreviation appearing on the W-2.

# Verifying Payroll History

After you install the year-end update, you must verify the payroll history.

## Corporate Tax IDs

When a company changes their Corporate Tax ID during the year, the tax ID that was replaced will no longer exist in the Payroll Corporate Tax Identification table (F069086). The system was designed assuming a one to one correspondence between company number and the Corporate Tax ID.

When the records are updated in the Tax History table (F06136), they are updated with the tax identification numbers that are currently in the F069086 table for the company. When a company changes their Corporate Tax ID, a new set of history records are created in the F06136 table with the new Corporate Tax ID, but with the same company number. TAXX is a key to the F06136 table. If you run the integrity reports for an employee when there is a change in company's Corporate Tax ID, then the Corporate Tax ID does not match and the system throws errors on all the records with the previous Corporate Tax IDs.

Because the company's current Corporate Tax IDs in the F069086 table are not the same as in the F06136 table; when you run the integrity reports in update mode, the records in the F06136 table will be merged into a single record per tax type for that company with the new or updated Corporate Tax ID from the F069086 table. If you ignore these errors and run the year-end build process for the employee, the year-end build cannot accurately match up the state wages from history to the Corporate Tax ID.

The Employee State/Local Control table (F07831) (state information) has fields for both TAXX (Federal A tax ID), and TAXS (state tax ID). Even though the F06136 table might contain the previous tax IDs on the tax history records (if the integrity reports were not run in update mode), when the year-end build process is run, the system will not know which Federal A tax ID was available at the time the state wages were under the tax ID on the state history record. Therefore, if there is a change in the Corporate Tax ID, you must also change the company number. If you want to change the Corporate Tax ID for the same company number, then you must run the year-end build after the last payroll of the year, and prior to changing the corporate tax ID in the Corporate Tax IDs table.

## Tax History Integrity Report

To verify tax history integrity, run the Tax History Integrity Report (R077011). This report identifies missing, inaccurate, or incomplete information in the Tax History table (F06136). You should regularly verify the integrity of the taxation history to ensure that the correct information appears on the quarterly tax reports and employees' year-end forms.

## PDBA History Integrity Report

To ensure that the correct information appears on the quarterly tax reports and employees year-end forms, you must regularly verify the integrity of the PDBA history. To verify PDBA history integrity, run the PDBA Integrity Report (R077021). This report identifies missing, inaccurate, or incomplete information in the F06146 table.

## Tax History Integrity Report - F06136A/F06166A

The Tax History Integrity Report - F06136A/F06136B (R077011A) displays the tax integrity issues in the Tax Summary (Additional) table (F06136A) and the Tax Ledger (Additional) table (F06166A). The F06136A and F06166A store multiple school district tax records for each employee.

ORACLE

## Tax History Integrity Report - F06136B (PA ACT 32)

The Tax History Integrity Report - F06136B (PA Act 32) (R077011B) is based on the F06136B table. This table is used for U.S. Payroll Year-End Processing. The report validates that there are no data integrity errors in this table. There is a processing option to exclude error codes, and another processing option to update records in F06136B to correct data.

See *"Reviewing U.S. Tax History" in the   JD Edwards EnterpriseOne Applications U.S. Payroll Implementation Guide*   .

## Running the Tax History Integrity Report - F06136A/F06166A (R077011A)

Access Advanced and Technical Operations (G07BUSP3), Tax History Integrity F06136A/F06166A.

## Setting Processing Options for the Tax History Integrity Report - F06136A/F06166A (R077011A)

Use processing options to define default information about how the system processes data.

### Taxation

Access the Taxation tab.

**1. Processing Mode**
Specify the mode in which the report runs. If you select the proof mode, then the system prints a report without updating the history tables. If you select the update mode, then the system prints a report and updates the summary history table with the corrected information. Values are:

**0:** Proof mode

**1:** Update mode

**2. Tax History Records**
Specify whether to delete the records in the Tax History table for which the company, tax area, and tax type have no corresponding records in the Corporate Tax ID table. In some situations, these records are valid and should not be deleted. For example, if you are waiting to receive a corporate tax ID from the government, you might have entered *applied for* in the Corporate Tax ID table. In this case, you would not want to delete the tax history records, even though they do not correspond to the records in the Corporate Tax ID table. Values are:

**0:** Do not delete

**1:** Delete

> **CAUTION:**  Deleting tax history records can cause significant loss of information that you might need for year-end processing. Before you set this processing option to 1, contact https://support.oracle.com

**3. Annual Wage Limit for Social Security**
Specify a numeric value that represents the amount of wages that employees must pay Social Security tax.

**4. Tax Rate for Social Security**
Specify a numeric value that represents the percentage of wages that employees must pay in Social Security tax for the current year. For example, if the Social Security tax rate is 6.2 percent, enter 6.2 for this processing option.

**5. Tax Rate for Medicare**
Specify a numeric value that represents the percentage of wages that employees must pay in Medicare tax for the current year. For example, if the Medicare tax rate is 1.45 percent, enter 1.45 for this processing option.

**6. Error Codes to Omit**

Specify the four-digit error codes that you do not want to print on the report. If you leave this processing option blank, all error codes will print on the report.

## Running Tax History Integrity Report - F06136B (PA ACT 32) (R077011B)

Access Advanced and Technical Operations (G07BUSP3), Tax History Integrity Report - F06136B (PA ACT 32).

## Setting Processing Options for the Tax History Integrity Report - F06136B (PA Act 32) (R077011B)

Use processing options to define default information about how the system processes data.

### Taxation

Access the Taxation tab.

**1. Processing Mode**

Specify the mode in which the report runs. If you select the proof mode, then the system prints a report without updating the history tables. If you select the update mode, then the system prints a report and updates the summary history table with the corrected information. Values are:

**0:** Proof mode

**1:** Update mode

**2. Error Codes to Omit**

Specify the four-digit error codes that you do not want to print on the report. If you leave this processing option blank, all error codes will print on the report.

ORACLE

# 3 Processing Year-End Rollovers

## Understanding Year-End Rollovers

Use Year-end Rollover programs to carry forward balances for deductions, benefits, and accruals (DBAs) at the end of the year and to create the beginning balances for the next year. You need to carry forward these balances to correctly process payroll cycles in the new year.

For DBAs with ending balances that do not need to be calculated, the system rolls over the accumulated total to the new year. No special DBA setup is necessary. For benefits and accruals with balances that must first be calculated, you must set up rollover information for the DBA. (For example, you might need to subtract vacation that has been taken from accrued vacation time before the balance can be rolled over.)

U.S. Year-End Payroll Processing provides two versions of the year-end rollover program:

- Calendar month rollover

  Use the calendar month version of the Year-End Rollover program (P07390) to process DBAs that roll over balances at the end of the standard year, according to work dates. This program uses the previous year's DBA balances to create beginning balances for the new year. Run this program after you process the last payroll with work dates in the current year. The system maintains historical balances for the calendar-month year in the F06145 table.

- Payroll month rollover

  Use the payroll month version of the Year-End Rollover program to process DBAs that roll over balances at the end of the standard year, based on payment dates. This program uses the previous year's DBA balances to create beginning balances for the new year. You should run this program after you process the last payroll with a payment date in the current year. The system maintains historical balances for the standard year in F06146.

The starting point for PDBA history retrieval is a current year record in the F06146 table based on the year of the Check Date on the Payroll ID. Therefore, you should run the year-end rollover program for that DBA to create a current year record. For example, the PDBA may not be processed if the first pay period of the year is in the current year but the pay period end date is in the previous year. This is because the current year record does not exist in the F06146 table. You must run the year-end rollover program (P07390) to create the F06146 record for the DBA.

The system maintains balances in different tables because of the differences between calendar months and payroll months. For example, when a pay cycle crosses calendar months, monthly DBA totals are different for the payroll month and calendar month, but year-to-date (YTD) totals remain the same (unless the cycle also crosses calendar years).

The system rolls over DBA balances in these situations:

- A remaining balance exists.

- Remaining periods exist.

- An inception-to-date limit exists.

- An annual carryover limit exists.

- Deduction amounts are due.

**ORACLE**

- Amounts are in arrears.

  > **Note:** You do not need to roll over wage attachment DBAs that are administered using the Wage Attachment module. The system automatically continues to calculate wage attachments for the new year without calculating rollover balances.

You can process year-end rollovers in the proof or update mode. Processing rollovers in the proof mode enables you to review information and make necessary corrections before updating the history tables. Processing rollovers in the update mode enables you to update history tables with beginning rollover balances.

# Running the Year-End Rollover Program

This section provides an overview of rollover processing, lists prerequisites, and also discusses how to:

- Process year-end rollovers.
- Set processing options for the year-end rollover program (P07390).
- Review year-end rollover reports.

## Understanding Rollover Processing

Before you run the first payrolls of the new year, you need to run the Year-End Rollover program (P07390) using these versions:

- Payroll Month Rollover
- Calendar Month Rollover

Use the Payroll Month Rollover version to process payroll-month rollovers after the last payment date of the current year and before the first payment date of the new year. You do not need to consider work dates within a payroll cycle when you run this version because it depends solely on the payment date.

Use the Calendar Month Rollover version to process calendar-month rollovers after the last payroll with work dates in the current year. You do not need to consider payment dates of a payroll cycle when you run this version because it depends solely on work dates.

This table displays examples of when you should run the Year-End Rollover programs:

| Pay Period Ending Date | Payment Date | Run Calendar Month Rollover | Run Payroll Month Rollover |
|---|---|---|---|
| 12/31/25 | 12/31/25 | After this payroll | After this payroll |
| 12/31/25 | 01/04/26 | After this payroll | Before this payroll |
| 01/04/25 with work dates in 2025 and 2026 | 01/04/26 | After this payroll | Before this payroll |
| 01/11/26 with no work dates in 2026 | 01/11/26 | Before this payroll | Before this payroll |

**ORACLE**

| Pay Period Ending Date | Payment Date | Run Calendar Month Rollover | Run Payroll Month Rollover |
|---|---|---|---|
| | | | |

This table shows how U.S. Year-End Payroll Processing maintains balances for the standard year for all pay types, deductions, benefits and accruals (PDBA):

| Version | Table | Based on |
|---|---|---|
| Calendar Month Rollover | F06145 | Work dates |
| Payroll Month Rollover | F06146 | Payment dates |

The system updates F06145 by work date and F06146 by payment date. Use different versions of the same program to process both types of rollovers.

First, run the rollover program in proof mode, without updating the history tables. The system identifies possible errors without changing any information in the history tables. To locate any errors, review the reports that are generated by the rollover programs. After you correct the errors, rerun the rollover programs in update mode.

> **Note:**
>
> If an employee worked in more than one company during the tax year, use the Summarize Rollover Balances option to specify whether the system combines like PDBAs from the individual companies and carries over the total to the employee's current home company, or maintains separate balances for each company in which the employee worked during the year.
>
> If an employee has sick or vacation pay history in multiple companies, and you choose to summarize rollover balances, the system combines all hours for each pay type before subtracting the total hours from the combined history for the related accrual.

# Prerequisites of Processing Rollovers

Before you complete the tasks in this section:

- Set up rollover information for PDBAs.

  See *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .

- Create backups of the F06146 and F06145 tables.

  The system does not automatically create backups when you run the year-end rollover programs.

# Form Used to Run the Year-End Rollover Program

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work with Year-End PDBA Rollover | W07390B | Year End Processing (G07BTAX), Year-End Rollover | Process year-end rollovers. |

# Processing Year-End Rollovers

Access the Work with Year-End PDBA Rollover form.

Complete the applicable fields on this form, and select the DBAs that you want to roll over. Then, to process the information, select Submit Rollover from the Form menu.

**Print Report Without Update**
Use this option to specify whether the system should print the report only, or print the report and update the history table. Values are:

**Off:** Print the report and update the history table.

**On:** Print the report only.

**Year to Roll Over**
This is the applicable year (in 4 digits, which includes the century).

**Roll Over Terminated Employees**
Use this option to specify whether the system should include information of terminated employees in the year-end rollover. Values are:

**Off:** No, do not include information of terminated employees.

**On:** Yes, include information of terminated employees.

**Print and Update Vac and Sick Dollars(Print and Update Vacation and Sick Dollars)**
When you run the payroll month year-end processing program, use this option to indicate whether the system should roll over the USD amounts for sick and vacation type PDBAs. Values are:

**Blank:** Do not roll over dollar amounts.

**Checked:** Do roll over dollar amounts.

**Roll Over Only the Accrued Balance**
Use this option to indicate that only the accrued balance will be rolled over for related PDBAs. Any balance in the Available PDBA will be lost. Values are:

**Off:** Roll over both accrued and available balances.

**On:** Roll over only the accrued balance.

**Payroll Month**

ORACLE

Use this option to specify whether the system should roll over the payroll month history or calendar month history when you process the year-end rollover program.

**Calendar Month**

Use this option to specify whether the system should roll over payroll the month history or calendar month history when you process the year-end rollover program.

**Roll Over All PDBAs**

Use this option to select all PDBAs to roll over with the year-end rollover program. Values are:

Off: Do not roll over all PDBAs.

On: Roll over all PDBAs.

**Roll Over Vac and Sick Only(Roll Over Vacation and Sick only)**

Use this option to specify whether the system should roll over only the sick and vacation type PDBAs during the year-end rollover. Values are:

Off: Do not roll over sick and vacation PDBAs only.

On: Roll over sick and vacation PDBAs only.

**Summarize Rollover Balances**

Select this option to summarize history from multiple companies and roll over all balances into the employee's current home company. If you do not select this option, the system maintains separate history and rollover balances for each company in which an employee worked during the year.

**Use Employee Rollover Table Overrides (Release 9.2 Update)**

Select this option to specify the rollover table code to use for year-end rollover.

If this option is not selected, the system uses the rollover table from DBA setup.

> **Note:**  If an employee changes unions and is not run through pre-payroll prior to year-end rollover, the Employee Rollover Table Overrides table (F0690361) is not updated with the employee's new union. Therefore, when the Use Employee Rollover Table Overrides option is selected, the system uses the employee's old rollover table to process the rollover.

To process the employee's current union details, choose one of the following methods:

- o  Manually update the F0690361 table and select the Use Employee Rollover Table Overrides option.
- o  Create a dummy pre-payroll and include employees who fall in this category. Then, process pre-payroll so that the F0690361 table is updated. Run the rollover process, selecting the option to use the rollover overrides table. After rollover is complete, reset or delete the dummy pre-payroll.

# Setting Processing Options for the Year-End Rollover Program (P07390)

Processing options enable you to specify the default processing for programs and reports.

## Process

**1. Payroll Month Rollover (R07390A) Version**

**ORACLE**

Use this processing option to select the version of the program (R07390) that you want to run. If you leave this field blank, the system runs the default version, XJDE0001.

**2. Calendar Month Rollover (R07390B) Version**

Use this processing option to select the version of the program (R07390) that you want to run. If you leave this field blank, the system runs the default version, XJDE0001.

**3. Lost Vacation DBA Code**

Use this processing option to specify the PDBA Code that the system uses to store lost vacation time. Lost vacation time occurs when the amount of vacation time available to roll over exceeds the rollover limit. For the Payroll Month Rollover program, lost vacation hours are stored in F06146. For the Calendar Month Rollover program, lost vacation hours are stored in F06145. If you do not enter a valid PDBA code in this option, lost vacation time is not stored.

**4. Lost Sick DBA Code**

Use this processing option to specify the PDBA Code that the system uses to store lost sick time. Lost sick time occurs when the amount of sick time available to roll over exceeds the rollover limit. For the Payroll Month Rollover program, lost sick hours are stored in F06146. For the Calendar Month Rollover program, lost sick hours are stored in F06145. If you do not enter a valid PDBA code in this option, lost sick time is not stored.

# Reviewing Year-End Rollover Reports

After you process the year-end rollovers without updating history tables, review the rollover reports to verify that the appropriate balances will roll over. If required, make changes to the PDBA history and process the rollovers without updating the history tables again.

When the rollover reports display the correct balances, you can process year-end rollovers in update mode. Review the rollover report to verify that the correct rollover information was updated to the history tables.

When beginning balance hours or monetary amounts are negative, the rollover program creates the year-end rollover report with the message that the rollover amount is negative.

**ORACLE**

# 4 Setting Up U.S. Payroll Year-End Processing

## Understanding Employee Setup for U.S. Payroll Year-End Processing

Before you print year-end government forms, you need to verify that information in the system is set up correctly, and that it is assigned to the correct employees and companies. If the required year-end information has not been assigned, you can set up the information and assign it to the appropriate employee or company.  This sections explains:

- Employee information.
- Employee names and address.

## Employee Information

To ensure accuracy when you process year-end information, verify employee information, which includes employee names, addresses, and other reportable year-end data.

Before you build the year-end workfile, you need to verify that employee names and addresses in the Address Book system are set up properly for W-2s, 1099s, 499R-2s, and electronic filing. If name and address information is not formatted correctly, government agencies might return electronic filing files to the organization, asking that the information be formatted correctly and then resubmitted.

You must also set up miscellaneous employee information. The system prints this information in Box 13 of the W-2 form. Miscellaneous information includes:

- Whether the employee is a statutory employee
- Whether the employee is an active participant in a retirement savings plan
- Whether the employee received third-party sick pay during the tax year

When you set up employee information, you might also need to set up the system to report year-end information for employees who work in multiple states, and for contract or pension employees.

## Employee Names and Addresses

When you build the year-end workfile, the system uses employee names and addresses from the Address Book system. Therefore, before you build the year-end workfile, you should verify that employee names and addresses are set up properly for W-2s, 1099s, 499R-2s, and electronic filing.

> **Note:**  The system uses the setting in the Address Book program (P0101) to determine how to retrieve an employee's address. If the system is set to track address information by an effective date, the system prints the most current address record on the year-end forms. If the system is not set up to track address information by an effective date, the system uses the first record in the table to determine the employee's address.

See   *JD Edwards EnterpriseOne Applications Address Book Implementation Guide*   .

**ORACLE**

Although the system does not provide a report that is specifically designed to verify employee information for year-end reporting, you can run the Employee Roster to print employee names and addresses.

The federal government requires that names be formatted as follows in all files for electronic filing for year-end reporting:

Employee Last Name [comma and space] First Name [space] Middle Name

For example: **McDougle, Kathy Anne**

The employee name that appears on the electronic filing, 1099, W-2, or 499R-2 form is either the Alpha Name or the Mailing Name, depending on which field you specify in the workfile build program.

If you use the Alpha Name option when building year-end workfiles, the system retrieves the employee name from the ALPH field in the Address Book - Who's Who table (F0111). This field is a free-form text field. It can include the employee's first, middle, and last name, along with any suffix the employee uses. To conform to government-required formatting, verify that the names in this field follow the Last Name, First Name Middle Name (or initial) format. Do not enter suffix information in this field. Instead, use the Employee Information program (P0801EMP) to enter suffix information.

If you use the Mailing Name option, the system retrieves each part of the employee's name from separate fields in the Address Book - Who's Who table. The first name is retrieved from the GNNM (given name) field, the middle name (or initial) is retrieved from the MDNM (middle name) field, and the last name is retrieved from the SRNM (surname) field. The system automatically formats the information from these fields to meet reporting requirements.

If you select the Mailing Name option, these fields are updated when an employee's name is added or changed in F060116 table. Verify that the names in these fields reflect the current names of the employees before you create the files for electronic filing.

Suffix information for both the Alpha Name and Mailing Name formats is retrieved from the Suffix field in the F060117 table.

For the employee address, the system prints the last two non-blank address lines and the city, state, and postal code fields. The system can print a maximum of four lines per employee, and a maximum of 30 characters per line. The information printed on these lines is as follows:

- Name
- Address (two lines only)
- City, state, and postal code

> **Note:**
>
> The employee address on printed year-end forms includes the last three non-blank lines of the employee's address. The address on electronic filing forms includes only the last two non-blank lines of an employee's address. To ensure that address information is complete on both printed and electronic filing year-end information, we recommend that you enter all of the necessary address information using only two lines. If you are not processing electronic filing, you can use up to three lines to enter an employee's address. However, if you process electronic filing in the future, you might need to edit the address book records to avoid reporting incomplete information on electronic filing.
>
> Also, enter the 9-digit postal code in the correct format for electronic filing. To separate the postal code from the four-digit extension, use an en dash, with no spaces. For example, enter **12345-6789** in the postal code field. For the en dash, use the en dash key (-). (On a standard keyboard, the en dash key is above the "P" key.) Do not use the minus sign key on the number pad of your keyboard.

**ORACLE**

**Note:**

- *JD Edwards EnterpriseOne Applications Address Book Implementation Guide* .

# Setting Up Information in Box 13

This section provides an overview of information in Box 13 and discusses how to:

- Set up a statutory employee.

- Set up an employee as an active participant in a retirement plan.

- Enter third-party sick pay records.

- Copy third-party sick pay records.

## Understanding Box 13 Information

On the W-2 form, Box 13 has various sections for information that the government has defined. To enter information in Box 13, you must first set values in different sections of the U.S. Year-End Payroll system.

Box 13 contains these categories:

- Statutory employee.

- Retirement plan.

- Third-party sick pay.

The Statutory employee category is government-defined. You use it to specify whether an employee is statutory or not. A statutory employee is not subject to federal income tax withholding, but is subject to Social Security and Medicare tax.

**Note:**  Employees who earn statutory wages *and* regular wages during the year will receive multiple W-2 forms. Note that the Statutory employee option (which specifies that the wages are statutory wages) is selected by default on all of the employees' forms. Before you print or file the forms, you must manually clear the Statutory employee option on the forms that are *not* associated with statutory wages. To clear this option, use the W-2 Review form.

See *Reviewing Year-End Workfile Information*

*Reviewing Employee Form Information*.

You also use Box 13 to specify whether an employee is an active member in a retirement savings plan, or whether the employee received third-party sick pay during the tax-reporting year.

## Third-Party Sick Pay

Enter third-party sick pay when an employee has received pay from an outside source that requires a separate W-2 form. Example: An employee needs a short-term disability leave of two months because of a medical condition. The disability insurance enables the employee to receive a partial salary for the leave period. The amount that the employee receives from the insurance company is reported as third-party sick pay.

**ORACLE**

Enter third-party sick pay to also meet the requirements of the Social Security Administration (SSA) and the Internal Revenue Service (IRS). Both agencies require employers to report any federal income tax that a third-party payer has withheld.

If an employee received third-party sick pay benefits during the tax year, select the third-party sick pay option in Box 13 of the W-2 form for that employee. Enter third-party sick pay records for the employee so that the system selects this option on the employee's form. When you enter third-party sick pay records for an employee, the system updates the History Type field in the F06136 table with a **1** for each third-party sick pay record. To determine whether an employee received third-party sick pay during the tax year, the system uses the History Type field during W-2 workfile processing.

The JD Edwards EnterpriseOne system provides two methods for processing third-party sick pay information:

- Process third-party sick pay records with your regular workfile build.
  The system automatically creates separate W-2 forms for third-party sick pay, and updates the third-party sick pay option for each employee who has records with the history type 1 in the F06136 table.

- Process a separate workfile build for third-party sick pay, and include only those employees who have received third-party sick pay during the tax year.
  When you process a W-2 build specifically for third-party sick pay, you must first set the processing option in the Year-End Workbench program (P07810) to specify that all of the employees that are included in the workfile have received third-party sick pay. The system updates Box 13 for all employees that are included in the workfile. If all employees in the workfile have not received third-party sick pay, do not use this option.

To create third-party sick pay records, you enter the amounts by employee, tax type, and tax area on the Third Party Sick Revisions form. The SSA requires employers to report federal income tax that is withheld by a third-party payer. The Federal A tax amounts that you enter using the Third Party Sick program are automatically reported in electronic filing.

**Note:**  The Third Party Sick program (P07989) does not create journal entries. It updates history directly. Enter any required journal entries through the General Accounting system.

## Copies of Records

For each tax type and tax area combination for which taxes associated with third-party sick pay are withheld, you must enter a different third-party sick pay record. To copy standard information from one record to another in Third Party Sick Revisions, use the Copy function.

Many, if not all, of an employee's third-party sick pay records include the same tax and wage information.

The Copy function minimizes the time required for data entry as well as errors in data entry.

When you copy a third-party sick pay record, these fields are automatically populated in the new record:

- Date - YR
- Tax History Type
- Gross Pay
- Excludable Gross
- Excess Wage
- Tax

**Note:**  Before you copy third-party sick pay records for an employee, you must enter at least one third-party sick pay record for that employee.

> **Note:**
>
> - *Creating the Year-End Workfile*
>
>     *Setting Processing Options for U.S. Year-End Workbench (P07810)*.

# Forms Used to Set Up Information in Box 13

| Form Name | FormID | Navigation | Usage |
|-----------|--------|------------|-------|
| USA – Employee Tax Overrides | W060120B | Employee Management Menu (G05BE1), Employee Tax Overrides - USA | Set up a statutory employee. |
| Work With Employee Information | W0801A | Employee Management Menu (G05BE1), Employee Information | Select an employee. |
| Eligibility, NDT, and Participation | W0801ELIA | From the Work With Employee Information form, select an employee and then select Eligibility/NDT from the Row menu. | Set up an employee as an active participant in a retirement plan. |
| Work With Third Party Sick | W07989C | Advanced and Technical Operations Menu (G07BUSP3), Third Party Sick | Access forms to enter third-party sick pay, or review existing third-party sick pay records. |
| Third Party Sick Revisions | W07989A | On Work With Third Party Sick, click Add. | Enter third-party sick pay records. |

# Setting Up a Statutory Employee

Access the USA - Employee Tax Overrides form.

**Tax Area Overridden**
Enter **FEDERAL** in this field.

**Tax Type**
Enter **A** in this field.

> **Note:**
>
> A record for Federal tax type A might already exist. If it does, you do not need to create a new record. You use the existing Federal A record to specify that this employee is a statutory employee by completing the Additional Federal Withholding and FT fields that are associated with the existing Federal A record.
>
> You can also mark any employee as Statutory, if you set up a Tax Method X on the Nat'l/Fiscal Data for the employee. The system will generate a tax history type of S for statutory employee.

**Additional Federal Withholding (Federal Exemptions)**

Enter **0** in this field for the Federal A tax record.

**FT**

Enter **F** in this field for the Federal A tax record.

# Setting Up an Employee As an Active Participant in a Retirement Plan

Access the Eligibility, NDT, and Participation form.

**Pension**

Enter **Y** in this field to specify that the employee is an active participant in a retirement savings plan.

# Entering Third-Party Sick Pay Records

Access the Third-Party Sick Revisions form.

**Tax Area (Work)**

Enter the tax area for the third-party sick pay record. For each tax area and tax type combination, enter a third-party sick pay record for which taxes associated with third-party sick pay earnings are withheld during the tax reporting year.

**Tax Type**

Enter the tax type for the third-party sick pay record. For each tax area and tax type combination, enter a third-party sick pay record for which taxes associated with third-party sick pay earnings are withheld during the tax reporting year.

**Gross Pay**

Enter the gross amount of any third-party sick pay that the employee received during the tax reporting year.

**Tax Amount**

Enter the tax amount that was withheld from the employee's third-party sick pay during the tax reporting year.

# Copying Third-Party Sick Pay Records

Access the Work With Third-Party Sick form.

1. In the Employee Identification field, enter the employee identification and click Find.
2. Select the record from which you want to copy information and click Copy.

3. Complete the steps for entering a third-party sick pay record.
4. Repeat steps 1 through 3 for each tax area and tax type for which you need to enter third-party sick pay information.

# Setting Up Employees Who Work in Multiple States

This section provides an overview of setup requirements for employees who work in multiple states, lists a prerequisite, and discusses how to:

- Set up the resident state as the base state.

- Set up a state other than the resident state as the base state.

## Understanding the Setup Requirements for Employees Who Work in Multiple States

Many employers have employees who work in more than one state during a tax year. When you build year-end workfiles, you can specify the number of states (one or two) that the system should print on each W-2 form. If you select one state per form, the employee receives a W-2 for each state. If you print federal information on only one of the W-2s, you must specify the W-2 on which you want the system to print this information. The system uses the employee's base state to determine the W-2 on which to print federal information.

When you build the year-end workfile, the system determines the state to use as the base state: the employee's resident state or another state.

### Resident State as Base State

On the W-2 that shows tax information about the state in which the employee currently resides, set the resident state as the base state. The system uses the resident tax area code in the F060116 as the employee's resident state code.

When you build the W-2/1099 workfile, select the Resident State Equals Base State option on the Year-End Revisions form.

> **Note:** If the employee has no wages earned or taxes deducted in the resident tax area, the system uses the tax area for the record with the highest-numbered GeoCode in which the employee earned state wages during the tax year. This record is the last record in the W-2 workfile for the employee.

### Other State as Base State

When tax laws require you to print federal information on a year-end form for a state other than the employee's resident state, set up a state other than the employee's resident state as the base state.

Example: An employee works for company 707 in Ohio and New Jersey in 2025, moves to New York in January 2026 and continues to work for company 707 in New York. The system updates the employee's master record to display New York as the resident state.

When you process year-end information, you must override the employee's current resident state information because all work for 2025 was done in states (Ohio and New Jersey) other than the resident state (New York).

**ORACLE**

Therefore, you must enter the GeoCode for Ohio or New Jersey, whichever you choose to be the base state, in the Home State field on the Employee Payroll Revisions form. When you process the W-2 workfile, do not select the Resident State Equals Base State option.

> **Note:** Because you enter the numeric GeoCode in the Home State field, you might have more than one entry per state in the user-defined code (UDC) table 06/SC. You do not need to complete the second description of UDC 06/SC for any codes that you used to set up a state other than the resident state as the base state.

## Prerequisite

When you set up a state other than the resident state as the base state, you must enter the tax areas in the UDC table 06/SC. The tax area code must be the two-digit GeoCode. For example, for the tax area of New Jersey, enter **31** in UDC 06/SC.

## Forms Used to Set Up Employees Who Work in Multiple States

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Employee Information | W0801A | Employee Management Menu (G05BE1), Employee Information | Select an employee record. |
| National and Fiscal Data - USA | W0801USA | From the Work With Employee Information form, select an employee and then select Nat'l/ Fiscal Data from the Row menu. | Specify the employee's resident tax area. |
| Employee Payroll Revisions | W0801PRLA | From the Work With Employee Information form, select an employee and then select Payroll from the Row menu. | Specify the employee's home state. |

## Setting Up the Resident State as the Base State

Access the National and Fiscal Data - USA form.

**Tax Area (Residence)**
Enter the code that identifies both the geographical location and the tax authorities for the employee's resident state and tax area. Authorities include employee and employer statutory requirements. This code is also called the GeoCode. For valid locations codes, see the Vertex Master Geo Code file.

When you build the W-2 workfile, select the Resident State Equals Base State option on the Year-End Revisions form.

**ORACLE**

## Setting Up a State Other Than the Resident State as the Base State

Access the Employee Payroll Revisions form.

**Home State**

Enter the employee's home state for the purpose of tax reporting. If you do not want to use the employee's resident state as the base state for year-end information processing, this code designates that the system-specified state be used instead.

For W-2 reporting, use the numeric value for the designated state (for example, 06 for Colorado, 05 for California, and so on). If you do not use the correct numerical value, the system produces undesirable report results. If you leave the Home State field blank, the system uses the value in the Tax Area (Resident) field on Pay and Tax Information form as the employee's resident state.

When you build the W-2 workfile, do not select the Resident State Equals Base State option on the Year-End Revisions form.

# Setting Up Employees Who Work in Puerto Rico

This section provides an overview of year-end setup for Puerto Rico and discusses how to set up employees who work in Puerto Rico.

## Understanding Year-End Setup for Puerto Rico

If your organization has employees who worked in Puerto Rico during a tax year, you must create 499R-2 forms for tax reporting purposes when you process the year-end information for that tax year. To set up employees who work in Puerto Rico correctly, you must set them up as statutory employees.

See *Setting Up Information in Box 13*.

Additionally, you must assign each employee record the proper tax area and tax method. When you assign the correct tax method, the history records that are created as a result of the payroll process are assigned the appropriate tax history type. The payroll system generates 499R-2 forms for employees who work in Puerto Rico based on the tax history type.

## Forms Used to Set Up Employees Who Work in Puerto Rico

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Employee Information | W0801A | Employee Management Menu (G05BE1), Employee Information | Select an employee record. |

| Form Name | FormID | Navigation | Usage |
|-----------|--------|-----------|-------|
| National and Fiscal Data - USA | W0801USA | From the Work With Employee Information form, select an employee and then select Nat'l/Fiscal Data from the Row menu. | Set up employees who work in Puerto Rico. |

## Setting Up Employees Who Work in Puerto Rico

Access the National and Fiscal Data - USA form.

**Tax Area (Residence)**
Enter the GeoCode for Puerto Rico that corresponds to the employee's residence. The main GeoCode for Puerto Rico is 72. All county GeoCodes for Puerto Rico begin with 72.

**Tax Area (Work)**
Enter the GeoCode for Puerto Rico that corresponds to the employee's work tax area. The main GeoCode for Puerto Rico is 72. All county GeoCodes for Puerto Rico begin with 72.

**Tax Method**
Enter **R** in this field to specify that the employee works in Puerto Rico. The system produces a 499R-2 only for employees whose tax method is R and whose tax area is either 72 or begins with 72.

> **Note:** The system creates tax records using this tax method when you process the employee through a payroll. The system creates 499R-2 forms only for employees who have tax records that include tax method R and a Puerto Rico GeoCode for the tax year you are processing.

# Setting Up Contract and Pension Employees

This section provides an overview of contract and pension employee setup and discusses how to set up contract and pension employees.

## Understanding Contract and Pension Employee Setup

To generate the appropriate year-end 1099 forms, you must set up tax method information for pension and contract employees before you process the pay information for that year. When you assign the correct tax method to an employee, history records that are created as a result of the payroll process are assigned the appropriate tax history type. Based on the tax history type, the Payroll system generates 1099-R forms for pension employees and 1099-MISC forms for contract employees.From year 2021, the system also generates 1099-NEC form for contract employees.

ORACLE

## Forms Used to Set Up Contract and Pension Employees

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Employee Information | W0801A | Employee Management Menu (G05BE1), Employee Information | Select an employee record. |
| National and Fiscal Data - USA | W0801USA | From the Work With Employee Information form, select an employee and then select Nat'l/Fiscal Data from the Row menu. | Set up contract and pension employees. |

## Setting Up Contract and Pension Employees

Access the National and Fiscal Data - USA form.

**Tax Method**
Enter a **P** for pension employees or a **C** for contract employees.

> **Note:**  After you specify the tax method, you process the employee information through a payroll cycle to create a tax record. The system produces 1099 forms only for those employees who have tax records that include the P or C tax methods.

# Verifying Company Information

This section provides overviews of company address information and parent companies, and discusses how to specify a parent company.

## Understanding Company Address Information

You verify company information to ensure accuracy when you process company names, addresses, and tax information for reporting it to the government.

The system uses company names and addresses from the Address Book record to build the year-end workfile. Before you build the year-end workfile, verify that the company names and addresses are set up properly for year-end reporting.

> **Note:**  The system uses the setting in the Address Book program (P0101) to determine how to retrieve the company address. If the constants are set to track address information by effective date, the system prints the most current address record on the year-end forms. If the constants are not set up to track address information by effective date, the system uses the first record in the table to determine the company address.

ORACLE

See *JD Edwards EnterpriseOne Applications Address Book Implementation Guide* .

The system prints the company name, the last two non-blank address lines, and the city, state, and postal code fields. The system can print a maximum of four lines per company with a maximum of 30 characters per line. These lines print:

- Name.
- Address (one line only).
- City, state, and postal code.
- Country

    > **Note:** The system prints any country other than the U.S. on the form.

> **Note:** Example: The company address that appears on printed year-end forms includes the last three non-blank lines of the company's address. The address that appears on electronically filed forms includes only the last two non-blank lines of a company's address. To ensure that address information is complete on both printed and electronically filed year-end information, we recommend that you enter all necessary address information using the format that is described in this section. If you do not process forms through electronic filing, you can use up to three lines to enter a street address. However, if you process forms through electronic filing in the future, you might need to change the address to avoid reporting incomplete information on electronically filed forms.

## Understanding Parent Companies

If the organization contains several companies that are structured under one parent company, and all of the child companies have the same corporate tax ID, you can update W-2 information and report it under the parent company. When you update multiple companies under a parent company, an employee who worked in more than one child company receives only one W-2.

You must summarize the parent company by itself. Example: The parent company is 00001 and the child company is 00050. Year-end information for both companies is summarized under company 00001. The W-2s for employees who work for either company display the name and tax ID of company 00001.

For W-2 reporting purposes, the Federal A corporate tax ID number cannot contain punctuation or spaces. If dash signs exist in the Federal A corporate tax ID, remove them. Then, to correct employee history records that have the erroneous Corporate Tax ID information, follow the steps to update payroll history integrity.

See *"Verifying Payroll History Integrity" in the JD Edwards EnterpriseOne Applications U.S. Payroll Implementation Guide* "Verifying Payroll History Integrity" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

## Forms Used to Specify a Parent Company

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Corporate Tax IDs | W059081AA | Taxes and Insurance Menu (G07BPTI4), Corporate Tax IDs | Select a company record. |

**ORACLE**

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Corporate Tax ID Revisions | W059081AB | From Corporate Tax IDs, select a company record and click Select. | Specify a parent company. |

## Specifying a Parent Company

Access the Corporate Tax ID Revisions form.

**Parent Company**

Enter the address book number of the parent company using the Federal A tax record. The system uses this number to associate a particular address with a parent company or location. Any value that you enter in this field updates F0150 for the blank structure type. This address number must exist in F0101 for validation purposes.

To report multiple companies with the same tax ID under one parent company for payroll year-end reporting, enter the address number for the parent (reporting) company in the Federal A tax record for all child companies as well as for the parent company.

# Verifying Tax Area Information

This section provides an overview of tax area information and discusses how to verify tax information.

## Understanding Tax Area Information

You verify that tax area information is set up for any tax that the company or employees have paid over the year. If tax area information is not accurate, information on year-end forms might not be reported correctly. Before you build the workfile, verify that the statutory codes and descriptions for the state and local tax areas are accurate. The system prints this information in two boxes on the W-2:

- Box 15

    This box displays the statutory code that is assigned to the state tax area. These codes are in UDC 06/SC.

**ORACLE**

- Box 20

  This box displays the local tax area description. Eight characters appear for standard and two-part laser forms. Fifteen characters appear for four-part laser forms.

  > **Note:**
  >
  > For Indiana employees who work in a taxable county but live in a nontaxable county, Box 20 displays the first four characters of the local tax area description on form W-2. For a complete country code listing, see the Indiana Department of Revenue for a complete county code listing.
  >
  > When you run the workfile build program, the system derives the work tax area from the Employee Master Information table (F060116).

  > For the Pennsylvanian employees, Box 20 on the W-2 and W-2C forms includes the first two digits of the PSD code representing the tax collection district where the tax was remitted, along with the school district code and tax area information. For Philadelphia PSD, Box 20 will display the local tax area description.

> **Note:**
>
> - *"Setting Up Tax Area Information" in the   JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*

**ORACLE**

## Forms Used to Verify Tax Area Information

| Form Name | FormID | Navigation | Usage |
|-----------|--------|------------|-------|
| Work With Tax Area Information | W069012C | Taxes and Insurance Menu (G07BPTI4), Tax Area Information | Enter a tax area. |
| Tax Area Revisions | W069012B | On Work With Tax Area Information, select a tax area and click Select. | Verify tax area information. |

## Verifying Tax Area Information

Access the Tax Area Revisions form.

**Tax Area**

Review this value to determine the geographical location and the tax authorities for an employee work site, including employee and employer statutory requirements. In the Vertex payroll tax software, the tax area code is the same as GeoCode. To determine the valid codes for the location, see the documentation for the tax calculation software that you are using.

**Tax Type**

Review this value to determine the type of payroll tax that is being processed. This is a UDC from 07/TX. However, you should not change the codes and definitions that are provided with the software.

**Statutory Code**

Review this value to determine the two-character state or two-character for province code that prints on statutory reports such as W-2s and T4s.

For example, on W-2s, the system prints the two-character state code for Colorado (CO).

Enter an alpha code from UDC table 06/SC.

# Setting Up Next Numbers for W-2s

This section provides an overview of setting up next numbers for W-2s, and discusses how to set up next numbers for W-2.

**ORACLE**

# Understanding How to Setup Next Numbers for W-2s

Setting up next numbers for W-2s instructs the system to assign individual control numbers to each W-2. This setup creates an audit trail for the W-2s. Before you begin year-end processing, verify that next numbers exist for system 07 for these fields:

- W-2 Control

- W-2 Transaction Count

> **Note:** If you do not set up next numbers for W-2 processing, the system will not generate W-2 forms when you submit the workfile build for processing.

# Forms Used to Set Up Next Numbers for W-2s

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Next Numbers | W0002A | Enter P0002 in the fast path. | Access next numbers. |
| Set Up Next Number by System | W0002C | On Work With Next Numbers, select system 07 and click Select. | Set up next numbers for W-2s. |

# Setting Up Next Numbers for W-2s

Access the Set Up Next Numbers by System form.

> **CAUTION:** Changing the data on this form can make it impossible to retrieve previously added addresses or documents, and might result in attempts to assign duplicate numbers. You should set up next numbers for W-2s *only* the first time that you process year-end data with the JD Edwards EnterpriseOne system. Once you set up next numbers, you should not change this data without first contacting technical support.

**Use Description**

Enter a description that explains how the next number is used.

**Next Number**

Review this field to determine the next number that the system will assign. The system can use next numbers for voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and sequential W-2s. You must use the next number types that are already established unless you provide custom programming.

**Chk Dgt (check digit)**

Select this option to add a check digit.

Specify whether the system should add a number to the end of each assigned next number. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27.

**ORACLE**

The check digits option provides a method for randomly increasing numbers to prevent the assignment of transposed numbers. In this example, the system would never assign next number 72 while the check digits option is activated.

# Setting Up DBAs for Year-End Processing

This section provides an overview of DBA (deductions, benefits and accruals) setup for year-end processing, lists a prerequisite, and discusses how to:

- Enter W-2 IRS-defined codes for amounts reported in Box 12.

- Enter descriptions for amounts reported in Box 14.

- Set up state wage adjustments for specific states.

- Run the Repost DBAs to Tax Area Summary program (R07148).

- Set processing options for the Repost DBAs to Tax Area Summary program (R07148).

## Understanding DBA Setup for Year-End Processing

For year-end processing, you must ensure the accuracy of DBA-related earnings and descriptions that are reported on year-end forms.

### Box 12

The IRS uses all alphabetic codes to classify different types of employee earnings. When you set up DBAs that process employee earnings and benefits, you enter these codes to specify the types of earnings the DBA represents. When you attach the appropriate IRS code to DBAs, the system prints the amounts that are associated with the DBAs in Box 12 on the W-2 form.

> **Note:**
>
> Do not enter the codes A, B, M, or N for a DBA; they apply to FICA and Medicare taxes in arrears. The system tracks these amounts in the F06136 table, and it prints these amounts in Box 12 for those employees who have FICA or Medicare taxes in arrears.
>
> Also, the W-2 IRS Defined Code field is a two-character field. Occasionally, the IRS requires you to report information that is more than two-characters in Box 12 of the W-2 form. Example: You are reporting contributions made to a 457(b) plan for makeup amounts under The Uniformed Services Employment and Reemployment Rights Act for a previous year. In Box 12 of the W-2 form, you must report the IRS code plus that year. Therefore, to correctly report a USD 2250.00 contribution to such a plan in tax year 2012, Box 12 of the W-2 form should read *D 06 2250.00*. Enter any additional characters in the additional information in the Special Handling Code Description field on the DBA. Example: On the DBA used to calculate makeup contributions, enter the following information:
>
> W-2 IRS Defined Code field: Blank
>
> Special Handling Code Description field: **D 02**
>
> The system uses this information, along with the amounts in payroll history, to report the information correctly on the year-end form.

ORACLE

## Box 14

Use Box 14 to report miscellaneous amounts on the W-2 form. Box 14 in W2 Form holds 4 items instead of 3 for reporting purposes. Similarly, Box 14 in W2c form holds 4 items. However, if there are more than 4 items in Box 14 of W2c form, a new W2c form will be printed. To report an amount that is associated with a DBA in Box 14, enter a code in the Special Handling Description field on the DBA.

> **Note:** The information that you report in Box 14 is not mandatory; it is miscellaneous information that the IRS allows you to report. The system prints the first three characters that appear in the Special Handling Description field in Box 14 of the W-2 form.

## State Wage Adjustments

You might have to set up some DBAs as exempt from state taxes. The system records exempt amounts in tax history tables as excludable wages. When the system calculates the taxable wage, it subtracts the excludable wage and any wage in excess of limits, from the total gross wage.

For W-2 reporting, you might need to add exempt DBA amounts back into the taxable wage for specific states.

> **Note:** For regular payroll processing, you can use tax type F to exempt a DBA from state taxes. To add exempt amounts back to an employee's W-2, you must use tax type F.

## Example: Adjusting State Wages for a Specific State

An employee who lived and worked in Colorado has moved to Georgia. The new employer has reimbursed both deductible and nondeductible moving expenses. They are set up as:

- Benefit 2025 - Nondeductible (taxable) moving expenses.
- Benefit 2025 - Deductible (nontaxable) moving expenses.

On the US Legislative/Regulatory form, for benefit 2025, enter **P** in the W-2 IRS Defined Code field. Report excludable expenses in Box 12.

FICA and Medicare taxes were withheld from the taxable benefit (2025), but no federal or state taxes were withheld.

The benefit was processed with tax exemption values of A (federal) and F (state), as entered on the Tax Exemptions form.

For federal reporting, you need to add the nondeductible amount (DBA 2025) to reportable wages. The system uses special handling from the workfile build.

For this example, you must add the nondeductible amount to Georgia wages but not to Colorado wages. You specify this amount on the State/Local W-2 Additions Detail form.

The workfile build program processes the following tax areas and their corresponding amounts:

- If you have selected the Track DBA by Tax Area option, the workfile build program reads F06148 for tax area-specific history.

  If amounts exist, the workfile build program adds them to state wages based on the work tax area on the State/Local W-2 Additions Detail form.

**ORACLE**

- If you have not selected the Track DBA by Tax Area option, the workfile build program uses the amount from F06146 and adds it to all state wages for the employee.

> **Note:** To add two DBAs that have the same W-2 IRS defined code, both DBAs must have the same designation in the Track DBA by Tax Area option.

## Forms Used to Set Up DBAs for Year-End Processing

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With PDBAs | W059116A | Pay/Deductions/Benefits Setup Menu (G05BD4), PDBA Setup | Select PDBAs. |
| US Legislative/Regulatory | W059116UB | From Work With PDBA Setup, select a record and then select US Leg/Reg from the Row menu. | Set up DBA information for Boxes 12 and 14. |
| State/Local W-2 Additions Detail | W07TEWA | From Work With PDBA Setup, select a record and then click Select. On Basic DBA Information, select Tax Exemptions from the Form menu. On Tax Exemptions, select State/Local W-2 from the Form menu. | Set up state wage adjustments. |

## Entering W-2 IRS-Defined Codes for Amounts Reported in Box 12

Access the US Legislative/Regulatory form.

**W-2 IRS Defined Code**

Enter a code that specifies the IRS designation for the type of earnings of benefit that is associated with the DBA. You can group similar DBAs in Box 12 of the W-2 by entering the same code in this field for all similar DBAs. For example, to group all 401(k) deductions on a W-2, enter D for all 401(k) DBAs.

You must also enter all DBAs for which you specify an IRS-defined code into the Special Handling tables you set up for Box 12. When you create W-2s, all DBAs that have D for this code are totaled and appear as one item in Box 12, with D to the left of the item, and the Deferred Compensation check box is selected.

All codes are IRS-defined and are supplied by the system in UDCs (06/S2).

> **Note:** If the value that you want to enter in this field is more than two characters, enter the value in the W2 Special Handling Description field.

ORACLE

# Entering Descriptions for Amounts Reported in Box 14

Access the US Legislative/Regulatory form.

**W2 Special Handling Description**
Enter a code in this field to complete one of the following actions in the W2 form:

- The system prints the first three characters of this field as the amount description for Special Handling amounts entered in Box 14.
- The first position in the W-2 Special Handling Description field represents the IRS Distribution Code that prints in Box 7 of the 1099-R form.

  The payroll-tax calculation system by Vertex calculates all school district taxes. You do not need to create special deductions to withhold these taxes.
- If the value that you want to enter in the W-2 IRS Defined Code field is more than two characters, you can enter the value in this field.

# Setting Up State Wage Adjustments for Specific States

Access the State/Local W-2 Additions Detail form.

**Track DBA by Tax Area**
Specify whether the DBA is to be tracked historically by the work state tax area. If you select **Y** (Yes), the system creates a record in F06148 during final update for each tax area that the employee works in a calendar year. If you select **Y** (Yes) during the middle of a calendar year, F06148 will contain only partial year information. To create a full year of history in F06148, you must run the Repost DBAs to Tax Area Summary program (R07148).

Select **Y** (Yes) to add this DBA back to state reportable wages for specific states only. Select **Y** for taxable benefits from which you did not withhold tax.

# Running the Repost DBAs to Tax Area Summary Program (R07148)

From the Advanced and Technical Operations menu (G07BUSP3), select Repost DBAs to Tax Area Summary.

After you set up DBAs to track state wage adjustments for specific states, you must run the Repost DBAs to Tax Area Summary program (R07148). This program creates taxation records in F06148 by state for each DBA that you have set up to be tracked by tax area. You must have records in this table to report state-specific wage adjustments on year-end tax forms.

> **Note:** You must back up the F06148 table before you run the Repost DBAs to Tax Area Summary program.

**ORACLE**

# Setting Processing Options for the Repost DBAs to Tax Area Summary Program (R07148)

From the Advanced and Technical Operations menu (G07BUSP3), select Repost DBAs to Tax Area Summary.

## Select

Click the Select tab.

**1. Year To Repost**
Enter the four-digit year that you want to repost. If you leave this option blank, the system reposts history for all years.

# Setting Up Pay Types for 1099 Processing

This section provides an overview of pay type setup for year-end processing, lists a prerequisite, and discusses how to:

- Set up pay types for contract and pension employees.

- Set up a tax exempt pay type.

# Understanding Pay Type Setup for Year-End Processing

You set up pay types for 1099 processing to accurately allocate earnings, other than wages, for contract or pension employees.

You must set up these pay types before you can enter the employee's pay-in-time entry and process it through a payroll cycle.

For processing 1099s, you must enter all of the pay types in special handling for gross distributions. This entry is required for 1099-Rs to generate a form. It is also required for 1099-MISCs for electronic filing.

## Contract Employee Pay Types

You set up pay types for 1099 processing to accurately allocate earnings, other than wages, for contract employees. You use special handling tables to attach pay types to the year-end workfile build.

The Payroll system supports these IRS-approved pay types for 1099-MISC forms:

- Rents.

- Royalty payments.

- Prizes and awards.

- Other income.

- Medical and health care services.

- Non-employee compensation.

- Substitute payments.

Contract employee information generally falls under the category of non-employee compensation. To transfer contract employee information to the workfile build process, the system requires this information for the pay type:

- Pay type code
- Pay stub text
- Tax exempt status

After you set up this pay type, enter the employee's pay-in-time entry and process it through the payroll cycle. The system prints checks and loads the pay amounts to history. To correctly process 1099 forms, it is strongly recommended that you use this process to load history amounts.

Run integrity reports to verify that dollar amounts and tax calculations are correct. If necessary, make corrections to the history tables before running the workfile build.

## Pension Employee Pay Types

You set up pay types for 1099 processing to accurately allocate earnings, other than wages, for pension employees.

The Payroll system supports the following IRS-approved types of pay for 1099-R forms. The IRS-defined special handling code for each type of pay appears in parentheses. These distribution types are reported in Box 7 of the 1099-R form. On the U.S. Legislative/Regulatory form, enter the appropriate code type in the W-2 Special Handling Description field.

- Early distribution, no known exception (1)
- Early distribution, exception applies (2)
- Disability (3)
- Death (4)
- Prohibited transactions (5)
- Section 1035 exchange (6)
- Normal distribution (7)
- Excess contributions taxable in 2010 (8)
- Cost of current life insurance protection (9)
- 10-year tax option eligibility (A)
- Designated Roth Account Distribution (B)
- Reportable Death Benefits under Section 6050Y (C)
- Excess deferrals taxable in 2008 (D)
- Employee Plans Compliance Resolution System EPCRS (E)
- Charitable gift annuity (F)
- Direct rollover and rollover contribution to IRA (G)
- Direct Rollover of Roth IRA (H)
- Early distribution from a Roth IRA (J)
- Loans treated as distributions under section 72 (p) (L)
- Qualified Plan Loan Offset (M)
- Recharacterized IRA contribution made in 2010 (N)
- Excess contributions plus earnings taxable in 2009 (P)

ORACLE

- Qualified distribution from a Roth IRA (Q)

- Recharacterized IRA contribution made for 2009 (R)

- Early distribution from a SIMPLE IRA in first 2 years, no known exception (S)

- Roth IRA distribution, exception applies (T)

- Employee contributions (Blank)

- Dividends distributed from ESOP under Sec 404K (U)

- Charges or payments for purchasing qualified long-term care insurance (W)

- Qualified Charitable Distribution QCD (Y)

To transfer pension employee information to the workfile build program, the system requires this information for each pay type that you use to pay pension employees:

- Pay type code.

- Special handling description.

- Tax exempt status.

After you set up pay types for pension employees, you enter the employee's pay-in-time entry and process it through the payroll cycle. The system prints checks and loads the pay amounts to history. To correctly process 1099 forms, you should use this process to load history amounts.

Run integrity reports to verify that dollar USD amounts are correct and that tax calculations, if necessary, exist. Before running the workfile build, make the necessary corrections to the history tables.

> **Note:** On 1099-R forms, any amount that represents federal wage in the Federal A record of the Tax History table (F06136) is reported in Box 2a as long as the gross distribution is taxable. If no federal wage exists, the amount of the gross distribution, as set up in special handling for Box 1, is reported in Box 2a if the gross distribution is an IRA. The system also derives the federal tax withheld amount from the Tax History table.

## Prerequisite

Complete the steps for entering a pay type.

See   *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*   .

## Forms Used to Set Up Pay Types for 1099 Processing

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With PDBAs | W059116A | Pay/Deductions/Benefits Setup Menu (G05BD4), PDBA Setup | Select the Pay Type option and enter the PDBA code. |
| Pay Type Revisions | W059116B | From Work With PDBAs, select the Pay Type option and then click Add, or select an existing pay type. | Enter or review pay type information. |

**ORACLE**

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Tax Exemptions | W05TAXA | On Pay Type Revisions, select Tax Exemptions from the Row menu. | Set up a tax exempt pay type. |
| U.S. Legislative/ Regulatory | W059116UB | On Work With PDBAs, select a pay type and then select U.S. Leg/Reg from the Row menu. | Enter the W-2 special handling description. |

## Setting Up Pay Types for Contract and Pension Employees

Access the U.S. Legislative/Regulatory form.

**W2 Special Handling Description**
Enter the IRS Distribution code that you want to print in Box 7 of the 1099 form. The first position in the W-2 Special Handling Description field represents the IRS Distribution Code that prints in Box 7 of the 1099-R form. Enter code **EPP** in this field to print excess golden parachute amounts in Box 3 of the 1099-NEC form.

> **Note:** On the 1099-R form, any amount that represents federal wages in the Federal A record of F06136 is reported in Box 2a, as long as the gross distribution is taxable. If no amount represents federal wages, then the amount of the gross distribution, as set up in special handling for Box 1, is reported in Box 2a if the gross distribution is an IRA. The system also derives the federal tax withheld amount from F06136.

## Setting Up Tax Exempt Pay Types

Access the Tax Exemptions form.

To mark the pay type as tax exempt, enter **\*** in the Tax Type 01 field. Typically, pay types that are used to pay contract and pension employees are tax exempt.

# Reviewing W-2 IRS-Defined Codes

This section provides an overview of IRS-defined codes and discusses how to review W-2 IRS-defined codes.

## Understanding IRS-Defined Codes

The IRS uses alphabetic codes to classify different types of earnings. You use these codes when you set up PDBAs to specify the IRS category for each type of employee earnings. Before you begin year-end processing, verify that the IRS-defined codes you have attached to the PDBAs (that you use to pay employees) are correct.

Use the Year-End Special Handling Codes table (06/S2) to maintain the W-2 IRS-defined codes.

Use the codes AA, BB, CC, DD, EE, FF, GG, HH, and A–Z (excluding the codes I, O, and U), in Box 12 of the W-2 form. The IRS defines these codes, and you must not change them.

Use codes, C1,C2 and C3 to designate the paytypes for FFCRA and report the wages paid to the employee under FFCRA in Box 14 of W2 forms.

FFCRA wages can be manually adjusted in the W2 review application.

## Form Used to Review W-2 IRS-Defined Codes

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With User Defined Codes | W07989A | Enter UDC in the fast path, and click Go. | Review W-2 IRS-defined codes. |

## Reviewing W-2 IRS-Defined Codes

Access the Work With User Defined Codes form.

1. On Work With User Defined Codes, enter **06** in the Product Code field.
2. In the User Defined Codes field, enter S2, and click Find.
3. Review these fields:

   - Codes
   - Description 01

**ORACLE**

# 5 Setting Up Year-End Workfiles

## Understanding the Year-End Workfile

After you have verified that employee, company, tax, and pay type, deduction, benefit and accrual (PDBA) information is accurate, you can begin the process of creating the year-end workfiles. Workfiles store all of the information that you need to create year-end deliverables, such as forms, reports, and electronic filing flat files.

Before you can create a year-end workfile, you must:

1. Create a year-end ID.
2. Define workfile data criteria.
3. Assign special handling code information.
4. Enter additional selection criteria using the additional information function.

The system uses this information to retrieve the required data for the concerned employees. The system stores the data in the workfile, and then uses that workfile to print year-end reports and forms and to create electronic filing flat files.

## Setting Up Year-End Workfile Parameters

This section provides an overview of year-end workfile definition and discusses how to:

- Create a year-end ID.

- Define workfile data criteria.

- Assign special handling information.

- Copy special handling information.

- Assign additional information to the workfile build.

### Understanding Year-End Workfile Definition

Before you generate forms, reports, or electronic files that you use to create electronic filing, you must define:

- The information that you want to process.

- The methods that the system uses to process, print, and display data.

- The employees to include in the process.

You define the year-end workfile to compile the information that you want to print on year-end forms and reports.

The first step to create a year-end workfile is to create a year-end ID. The year-end ID identifies the records that are associated with a particular year-end workfile build process. The ID should be unique for each processing year. For example, if you process separate year-end workfiles for companies 100, 200, and 300 during a tax year, then create year-end IDs 100, 200, and 300. Do not use the same year-end ID to process information for different workfile builds.

After you create the year-end ID, you define data criteria. When you define data criteria for the year-end workfile, you determine the data that you want to include, and the types of forms that you want to generate from the workfile build.

**ORACLE**

You can generate only one type of form in a workfile build process. For example, you use the same process to create a W-2 workfile build, a 1099 workfile build, or a 499R-2 workfile build.

## Create a Year-End ID

Before you define the criteria for the year-end workfile, you must create a year-end ID. When you create a year-end ID, you must assign a program version to the ID. You can create a program version either before or at the same time that you create the year-end ID. To select employees to include them in the year-end workfile, the system uses data selection that is associated with the program version. The year-end ID identifies the employee records that are associated with a particular workfile build process. You use this ID when you run all subsequent steps in the year-end processing cycle.

Year-end IDs are alphanumeric and can be up to 10 characters in length. You can set up multiple IDs to process different groups of employees. Year-end IDs should be unique within each calendar year.

When you process the workfile build, records are stored in year-end tables according to their year-end ID and the year being processed. Each time that you run the workfile build, all records with year-end ID and year matching those of the current workfile build are deleted from the year-end tables. The tables are then repopulated with updated information from the workfile build.

To avoid deleting important year-end information, do not use the same year-end ID to process different groups of people at different times within the same calendar year. For example, within a single calendar year, do not use year-end ID 2000 to process employees from company 001 and then use it to process employees from company 002. This action causes the loss of all year-end information for employees in company 001.

> **Note:** After you have defined the type of form that a workfile build process creates, you cannot change this information. To process a different type of year-end form, you must create another year-end ID.

## Define Workfile Data Criteria

After you create the year-end ID, you define workfile data criteria to include the appropriate year-end information in the workfile. You also define data criteria to format this information properly on year-end forms.

For example, if an employee works in more than one state or locality, you can decide whether the employee receives multiple W-2 forms and what information to include on each of those forms. This option is applicable only for W-2 processing.

When you define workfile data criteria, you:

- Specify whether the system summarizes employee tax records under one parent company.
- Specify whether the system uses the employee's resident state or home state as the base state for taxation purposes.
- Specify whether the system prints state wage information for multiple states on one form.
- Specify whether federal wage information is included on all forms.
- Specify Social Security wage limits.
- Specify the format for employee names.
- Identify third-party administrators.

**ORACLE**

## Assign Special Handling Information

You assign special handling information to a year-end ID to specify amounts to add to existing taxable wages and to specify amounts to report separately in the W-2 detail boxes 10 through 14. You also assign special handling information to include PDBA information in the electronic filing flat file in the proper format.

To include on year-end forms any amounts that are associated with PDBAs, you must enter a special handling description on the PDBA, and then attach the PDBAs to the special handling code tables. These tables correspond to the types of earnings defined by the Internal Revenue Service (IRS). The system determines where on the year-end form to print the deduction, benefit and accrual amounts based on the special handling code table to which the PDBA is attached.

Attach each PDBA to the code that is associated with the box in which you want the amount of that PDBA to be printed. For example, if you want the amount of a PDBA to print in Box 14, assign that PDBA to a type of earnings that the system prints in Box 14.

You can assign multiple PDBAs to each special handling code. When a special handling code has one or more PDBAs assigned to it, it is marked with a check mark on the Special Handling Code Revisions form.You can also assign a single PDBA to multiple special handling codes.

> **Note:** On the 1099-R form, any amount that represents a federal wage in the Federal A record of F06136 is reported in Box 2a. If no federal wage exists, the amount of gross distribution that is set up in special handling for Box 1 is reported in Box 2a. The system also derives the amount of federal tax withheld from the Tax History table if only one pay type is included in special handling information for Box 2a. If more than one pay type is included in special handling information for Box 2a, Box 2b is marked *taxable amount not determined*.

For processing 1099s, you must enter all of the pay types in special handling for gross distributions. You require this entry for 1099-Rs to generate a form and also for 1099-MISCs for electronic filing.

> **Note:**
>
> Do not add pay types back to Boxes 1, 3, 5, 16, or 18 on the W2 form. The system automatically adds wages to these boxes by using information from the Tax History table. Adding pay types back to these boxes results in double reporting of wages.
>
> For more information about which amounts to add to year-end forms and electronic filing, contact the local IRS office.

## Descriptions of Special Handling Codes

The following table describes all special handling codes.

| Names | Descriptions |
|---|---|
| Dependent care | This special handling code table includes all PDBAs that are used to calculate the total amount of dependent care to report on the Federal Social Security Administration (Federal SSA) electronic filing. |
| Deferred comp (deferred compensation) | This special handling code table includes all PDBAs that are used to calculate the total amount of deferred compensation to report on the Federal SSA electronic filing. |

**ORACLE**

| Names | Descriptions |
|---|---|
| Employee contributions | This special handling code table includes all PDBAs that are used to calculate the various W-2 and 1099 employee contribution amounts. |
| 1099 excess golden parachute | This special handling code table includes all PDBAs that are used to calculate 1099 excess golden parachute amounts. |
| Fringe benefit | This special handling code table includes all PDBAs that are used to calculate the total amount of fringe benefits that were accrued for reporting on the Federal SSA workfile for electronic filing. |
| Gross distributions | This special handling code table includes all PDBAs that are used to calculate the W-2 and 1099 gross distribution amounts. |
| Group term life | This special handling code table includes all PDBAs that are used to calculate the total amount of group term life insurance to report on the Federal SSA workfile for electronic filing. |
| Wages, tips & other comp (box 1) (wages, tips & other compensation (box 1)) | This special handling code table includes all deductions, benefits and accruals (DBAs) that are used to calculate wages, tips, and other compensation (Box 1). Do not enter pay types in this special handling code table. |
| Medical & healthcare | This special handling code table includes all PDBAs that are used to calculate the various W-2 and 1099 medical and health care amounts. |
| Non-Employee compensation | This special handling code table includes all PDBAs that are used to calculate the various 1099 amounts for non-employee compensation. |
| Nonqualified plan income | This special handling code table includes all PDBAs that are used to calculate the nonqualified plan income on W-2 electronic filing. |
| Nonqualified 457 | This special handling code table includes all PDBAs that are used to calculate the total amount of nonqualified 457 amounts to report on the Federal SSA electronic filing. |
| Pension amount | This special handling code table includes all PDBAs that are used to calculate the pension amounts on 1099-R forms. |
| 1099 rent amounts | This special handling code table includes all PDBAs that are used to calculate the various 1099 amounts for rent. |
| 1099 royalties | This special handling code table includes all PDBAs that are used to calculate the various 1099 amounts for royalties |
| Substitute payments | This special handling code table includes all PDBAs that are used to calculate substitute payments on the 1099-MISC form. |
| 3rd party income tax | This special handling code table includes all PDBAs that are used to calculate various W-2 amounts for third-party income tax. |

ORACLE

| Names | Descriptions |
|---|---|
| Amounts reported in box 19 | This special handling code table includes all PDBAs that are added to Local income tax (Box 19). |
| Other (formerly Prizes & Awards) | This special handling code table includes all PDBAs that are used to calculate various W-2 and 1099 amounts for prizes and awards. |
| School dist. wage additions (school district wage additions) | This special handling code table includes all PDBAs that are used to calculate various W-2 amounts that are added to Box 18. |
| Social Security additions | This special handling code table includes all PDBAs that are added to Social Security wages (Box 3). |
| Medicare additions | This special handling code table includes all PDBAs that are added to Medicare wages and tips (Box 5). |
| Amounts added to box 10 | This special handling code table includes all PDBAs that are used to report Dependent care benefits (Box 10). |
| Amounts added to box 11 | This special handling code table includes all PDBAs that are used to report nonqualified plans (Box 11). |
| Amounts added to Box 12 | This special handling code table includes all PDBAs that are used to report amounts in Box 12 (see instructions for Form W-2). |
| Amounts added to box 14 | This special handling code table includes all PDBAs that are used to report amounts in Other (Box 14). |
| State wage amounts (box 16) | This special handling code table includes all PDBAs that are added to State wages, tips, and so forth (Box 16). |
| Local city amounts (box 18) | This special handling code table includes all PDBAs that are added to Local wages, tips, and so forth (Box 18). |
| Local county (box 18) | This special handling code table includes PDBAs that are added to Local county wages, tips, and so on (Box 18). |

## Copy Special Handling Information

You might need to create several year-end IDs and year-end workfiles to process different groups of employees. Often, the special handling information for one year-end ID is the same as, or similar to that for another year-end ID. To copy special handling information from one year-end ID to another, use the Copy function. The Copy function helps you to minimize data entry time and errors.

## Assign Additional Information to the Workfile Build

To further define which employees the system processes when you run the workfile build program, you can assign additional information for building the year-end workfile. For example, if you need to run the year-end workfile build for a select group of employees without changing the data selection in the program version, you can assign additional information.

You might want to test the setup of the workfile build by running the process with a small number of employees. To shorten processing time during the test, use additional information to select this smaller group of employees.

**ORACLE**

Additionally, you can use this feature to process employee information that has been changed since the original workfile build process.

You use additional information to:

- Request processing by company.

- Request processing by tax ID.

- Request processing by tax area.

- Request processing by address number (used for Changes Only processing only).

> **Note:**
> ○ The processing time is faster when you use additional information by company to limit the year-end workfile build processing as compared to the other parameters.
> ○ You cannot enter additional information for companies, tax IDs, tax areas, or employees who do not meet the data criteria of the data selection for the program version. You use additional information to reduce the number of employees that you process. To include additional employees in the workfile build process, you must change the data selection of the program version.

# Forms Used to Set Up Year-End Workfile Parameters

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Year End Workbench | W07810A | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench | Access forms to enter a new year-end ID, select an existing year-end ID, or copy special handling information. |
| Year End Revisions | W07810B | On Work With Year End Workbench, click Add, or select an existing year-end ID. | Create a year-end ID, define workfile data criteria, or revise an existing ID. |
| Work With Special Handling Codes | W07815A | On Work With Year End Workbench, select an existing year-end ID, and then select Special Handling from the Form menu. | Assign special handling codes to a year-end ID. |
| Additional Parameters | W07810I | On Work With Year End Workbench, select an existing year-end ID, and then select Additional Parameters from the Form menu. | Enter additional parameters. |

ORACLE

# Creating a Year-End ID

Access the Year-End Revisions form.

After you complete the fields on this form, click OK to save the year-end ID. After you create the ID, you can define the data criteria that the system uses to process information.

**Year**
Enter the two-digit year that you are processing.

**Year-End ID**
Enter a unique 10-digit alphanumeric code to identify the workfile build. The ID must be unique within each calendar year; otherwise, information can get overwritten and lost. The year-end ID identifies a group of records to be processed for year-end purposes. The year-end ID can also be used to identify records for a particular company if the workfile build for that particular ID included employees from only one company.

**W-2**
Select this option to specify that you are creating W-2 forms with the workfile build.

> **Note:** After you select and save this option, you cannot change it. To select a different form type, you must create a new year-end ID.

**1099**
Select this option to specify that you are creating 1099 forms with the workfile build.

> **Note:** After you select and save this option, you cannot change it. To select a different form type, you must create a new year-end ID.

**499R**
Select this option to specify that you are creating 499R-2 forms with the workfile build.

> **Note:** After you select and save this option, you cannot change it. To select a different form type, you must create a new year-end ID.

**Version**
Specify the version of R078301 that you want to use to process year-end data.

**Contact Person Address Number**
Enter the address book number of the person within the organization whom taxing officials should contact if issues occur with year-end data.

# Defining Workfile Data Criteria

Access the Year-End Revisions form.

**Tax ID Summarization**
This option specifies that companies with the same corporate tax ID are to be summarized into one reporting record.

**ORACLE**

To specify a parent company, enter a parent company number in the detail area of the Corporate Tax ID form. Access the Corporate Tax ID form from the Taxes and Insurance menu, G07BPTI4.

If you do not specify a parent company, the W-2 workfile build uses the lowest company number as the parent.

> **Note:** When you summarize by tax ID, you should enter the parent company numbers in the detail area of the Corporate Tax ID form. The parent company number for a parent company is its own company number.

### Allocate Federal Wages

This option specifies that federal wages, tips, and other compensation amounts be allocated to each state where the employee had earnings. Select this option if you have multiple W-2s for employees.

If you do not select this option, all federal information will print on the W-2 that contains the base state information, unless you also select the Print Federal Information on all forms option. In this case, you will receive the same federal information on all W-2s for the employee.

For the Allocate Federal Wages option, the system calculates the percentage of the employee's total earnings that were earned in each state. An equal percentage of federal wages will be allocated to the different states.

### Res. State Equals Base State (resident state equals base state)

This option specifies that the value in the Tax Area (residence) field be used as the base state when you print year-end forms. If you do not use the value in Tax Area (residence) as the base state, the system uses the value in the Home State field on the Payroll Revisions form as the base state. If you do not use the value in Tax Area (residence) as the base state, and the Home State field is blank, the system uses the value in Tax Area (residence) as a default for the base state.

### Print 2 States per W-2

Specify the number of states (one or two) that the system prints on each IRS Form W-2 that is issued to an employee.

> **CAUTION:** Do not select this option if you use four-part laser forms. A four-part laser form includes only one box for state information and cannot accommodate information for more than one state. Also, if you select this option, you cannot sort IRS Form W2 forms by state. All other IRS Form W2 forms (standard and laser) include two boxes for local information and print correctly when you select this option.

### Print 2 Localities per W-2

Specify that the system will print two localities per W-2 form. If you do not select this option, employees with taxation history records for two or more localities will receive multiple W-2 forms.

### Soc. Sec. Wage Limit (Social Security wage limit)

Specify the maximum amount of taxable wages to be reported for FICA. If you define the default amount in data dictionary item SSDL, the system uses the current year's default value for this field. The Social Security wage limit is 176,100 USD for the tax year 2025.

### Third Party Administrator

Enter the address book number that identifies the third-party administrator.

### Alpha

Select this option if you want the system to use the employees' alpha names on the W-2 and electronic filing.

> **Note:** The federal government requires data entry for an employee name in this sequence format: first, middle initial, last. If the alpha name in the F0111 table does not display employee names in this format, do not select this option.

### Mail

ORACLE

Select this option if you want the system to use the employees' mailing names on the W-2 and electronic filing. The mailing name is formatted as first name, middle name, and last name (GNNM, MDNM, and SRNM) in the F0111 table.

**Print Benefit Statements**

Select this option to produce benefit statements with this workfile build. If you print benefit statements during the year-end workfile build process, the system produces the W-2 Benefit Statements report (R07869) at the end of the year-end workfile build process.

**ORACLE**

# Assigning Special Handling Information

Access the Work With Special Handling Codes form.

1.  On the Work With Special Handling Codes form, select a category to which you want to attach a PDBA, and click Select.

    You can select from these special handling code categories:

    o   Allocated Tips (Box 8)

    o   Dependent Care (Electronic Filing Only)

    o   Deferred Comp (Electronic Filing Only)

    o   Employee Contributions (1099-R)

    o   1099 Excess Golden Parachute (1099-NEC Box 3)

    o   Fringe Benefit (Electronic Filing Only)

    o   Gross Distributions (1099s)

    o   Group Term Life (Electronic Filing Only)

    o   Wages, Tips, & Other Comp (Box 1)

    o   Medical and Healthcare (1099-MISC)

    o   Non-Employee Compensation/499R Exempt Salaries (1099-MISC/499R)

    o   Nonqualified Plan Income (Electronic Filing Only)

    o   Nonqualified 457 (Electronic Filing Only)

    o   Pension Amount (1099-R)

    o   1099 Rent Amount (1099-MISC)

    o   1099 Royalties (1099-MISC)

    o   Prizes and Awards (1099-MISC)

    o   Substitute Payments/499R Exempt Salaries (1099-MISC/499R Box 16, Box 16A)(Release 9.2 Update)

    o   Third Party Income Tax (Electronic Filing and W-3)

    o   School Dist. Wage Additions (Box 18)

    o   Social Security Additions (Box 3)

    o   Medicare Additions (Box 5)

    o   Amounts Added to (Box 10)

    o   Amounts Added to (Box 11)

    o   Amounts Added to (W2 Box 12/499R Box 24)

    o   Amounts Added to (Box 14)

    o   State Wages Amounts (Box 16)

    o   Local City Amounts (Box 18)

    o   Local County

- ᵒ CODA Amounts (499R-2 Reporting)
- ᵒ Commission Amounts (499R-2 Reporting)
- ᵒ Concession Amounts (499R-2 Reporting)
- ᵒ Reimbursed Expense Amounts (499R-2 Reporting)
- ᵒ Retirement Fund Amounts (499R-2 Reporting)
- ᵒ Wage Amounts (499R-2 Reporting)

> **Note:**  The Work With Special Handling Codes form displays only the special handling codes that are associated with the type of forms that you are processing in the year-end workfile build.

2. On the Special Handling Code Revisions form, enter the required information in the PDBA Code field, and then click OK.
3. On Work With Special Handling Codes, review all of the special handling code categories.

   All categories that contain one or more PDBAs are selected.

## Copying Special Handling Information

Access the Work With Year End Workbench form.

1. Select the year-end ID from which you want to copy special handling information, and then click Copy.
2. On Year-End Revisions, complete the steps for creating a year-end ID and defining workfile data criteria.
3. Click OK a second time.
4. On Duplicate Year-End ID form, select the Copy Special Handling option, and then click OK.

## Assigning Additional Information to the Workfile Build

Access the Year-End Revisions form.

1. On the Year-End Revisions form, select Additional Parameters from the Form menu, and then select one of these fields:

   - ᵒ Home Company
   - ᵒ Tax Identification
   - ᵒ Tax Area
   - ᵒ Address Number

2. Access the Additional Parameters form. Enter the required data criteria, and click OK.
3. Repeat steps 3 and 4 of the Copying Special Handling Information task for additional parameters, as required.

**Note:**  You use additional parameters to limit the number of employees that you originally included in the workfile build when you ran it. You cannot add employees to the workfile build using additional parameters if those employees where not already included in the workfile. For example, if you set up the data selection to process only employees in company 100, you cannot use additional parameters to add employees from company 200 to the workfile build. However, you can use additional parameters to narrow the selection to employees who work in company 100 and are associated with a certain tax area.

ORACLE

# Creating the Year-End Workfile

This section provides an overview of year-end workfile creation, lists a prerequisite, and discusses how to:

- Create the year-end workfile.
- Set processing options for U.S. Year-End Workbench (P07810).

## Understanding Year-End Workfile Creation

After you have defined the criteria for the workfile, you create the year-end workfile. A year-end workfile gathers the information that you need to print government forms and year-end reports, and to create the workfile for electronic filing

When you run the workfile build process, the system creates records in the year-end control tables. These records contain the year-end ID and the year that is being processed, along with additional tax information. Each time that a workfile build is processed, the system edits these control tables and deletes any records that contain the same year-end ID and year as the workfile build that is being processed. The control tables are then repopulated with the records that the workfile build process creates.

When you submit the workfile build for processing, the system creates these employee-level records:

- Employee Federal Control Table (F07830), which is a single federal control record that contains any taxes that are withheld.
- Employee State/Local Control Table (F07831), which is a single state (territory) control record that contains any taxes that are withheld.
- Employee Special Handling Control Table (F07832), which is a single record for each PDBA that contains special handling codes for the employee.

**Note:** To avoid loss of data, back up all year-end control files after you have printed the year-end forms. Also, you should use unique year-end IDs within each calendar year to process separate groups of employees.

After you process the workfile build, review the work online and correct any errors before you begin printing audit reports and year-end forms.

**Note:**

When you create the year-end workfile, the system prints a report of negative amounts that are included in the workfiles. This report specifies the employee number, company number, PDBA code, tax area, tax type, and amount. You must correct these negative amounts, reset the year-end ID, and rerun the workfile build. If an employee has a negative amount, the workfile build does not create a W-2 for that employee. The IRS and SSA do not allow you to report negative amounts.

The system generates the Negative Amount Error report (R07811), which displays any negative wage and tax errors. If no negative wages or taxes exist, the system prints only a report cover page.

**ORACLE**

## Data Selection and Sequencing for Building Year-End Workfiles

If you do not select specific companies, employees, tax areas, or tax IDs in additional parameters, the workfile build process uses the data selections from the program version for the workfile and selects the appropriate records. The data selection is based on information in F060116.

> **Note:** The records in the year-end workfile are sequenced by address book number. Do not change the data sequencing on any of the year-end workfile build program versions.

## Review of the Negative Amount Error Report

If negative amounts are included in the workfile build, the system generates the Negative Amount Error Report (R07811) after you run the year-end workfile build program. The system finds the first instance of negative amounts in F06136 or F06146. To verify any other possible negative amounts, you must review all of the other history records for the employee.

> **Note:**
>
> - *Reviewing Year-End Workfile Information*.
>
> - *Control Tables and Sample Forms*.

# Prerequisite

Before completing the tasks in this section, create a year-end ID and complete the steps for defining the workfile.

See *Setting Up Year-End Workfile Parameters*.

# Forms Used to Create the Year-End Workfile

| Form Name | FormID | Navigation | Usage |
|-----------|--------|------------|-------|
| Work With Year End Workbench | W07810A | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench | Locate and select the year-end ID that you want to process. |
| Year End Revisions | W07810B | On Work With Year End Workbench, select a year-end ID. | Create the year-end workfile. |

# Creating the Year-End Workfile

Access the Year-End Revisions form.

**Process Type**

ORACLE

Enter a user-defined code (07Y/WP) that designates the type of processing for the year-end workfile build. Values are:

- **1:** Full Processing

  You must process a workfile build using full processing before you process any other type of workfile build for the year-end ID.
- **2:** Changes Only Processing
- **3:** Summary Builds
- **5:** Update Special Handling Text

**Submit Year-End**

Select this option to create or update the year-end workfile, and then click OK.

# Setting Processing Options for U.S. Year-End Workbench (P07810)

Processing options enable you to specify the default processing for programs and reports.

## Process

The Process tab enables you to specify the number for the disability insurance private plan for New Jersey, and the company number of the reporting agent. The agent must be one that is set up in Company Constants and in Corporate Tax IDs.

**1. NEW JERSEY STATE ONLY Disability Insurance Provider Plan Number.**

Use this processing option to specify the disability insurance provider plan number.

**2. NEW JERSEY STATE ONLY Family Leave Insurance Private Plan Number.**

Use this processing option to specify the family leave insurance private plan number for the New Jersey State.

**3. Process Year-End through Agent Company**

Use this processing option to process the year-end through reporting agent. The agent needs to be set up in company constants and in corporate tax IDs.

**4. Third Party Sick Pay indicator**

Use this processing option to specify whether employees have third-party sick pay. Values are:

*Blank:* The employees do not have third-party sick pay records.

**1:** Employees have third-party sick pay records.

**5. PENNSYLVANIA STATE ONLY**

Use this processing option to specify the PSD code if the company wants to report and remit taxes for all employees to a single tax collection district.

**6. User Defined Category Code for Exempt Salaries Code 1 (499R-2 Only)**

Use this processing option to specify the user defined category code that you use to identify exempt salaries codes in the Payroll system. Valid category codes in the Payroll system are P001 through P020.

**Note:** If you enter a payroll category code here, you must enter the exempt salaries codes in the UDC table that is associated with this category code. For example, category code P002 is associated with UDC table 06/02.

**7. User Defined Category Code for Exempt Salaries Code 2 (499R-2 Only)**

**ORACLE**

Use this processing option to specify the user defined category code that you use to identify exempt salaries codes in the Payroll system. Valid category codes in the Payroll system are P001 through P020.

> **Note:** If you enter a payroll category code here, you must enter the exempt salaries codes in the UDC table that is associated with this category code. For example, category code P002 is associated with UDC table 06/02.

### 8. User Defined Category Code for Exempt Salaries Code 3 (499R-2 Only)

Use this processing option to specify the user defined category code that you use to identify exempt salaries codes in the Payroll system. Valid category codes in the Payroll system are P001 through P020.

> **Note:** If you enter a payroll category code here, you must enter the exempt salaries codes in the UDC table that is associated with this category code. For example, category code P002 is associated with UDC table 06/02.

### 9. Electronic File Directory Path

Use this processing option to specify the path to store the electronic file.

### 10. FFCRA Deduction Method

Use this processing option to specify the pre tax deduction method for calcualting FFCRA taxable gross. Use Prorate Method to deduct the pre tax deduction from FFCRA wages in proportion to total gross or Paytype Method to deduct based on the order of paytypes. Values are:

**Blank:** Prorate Method

**1:** PayType Method

## Print

Access the print tab.

### 1. Print Text

Use this processing option to specify whether text on year-end forms is printed in lower- or uppercase type. Values are:

Blank: Lower-case

**1:** Upper-case only (default)

## Versions

The Versions tab enables you to specify which reports setup model to use. A reports setup model is a user-defined group of reports that contains all of the available year-end reports. The default value is **MODEL.**

### 1. Name of Reports Setup Model.

Use this processing option to specify the default reports model that the system uses if you do not attach a different reports model to the year-end ID. If you leave this option blank, the system uses reports setup model **MODEL.**

## Display

The Display tab enables you to specify which employee number appears on a year-end form.

### 1. Employee Number.

Use this processing option to specify which employee number prints on a year-end form. Values are:

**1:** Address book number (default)

**2:** Social Security number

**ORACLE**

**3:** Third employee number

# 6 Reviewing Year-End Workfile Information

## Reviewing Year-End Version Information

After you create year-end workfiles, you review the information in the workfiles for accuracy. If required, you can revise the information and re-create year-end workfiles to ensure that the correct information prints on the year-end forms.

This section provides an overview of version review and discusses how to:

- Review the status of IDs being processed.
- Reset a step in the year-end cycle.
- Reset the year-end version.
- Review the W-2 count.
- Review wage adjustment summaries.
- Review wage adjustment details.
- Review employee wage information.
- Reviewing employee form count information.
- Review employee form detail information.

## Understanding Version Review

You review year-end version information to:

- Review all of the workfile builds being processed for W-2s, 499R-2s, and 1099s.
- Review the amounts that the workfile build process generates for an employee or company.

Reviewing year-end version information enables you to locate errors or inaccurate information and to make corrections before printing year-end forms.

You can review status information about each step in the workfile build at any time during the workfile build process. This information helps you to determine whether you can proceed to the next step in the process. Status information can also help you determine whether any errors occurred during the processing that require you to rerun a step.

### W-2 Form Count

Review the W-2 count to review USD at the company level or to evaluate employee information such as form counts and USD amounts details.

When you use tax ID numbers to summarize a child company's tax information to a parent company's tax information, you cannot review the child company's W-2, 499R-2, or 1099 count information separately. The form and USD totals for the child company are added to the totals for the parent company. To review totals that include the child and the parent companies use the company number of the parent company.

**ORACLE**

## Reviewing Wages and Wage Adjustments

You review wage adjustment summaries to view the taxable wage, adjusted wage, and tax summary information by company and tax area. You can review wage adjustment summaries for:

- Federal wages
- State wages
- Local wages

You review employee wage information to review each employee who earned wages in the respective taxing authority and the amounts that make up those reported wages.

Employee wage information is divided into three areas for your review:

- Taxable wages
- Adjustments
- Adjusted wages

## Employee Form Review

Review the Employee Form Count Review form to see the number of forms to print for each employee who is included in the selected company.

When the workfile build generates more than one year-end form for an employee, the number of forms appears on the Employee Form Count Review form. For example, the workfile build can generate multiple W-2 forms for an employee when:

- The employee is working in multiple states.
- You have entered third-party sick pay for the employee by using the Third Party Sick Entry program.
- The W-2 form contains an overflow of information from Boxes 12 or 14.

Use this form to view detailed information for each employee form that is selected, such as federal, state, and local taxable wages.

## Resetting Year-End Steps and Versions

Occasionally it might be necessary to reset a step in the year-end process or to reset and reprocess the entire workfile build. For example, if the printer is not aligned correctly when you print year-end forms, you can reset the print forms step, and reprint the forms. Alternatively, you might discover that there are data errors that require you to reset and reprocess the entire workfile build. Such errors might include an incorrect tax ID number, incorrect company address, or any other information that affects all or many of the employees that are included in the workfile build.

# Forms Used to Review Year-End Version Information

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Year-End Workbench | W07810A | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench | Select a year-end ID. |

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Version Reset Control Revisions | W07810C | From the Work With Year-End Workbench form, select the ID that you want to reset and then select Version Reset from the Row menu. | Reset a step in the year-end cycle. |
| Reset Year-End | W07810B | From the Work With Year End Workbench form, select the ID that you want to reset, and then select Year End Process, Reset Year End ID from the Row menu. | Reset the year-end version. |
| Work With Company Form Count Inquiry | W07821A | From the Work With Year End Workbench form, select the ID that you want to review and then select Company Summary from the Row menu. | Review summarized form count information. |
| W3 Summary Information | W078222B | From the Work With Company Form Count Inquiry form, select a row and then select W-3 Summary from the Row menu. | Review the W-2 count information. |
| Work With Wage Adjustment Summary | W07822A | From the Work With Company Form Count Inquiry form, select a row and then select Wage Adj Summ from the Row menu. | Review wage adjustments. |
| Wage Adjustment Detail | W078221A | From the Work With Wage Adjustment Summary, select a row and then select Wage Adj Detail from the Row menu. | Review wage adjustment detail information. |
| Work With Employee Wage Review | W078305A | From the Work With Wage Adjustment Summary form, select a record and then select EE Wage Review from the Row menu. | Review employee wage information. |
| Work With Employee Form Count Inquiry | W07830A | From the Work With Company Form Count Inquiry form, select EE Form Count from the Row menu. | Review employee form count information. |
| Work With Employee Form Detail | W078301A | From the Work With Employee Form Count Inquiry form, select a record and then select EE Form Detail from the Row menu. | Review employee form detail information. |

# Reviewing the Status of IDs Being Processed

Access the Work With Year-End Workbench form.

ORACLE

Review the information in the detail area of the form to determine the status of each step in the process. If a step has complete successfully, the system displays **1**. If a step is still active, the system displays **A**.

# Resetting a Step in the Year-End Cycle

Access the Version Reset Control Revisions form.

You might encounter errors during year-end processing that will require you to rerun the process. When you reset a step in the year-end cycle, it enables you to restore the data to the way it was before you ran the process.

# Resetting the Year-End Version

Access the Reset Year-End form.

Select OK button, if you want to reset the year-end version.

# Reviewing the W-2 Count

Access the Work With Company Form Count Inquiry form.

**Company**
Review this field to determine the company with which type of forms are associated.

**Description**
Review this field to determine the company description with which the forms are associated.

**Tax Identification**
Review this field to determine the tax identification number of the company with which the forms are associated.

**Number of Employees**
Review this field to determine the total number of employees who are to receive copies of the selected form.

If more than one company is reported under a parent company's tax ID, this number includes all of those companies. It will not contain the number of W2-C employees records processed.

**Type of Form**
Review this field to determine the type of form with which the forms are associated.

**Number of Forms**

Review this field to determine the total number of W-2 forms to be printed. If more than one company is reported under a parent company's tax ID, this number includes the employees for those companies as well.

**Number of Forms Printed**

Review this field to determine the number of W-2, 1099 or 499R-2 forms that have been printed.

The system does not display the number of W2-C forms that have printed.

**Difference**

**ORACLE**

Review this field to determine the total number of W-2 forms to be printed. If more than one company is reported under a parent company's tax ID, this number includes the employees for those companies as well.

> **Note:**
>
> - *Verifying Company Information*
>
>   *Specifying a Parent Company*.

# Reviewing Wage Adjustment Summaries

Access the Work With Wage Adjustment Summary form.

# Reviewing Wage Adjustments Detail

Access the Wage Adjustment Detail form.

For each selected tax authority, you can review this information:

**Taxable wages**
Review the amount of wages that are considered taxable. The system derives this number from the Tax History table (F06136) as gross - (excludable + excess). To verify this amount, select the Taxation History Window option. The system displays the taxation history records for all of the employees who are included in the workfile build.

**Adjustments**
Review the adjusted amount of wages for tax purposes, which is the special handling deductions or benefits that are added to the taxable wages. If the deductions, benefits and accruals (DBA) is tax area-specific, the system also displays those areas and the corresponding amount. To verify this amount, select the Transaction History Window option for the DBA number, and then press Enter. The system displays a window that contains information from either the Employee Transaction History Summary table (F06146) or the Tax Area Transaction History table (F06148).

**Adjusted wages**
Review the reportable wages for the taxing authority. They consist of taxable wages and the total of the adjustments.

If earned income credits were given to the employees, only the amount of tax appears on the screen. Taxable and adjusted wages are blank for tax type B, and no option line for additional information is provided.

If adjustments that are added to Social Security wages exceed the maximum wage base, the system creates a Social Security adjustment that reverses the adjustment amount.

**W-2 Spec Amount**
Review the amount for W-2 Special Handling. Per Federal requirement, amounts are printed without commas.

**FIT Taxable Wages**
Review the amount of wages subject to Federal Income Tax.

**ORACLE**

# Reviewing Employee Wage Information

Access the Work With Employee Wage Review form.

**Taxable Wages**
Review the amount of Taxable Wages

**Adjustments**
Review the amount of any adjustments made to the wages.

**Adjusted Wages**
Review the amount of **Adjusted** taxable wages for the state or local tax authority. The amount is determined by adding the Special Handling amounts from the Special Handling Workfile (F06732) to the appropriate State **Unadjusted (STWG)** Wages.

# Reviewing Employee Form Count Information

Access the Work With Employee Form Count Inquiry form.



# Reviewing Employee Form Detail Information

Access the Work With Employee Form Detail form.

**ORACLE**

# Reviewing Employee Form Information

This section contains an overview of employee form information, and discusses how to:

- Review employee W-2 information.
- Review employee wage adjustments.
- Review employee wage allocations.
- Review employee special handling information.

# Understanding Employee Form Information

You review employee form information online to see how the information appears on the actual form before you print it.

## Employee W-2 Information

You review employee W-2 information online to see how the information appears on the actual form before you print it.

If the employee worked in more than one state and all federal wages are to be printed on one form, the system displays this message:

"Federal wages printed on another W-2 for all state and local forms on which federal wages are not included."

If you requested that Box 1 wages and taxes be allocated to the states, the system displays only part of the wages and tax with a message that indicates that allocation has occurred.

You review employee wage adjustments to view adjustments to specific types of wages, such as Social Security or Medicare wages.

## Employee Wage Allocations

Review employee wage allocations to view the taxable (reported) wages for the taxing authority. These wages include the taxable wages and the total of the adjustments.

**ORACLE**

If you allocated federal wages to each state, you can view the exact detail of that allocation.

The system also displays each state in which the employee worked, along with the respective allocation percentage. From these percentages, the federal wages are allocated to the state level. In addition, the system displays state wages and taxes.

> **Note:** To review employee wage allocations, you must allocate federal wages when you build the year-end workfile.

## Special Handling

You review W-2 special handling information to verify that the system uses the correct DBAs to calculate the amounts in Boxes 10, 11, 12, and 14. Each DBA is listed with its tax area (if applicable), description, and amount.

## Statutory Employees

If you process employees who worked as statutory employees for a portion of the year, and also as regular employees, the system marks the Statutory option in Box 13 on all of the employee's year-end forms. You must use the Edit Box 13 option on the W-2 Review form to make the Statutory field editable, and then clear the option on all forms on which statutory wages are not included.

# Forms Used to Review Employee Form Information

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Year-End Workbench | W07810A | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench | Select a year-end ID. |
| Work With W-2 Inquiry | W078302A | From the Work With Year-End Workbench form, select a year-end ID and then select EE Form Inquiries, W-2 Inquiry from the Row menu. | Review selected forms and select the record you want to review.<br><br>**Note:** The W-2 Inquiry option is disabled if no W-2 forms were created for the workfile build. |
| W-2 Review | W078302B | From the Work With W-2 Inquiry form, select a record and then select W-2 Review from the Row menu. | Review employee information.<br><br>Clear the Statutory option in Box 13 for employees who worked as statutory employees for a portion of the year. |
| Employee Wage Adjustment Review | W078303A | From the W-2 Review form, select an option and then select Wage Adj. Review from the Form menu. | Review wage information. |
| Work With W-2 Wage Allocation Review | W078304A | From the W-2 Review form, select an option and then select Wage Allocation from the Form menu. | Review wage allocation information.<br><br>**Note:** This option is available only if you chose to allocate wages |

**ORACLE**

| Form Name | FormID | Navigation | Usage |
|-----------|--------|------------|-------|
| | | | when you built the year-end workfile. |
| W-2 Special Handling Review | W07832A | From the W-2 Review form, select an option and then select Special Handling from the Form menu. | Review W-2 special handling information.<br><br>**Note:** The Special Handling option is disabled if no pay type, deduction, benefit and accrual (PDBA) codes are assigned to the box that you are reviewing. |

# Reviewing Employee W-2 Information

Access the W-2 Review form.

**Edit Box 13**
Click this button to make the Statutory option editable. Use this option to clear the Statutory option for employees who have worked as statutory employees for a portion of the year and also as regular employees. When the system processes these employees, the Statutory option is selected on all of the employee's W-2 forms. You must click the Edit Box 13 button and manually clear the Statutory option on the forms that are not associated with the employee's statutory wages.

# Reviewing Employee Wage Adjustments

Access the Employee Wage Adjustment Review form.

**ORACLE**

# Reviewing Employee Wage Allocations

Access Work With W-2 Wage Allocation Review form.

**Alloc. Percent (allocation percent)**
Review the percentage to be allocated to the various payroll elements.

**SIT Adjusted Wages**
Review the amount of adjusted taxable wages for the state or local tax authority. The amount is determined by adding the Special Handling amounts from the Special Handling Workfile (F06732) to the appropriate state-unadjusted (STWG) wages.

**State Income Tax**
Review the amount of state or local income tax withheld for the employee.

# Reviewing Employee Special Handling Information

Access the W-2 Special Handling Review form.

# Printing a Single Year-End Form

This section provides an overview of the printing process for single forms and discusses how to print single year-end forms.

> **Note:** Verify that you are using Acrobat 7.0 or higher version before you print year-end forms. If you do not use Acrobat 7.0 or higher version, you might encounter significant issues with forms not aligning correctly during printing. However, because each printer is slightly different, if you are using Acrobat 7.0 or higher version, minor adjustments might be required to align forms properly for printing. You can use the JD Edwards EnterpriseOne Report Design Aid (RDA) to adjust the fields. Contact your system administrator for assistance with RDA. The date default will be the same as the system date and you can override or remove it.

## Understanding the Single Form Printing Process

You can print a single W-2, 1099-R, 1099-MISC, or 499R-2 form for an individual employee. To check if the information prints correctly, you can print a single year-end form. You do not need to run the mass print program to print forms for all of the employees who are included in the workfile build. You can also reprint a form if an employee loses or does not receive the original form.

When you print individual W-2 forms, you have the option of choosing the print program during the print process. When printing 1099-R or 1099-MISC forms individually, you must enter the print program that you want to use in the processing options before you print the forms.

**ORACLE**

> **Note:**
>
> If you have entered a print date for a W-2 form and need to reprint the form, you must either reset the print date or print a W-2C form.
>
> When you print an employee's form as a test, you should remove the date from the Print Date field so that when you run the mass print program, the system disregards the test print scenario and allows a reprint of the employee's W-2 form.

# Forms Used to Print Single Year-End Forms

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Year-End Workbench | W07810A | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench | Select a year-end ID. |
| Work With W-2 Inquiry | W078302A | From the Work With Year-End Workbench form, select a year-end ID and then select EE Form Inquiries from the Row menu. | Review selected forms and select the record you want to print. |
| W-2 Review | W078302B | From the Work With W-2 Inquiry form, select a record and select W-2 Review from the Row menu. | Access a W-2 form to print. |
| Form Print Control | W07WP2A | From any of the single form review forms, select Print {form type} from the Form menu. | Enter the print date and print single year-end forms. |
| Work With 1099-Misc | W078309A | From the Work With Year End Workbench form, select the year-end ID you want to print, select EE Form Inquiries from the Row menu, and then select 1099-Misc Inquiry. | Select a form to print. |
| Review 1099-Misc | W078309B | From the Work With 1099-Misc form, select the record that you want to review, select Review 1099-Misc from the Row menu, and then select Print 1099-M from the Form menu. | Print the form. |
| Work With 1099-R Inquiry | W078310A | From the Work With Year End Workbench form, select the year-end ID you want to print, select EE Form Inquiries from the Row menu, and then select 1099-R Inquiry. | Select a form to print. |
| 1099-R Review | W078310B | From the Work With 1099-R Inquiry form, select the record that you want to print, select Review 1099-R Review from the | Print the form. |

ORACLE

| Form Name | FormID | Navigation | Usage |
|-----------|--------|------------|-------|
|  |  | Row menu, and then select Print 1099-R from the Form menu. |  |
| Work With 499R-2 Inquiry | W078321A | From the Work With Year End Workbench form, select the year-end ID you want to print, select EE Form Inquiries from the Row menu, and then select 499R-2 Inquiry. | Select a form to print |
| 499R-2 Review | W078321B | From the Work With 499R-2 Inquiry form, select the record that you want to print, select 499R-2 Review from the Row menu, and then select Print 499R-2 from the Form menu. | Print the form. |

# Printing Single Year-End Forms

From any of these forms, access the Form Print Control form:

- W-2 Review
- Review 1099-MISC
- 1099-R Review
- 499R-2 Review

To print the form, click the Submit button.

**Print Date**

Enter the date that you are printing the form if this is the final form print and you will be giving this print to the employee. After you enter a print date and print the form, to print a new form, you must either reset the print date to print a new form, or you must print a W-2C form. If you are printing the form only to test whether it prints correctly, do not enter a print date.

> **Note:** The date will default as the system date and can be overridden, blanked out, etc.

# Reviewing Employee 1099 and 499R-2 Information

Before you print 1099 and 499R-2 forms, review the employee information that appears on these forms and verify that it is correct. This section lists the forms used to:

- Review employee 1099-R information.
- Review employee 1099-MISC information.
- Review employee 499R-2 information.

## Forms Used to Review Employee 1099 and 499R-2 Information

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Year-End Workbench | W07810A | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench | Select a year-end ID. |
| Work With 1099 Misc Inquiry | W078309A | From the Work With Year-End Workbench form, select the year-end ID you want to review, select EE Form Inquiries from the Row menu, and then select 1099 Misc Inquiry. | Review selected forms and select the record you want to review. |
| Review 1099 Misc | W078309B | From the Work With 1099 Misc Inquiry form, select the record that you want to review and then select Review 1099 Misc from the Row menu. | Review the form detail. |
| Work With 1099-R Inquiry | W078310B | From the Work With Year-End Workbench form, select the year-end ID you want to review, select EE Form Inquiries from the Row menu and then select 1099-R Inquiry. | Review selected forms and select the record you want to review. |
| 1099-R Review | W078310A | From the Work With 1099 R Inquiry form, select the record that you want to review and then select Review 1099 R from the Row menu. | Review the form detail and change employee information. |
| Work With 499R-2 Inquiry | W078321A | From the Work With Year-End Workbench form, select the year-end ID you want to review, select EE Form Inquiries from the Row menu and then select 499R-2 Inquiry. | Review selected forms and select the record you want to review. |
| 499R-2 Review | W078321B | From the Work With 499R-2 Inquiry form, select the record that you want to review and then select Review 499R-2 from the Row menu. | Review the form detail and change employee information. |

## Reviewing History Reports

This section provides an overview of history reports and discusses how to:

- Run the Federal Tax History report (R07347).
- Set processing options for the Federal Tax History report (R07347).
- Run the State/Local Taxation report (R07348).

**ORACLE**

- Set processing options for the State/Local Taxation report (R07348).

- Run the Employee Pay & Tax Register report (R073231).

- Set processing options for the Employee Pay & Tax Register report (R073231).

# Understanding History Reports

We recommend that you run history reports and compare them to the audit reports. The data on these reports should match the data on the corresponding audit reports. If discrepancies are found between the reports, you may need to make changes to the information in the year-end workfiles.

## Federal Tax History Report

The Federal Tax History Report (R07347) lists all of the federal taxable wages and federal tax amounts by employee. This report retrieves information from the Tax History table (F06136). This report also includes summary information.

## State/Local Taxation Report

The State/Local Taxation Report (R07348) lists all of the state and local taxes paid by the employee. This report retrieves information from the Tax History table (F06136). This report also includes summary information.

## Review of the Employee Pay and Tax Register

The Employee Pay & Tax Register (R073231) displays all of the taxable wages and taxes paid by the employee. This report retrieves information from the Tax History table (F06136). This report lists information by tax area, tax type, and month when the wages were paid. This report can be set up to include month-to-date, quarter-to-date, or year-to-date totals.

# Running the Federal Tax History Report (R07347)

Access U.S. History Reports menu (G07BUSP15), Federal Tax History Report.

# Setting Processing Options for the Federal Tax History Report (R07347)

Use processing options to set up default information about how a program processes data.

## Report

Access the Report tab.

**1. Type of Employee Number to print**
Use this processing option to specify which employee number to print on the report. Values are:

**1:** Address Book Number (default)

**2:** Social Security Number

**3:** Third Employee Number

**ORACLE**

# Running the State/Local Taxation Report (R07348)

Access U.S. History Reports menu (G07BUSP15), State/Local Taxation Report.

# Setting Processing Options for the State/Local Taxation Report (R07348)

Use processing options to set up default information about how a program processes data.

## Period

Access the Period tab.

**1. Enter Fiscal Year**

Use this processing option to specify the two-digit year to process.

**2. Thru Period Number**

Use this processing option to specify the period through which you want to include date for the fiscal year.

## Hours

Access the Hours tab.

**1. Enter a '1' to show hours on the report.**

Use this processing option to specify whether to print hours on the report. If you leave this option blank, the system does not print hours. Enter **1** to print hours.

**2. Enter the character that will indicate that the row being printed indicates hours.**

Use this processing option to specify the character that the system prints before rows that include hours. Enter a character in this field only if you entered **1** in the previous option.

# Running the Employee Pay & Tax Register Report(R073231)

Access U.S. History Reports menu (G07BUSP15), Employee Pay & Tax Register.

# Setting Processing Options for the Employee Pay & Tax Register Report (R073231)

Use processing options to define default information about how the system processes data.

## Defaults

Access the Defaults tab.

ORACLE

**1. Employee Number**

Use this processing option to specify which employee number to print on the report. Values are:

Blank: Address Number

**1:** Tax ID

**2:** Alternate Address Number

**2. Period Ending Date**

Use this processing option to indicate the end date of the time period. You must enter a date in this processing option.

**3. History Type**

Use this processing option to indicate the type of history information that appears on the report. Values are:

Blank: Month-to-date

**1:** Quarter-to-date with monthly balances

**2:** Quarter-to-date totals only

**3:** Year-to-date with monthly balances

**4:** Year-to-date with quarterly balances

**5:** Year-to-date totals only

**4. Detailed Transactions**

Use this processing option to indicate whether the report displays the detailed transactions associated with each balance. Values are:

Blank: No, do not display detailed transactions.

**1:** Yes, display detailed transactions.


# Processing Year-End Workfile Changes

This section provides an overview of year-end workfile changes, lists a prerequisite, and discusses how to process year-end workfile changes.

## Understanding Year-End Workfile Changes

After you complete a full workfile build process (type 1) and identify changes that need to be made, make the necessary corrections to the applicable records. You must then process the changes through the workfile build process.

When you rerun the workfile build to incorporate the changes, you can reduce processing time by selecting changes-only processing (type 2). Changes-only processing reduces the computer processing time by rerunning only those records that you have corrected. For example, to process changes that you have made employee-wise, you can limit the data selection by choosing the Additional Parameters - Address Number function and entering only the changed address numbers. You can also use the corresponding functions to limit the data selection for the tax ID, tax area, and company.

You can request changes-only processing by employee, company, tax area, or tax ID. The acceptable combinations for changes-only processing are:

- By company
- By tax ID
- By tax area
- By employee
- By company and tax area
- By company and employee
- By tax ID and tax area
- By tax ID and employee
- By tax area and employee

  **Note:** You cannot process changes by both company and tax ID. Additional parameters are used to narrow the data selection criteria of the workfile build version. You cannot enter data that otherwise would not be included in the additional parameters of the workfile build. Also, you cannot use additional parameters to include additional employees in the workfile build process. To include additional employees, change the data selection of the workfile build version, and reset and rerun the workfile build process.

## Prerequisite

Before you complete the tasks in this section, process the workfile build successfully and make any necessary corrections to employee and company information.

## Form Used to Process Year-End Workfile Changes

| Form Name | FormID | Navigation | Usage |
|-----------|--------|------------|-------|
| Work With Year-End Workbench | W07810A | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench | Select the year-end ID you want to change. |

## Processing Year-End Workfile Changes

Access the Work With Year-End Workbench form.

1. On Work With Year-End Workbench, select the year-end ID that you want to change.
2. To process changes for only the records that you changed, from the Row menu, select ADDL Parameters, and then select one of these fields:
   - Home Company
   - Tax Identification

      o  Tax Area

      o  Address Number

3. On Additional Parameters, enter the appropriate information and click OK.
4. On Work With Year-End Workbench, select the year-end ID that you want to change.
5. From the Row menu, select Year-End Process and then select Revise Year-End.
6. On Year-End Revisions, verify that **2** is entered in the Process Type field.
7. Select the Submit Year-End option, and then click OK.

When you process changes by company, tax ID, tax area, and address number, the system displays the W-2 Additional Parameters form. The system displays a different data item value for each function that you might select to process, such as HMCO for company, TAXX for tax ID, TARA for tax area, or AN8 for address number.

If you did not specify a date printed for W-2 forms, the system reprocesses W-2 information. If you entered a date printed when you printed W-2 forms and did not reset the print function, the system creates W-2C information.

# 7 Producing Year-End Deliverables

## Understanding the Year-End Reporting Process

After you review year-end workfile information online and make any necessary corrections, print the audit reports and review them again for accuracy. We recommend that you run the audit reports and compare them to the taxation history reports.

You print year-end forms to create an audit trail for reporting to the government and to send to employees for their tax reporting purposes. We recommend that before you print year-end forms, you review the audio reports for accuracy

To report year-end information to the federal government, use paper or electronic filing.

> **Note:** The Internal Revenue Service (IRS) requires electronic filing if you have a specific number of returns. The Accounts Payable system can also produce 1099 returns. Therefore, consider the number of returns that the Accounts Payable and the Payroll systems will generate when deciding whether you are required to use electronic filing reporting. Contact the IRS office for more information about electronic filing reporting requirements.

After you create the workfile but before you print year-end forms, carefully verify the amounts on the audit reports. You can run the audit reports as many times as necessary without affecting the workfiles that the year-end workfile build process creates. You can also review the amounts online by using the Form Review selections from the U.S. Year-End Workbench.

Before you run audit reports, you must update the year-end ID to specify which reports are available for processing. To update the year-end ID, you set up a report model that includes all reports that you might want to run for a particular year-end ID. Also, include versions for printing year-end forms in the report model.

For W-2 purposes only, you can enter more than one version number for a form ID. This lets you submit different versions of the same report to process simultaneously. For example, you can run version 001 and 002 of the W-2 Federal Detail report.

After you review the audit reports for accuracy, you can print year-end forms by using the special form versions that you included in the report model. You can omit specific versions from processing, such as special form versions, without deleting them from the report model.

## Printing Audit Reports

This section provides an overview of audit reports, lists a prerequisite, and discusses how to:

- Print audit reports.
- Copy the reports model.

## Understanding Audit Reports

Print audit reports to compare them with the corresponding history reports. Many audit reports have summary and detail versions. You must select the appropriate reports from the reports model.

**ORACLE**

You must use the U.S. Year-End Workbench to print audit reports. You can run the demo version of each report that you select, or you can create your own versions of these reports.

> **Note:** To populate the Year-End Report table (F07823), you must submit the Year-End Report (R07823S) Update from the Batch Versions application.

Printing audit reports is similar to using the Reports Only menu selection in the Payroll cycle, with one notable exception: when you create the report model for the year-end ID, you select all of the reports and special forms that you might want to process for that ID. You do not have to run each of these reports every time that you process audit reports. The year-end audit report program enables you to process specific reports from the reports model without having to delete them from the model each time that you process audit reports.

To print reports locally, you must first map R07823 to run locally. Contact your system administrator for assistance.

> **Note:** You can include a version of the Print W-2c program in the reports model. You do not need to process this version initially; however, you might need to print W-2Cs at a later time during the year-end process. To complete year-end processing, include any report or special form version that you need.

## Year-End Reports

After you have created the report model and generated audit reports, you must review them to ensure that the year-end data is accurate. We strongly recommend that you generate and review all year-end audit reports before you print year-end forms.

Each audit report contains unique information. The audit report displays totals at company levels, as well as grand totals for all of the information that the year-end workfile includes.

This table describes each year-end report:

| Audit Report | Description |
|---|---|
| W-2 Federal Control Report - Summary (R07860) | This report prints all of the information for each employee's W-2. You must produce this report in the year-end process because this is the only report that includes an employee's entire data as it appears on the W-2 form. |
| W-2 Federal Control Report Detail (R07861) | When you run this report with a request for detailed information, this is listed for each employee in the year-end workfile build:<br><br>• All federal taxable wages<br><br>• Special adjustments<br><br>• Reportable wages<br><br>• Taxes paid |
| State/Local Control Report (R07862) | The State/Local Control Report gives this information for each employee who is included in the year-end workfile build:<br><br>• State wages<br><br>• State tax amounts<br><br>• State unemployment amounts<br><br>• State disability amounts |

| Audit Report | Description |
|---|---|
| State/ Local Detail Report (R07863) | The State/Local Detail report (R07863) prints this information:<br><br>• State and local taxable wages.<br><br>• Special handling adjustments.<br><br>• Reportable wages.<br><br>• Tax by employee, tax area, and tax history type, as reported on the W-2 forms.<br><br>If you request for a summary, the report gives summarized information about company, tax, area, and tax type. |
| Special Handling Report (R07864) | This report lists DBA amounts on the W-2s by box number, DBA, and employee name. This report can be run only for one special handling box at a time. This report displays summary information totals by box number, DBA, and company. |
| W-2 Count Report (R07870) | This report lists federal, state, and local reportable wages by employee name, and provides an employee count by company name and tax ID, as reported on the W-2s. If you request for summary, the report gives summarized information about only the company and tax ID totals |
| W-2 Summary Report (R07867) | This report lists all of the information that appears on W-2 forms for employees. Generating this report is mandatory if you are creating W-2 forms during the payroll year-end process because this is the only report that lists all of the data on each employee's W-2 form. |
| Federal Adjustment Wage Report (R07865) | This report lists taxable wages and any special handling adjustments to FIT, FICA, and Medicare. This report groups the information by employee if detailed information is requested or by company if summary information is requested. This report also lists error messages if the adjusted wages in the report do not match the adjusted wages on the W-2. |
| Federal Allocation Report (R07868) | This report provides a detailed listing of the federal taxable wages that are allocated to the various states where the employee has worked during the tax year. |
| W-2 Benefit Statements (R07869) | This report provides a summary of the benefits that are included on an employee's W-2 form in the states in which he or she worked during the tax year. |
| W-2 State/Local Adjusted Wage Report (R07866) | This report prints employee taxable wages, fringe benefits, and reportable wages, as reported on the W-2 forms. Using processing options, you can specify up to three states or localities for which you want to print information. This report also prints error messages if adjusted wages on the report do not match adjusted wages on the W-2. |
| W-2 Box 13 Flags (R07873) | This report lists all of the employees who have information in Box 13 of the W-2 form. The report also lists which items in Box 13 have data for each employee. The report is sequenced by the employee's Social Security number or the address number, depending on the version that you select. |
| W-2 Workfile Integrity (R07874) | This report identifies errors that occurred when the system created the year-end workfiles. It also identifies any changes that were made to the employee history since the year-end workfile was created. You should run this report before you print year-end forms to ensure that the information in the year-end workfile is correct. |
| 1099-Misc Summary (R07871) | This report lists all of the information that appears on 1099-MISC forms for contract employees. This report is mandatory if you are creating 1099-MISC forms during the payroll year-end process because this is the only report that lists all of the data on each employee's 1099-MISC form. |

ORACLE

| Audit Report | Description |
|---|---|
| 499R-2 Summary Report (R07875) | This report lists all of the information that appears on 499R-2 forms for employees who work in Puerto Rico. You should consider this report mandatory if you are creating 499R-2 forms during the payroll year-end process because this is the only report that lists all of the data on each employee's 499R-2 form. |
| 1099-R Summary Report (R07872) | This report lists all of the information that appears on 1099-R forms for pension employees. This report is mandatory if you are creating 1099-R forms during the payroll year-end process because this is the only report that lists all of the data on each employee's 1099-R form. |

This table describes the specifications of each audit report:

| Audit Report | Shows Totals? | Shows Grand Totals? | Changeable Data Sequence? |
|---|---|---|---|
| W-2 Federal Control Report - Summary (R07860) | YES | YES | NO |
| W-2 Federal Control Report Detail (R07861) | YES | YES | NO |
| State/ Local Control Report (R07862) | YES | YES | NO |
| State/ Local Detail Report (R07863) | YES | YES | NO |
| Special Handling Report (R07864) | YES | YES | NO |
| W-2 Count Report (R07870) | YES | YES | NO |
| W-2 Summary Report (R07867) | YES | YES | NO |
| Federal Adjustment Wage Report (R07865) | YES | YES | NO |
| Federal Allocation Report (R07868) | YES | NO | NO |
| W-2 Benefit Statements (R07869) | YES | NO | NO |
| W-2 State/Local Adjusted Wage Report (R07866) | YES | YES | NO |
| W-2 Box 13 Flags (R07873) | NO | NO | NO |
| W-2 Workfile Integrity (R07874) | YES | YES | NO |
| 1099-Misc Summary (R07871) | YES | YES | NO |
| 499R-2 Summary Report (R07875) | YES | YES | NO |

| Audit Report | Shows Totals? | Shows Grand Totals? | Changeable Data Sequence? |
|---|---|---|---|
| | | | |
| 1099-R Summary Report (R07872) | YES | YES | NO |

# Prerequisite

Before you complete the tasks in this section, process a year-end workfile build.

See *Setting Up Year-End Workfiles*.

> **Note:**
> - *Setting Up Year-End Workfile Parameters*
>
> - *Assigning Special Handling Information*

# Forms Used to Print Audit Reports

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Year-End Workbench | W07810A | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench | Select a year-end ID. |
| Reports Setup | W07823B | From the Work With Year-End Workbench form, select a year-end ID and then select Reports Setup from the Row menu. | Access the reports model. |
| Reports Model | W07823C | From the Reports Setup form, select Reports Model from the Form menu. | Attach reports to the year-end ID. |
| Work With Reports/ Special Forms | W0004AI | From the Work With Year-End Workbench form, select a year-end ID and then select Reports from the Row menu. | Select reports for processing. |

# Printing Audit Reports

Access the Report Setup form.

1. Select a blank line in the detail area. Then from the Form menu, select Reports Model.

**ORACLE**

2. On Reports Model, select the report version that you want to attach to the year-end ID, and click Select.

   The report is automatically added to the Report Setup form.

3. Repeat steps 1 and 2 until you have selected all of the reports and special form versions that you want to attach to the year-end ID.

4. On Report Setup, you can reorder the reports by completing the Seq field for each report.

   Reports appear from the lowest sequence number to the highest.

5. When you have added all versions and sequenced them appropriately, click OK.

6. On Work With Year-End Workbench, select Reports from the Row menu.

7. On Work With Reports/Special Forms, to select the versions that you want to submit for processing, click the Audit Reports option, and then select the Selection option.

   Alternatively, you can select specific reports by double-clicking specific records in the detail area.

   Only reports that are selected are submitted for processing. To cancel the selection of a report, double-click the check mark or clear the Selection option.

   Be sure to process and review audit reports before you process special form versions.

8. From the Form menu, select Submit Forms/Report.

## Copying the Reports Model

You might need to create and process more than one year-end ID. Also, you might want to create the same reports for each ID that you process. You can use the Copy function to copy the report model that you create for one year-end ID into any additional year-end IDs that you create.

Using the Copy function minimizes data entry time as well as the possibility of data entry errors.

Access the Duplicate Year-End ID form.

The year-end ID that you create by using the copy function contains a copy of the report model from the original year-end ID. If necessary, you can use the Report Setup option to modify the report model.

## Working with Year-End Forms

This section provides an overview of year-end forms, lists prerequisites, and discusses how to:

- Enter a print date for year-end forms.

- Print year-end forms.

- Reset year-end forms.

- Generating year-end forms using Embedded BI Publisher.

- Set processing options for the Print 1099-MISC program (R07880).

- Set processing options for the Print 1099-R program (R07881).

- Set processing options for the Print 1099-R 4-Corner program (R07881A).

- Set processing options for the Print 1099-MISC Pressure Seal Forms program (R07893).

- Generate year-end forms using Embedded BI Publisher.

# Understanding Year-End Forms

After printing the audit reports and making any necessary corrections, you can print year-end forms. You can also reset year-end forms when you need to reprint forms to correct inaccurate information.

You can print 1099-MISC, 1099-NEC, 1099-R, 499R-2, W-2, and W-2C forms, as well as 1096 summary information.

The W-3 form, which summarizes the amounts that were reported for all of the W-2 forms, can be printed for each type of W-2. The W-3 form should be used only by employers who file paper copies of the Copy A of Form W-2 to the Social Security Administration (SSA). Electronic filing filers transmit this information differently.

## Printing Dates

After you review audit reports for accuracy, you can print year-end forms. Before submitting the forms for printing, you can enter a print date so that each employee record for which a form is printed is updated with the print date. If an employee record contains a print date and you need to make changes to the employee's year-end information, you must reset the print date to generate another W-2 form. If you do not reset the print date, you must generate a W-2C form for the employee.

> **Note:** The Employer 4-part W-2 Print program (R07885A) does not use a print date. Therefore, it is not necessary to clear the print date in order to rerun this print program.

> **Note:** To generate W-2C forms, you must first print year-end forms with a print date. If this printing is not the last time that you will print the year-end forms, do not enter a print date.

## Printing Forms

You print year-end forms to report wage and tax information to government agencies and employees. If you are filing electronically, you print year-end forms to create an audit trail for reporting to the government and to employees.

To view all of the reports and forms, special forms only, or audit reports only, click an option in the report model. Any audit report or special form version that is marked with a check mark is submitted for processing, regardless of whether you can see them in the current view. To avoid submitting unwanted audit reports or special forms, click the All Reports/ Forms option and clear any versions that you do not want to process at the current time.

> **Note:**
>
> Verify that you are using Adobe Reader 7.0 before you print year-end forms. If you do not use Adobe Reader7.0, the forms may not align correctly during printing.
>
> However, all printers are slightly different. Therefore, even if you are using Adobe Reader 7.0, the fields for any of the print form programs that you use to print year-end forms might need to be modified so that information aligns properly on the form. You can use the JD Edwards EnterpriseOne RDA to adjust the fields. For assistance with RDA, contact your system administrator.

Use these programs to print year-end forms:

- R07880: Print 1099-MISC
- R07890: Print 1099-NEC
- R07881: Print 1099-R

ORACLE

- R07882: Print 1096 Summary

- R07884: Print Laser W-2s (2-part)

- R07885: Print Laser W-2s (4-part)

- R07885A: Employers Print Laser W-2s (4-part)

- R07886: Print W-2 Pressure Seal Forms

- R07887: Print W-2Cs

- R07888: Print Standard W-3

- R07889: Print W-3C

- R07891: Print 499R

- R07893: Print 1099-MISC Pressure Seal Forms

- R07881A: Print 1099-R 4-Corner

## Resetting Forms

You reset year-end forms to correct inaccurate form information when you have not yet reported year-end data to the government and to employees. Example: An employee's address change does not appear on the W-2 form that you just printed because the new address is not yet entered into the Payroll system. If you have not yet distributed W-2 forms to the employees or reported the year-end information to the government, then you can enter the address change, reset the year-end forms, and reprint them.

You might also need to reset year-end forms when information does not align and print properly on the forms.

You can reset and reprint year-end forms for an entire version or for a selected group of employees, based on the version data selections. Resetting year-end forms removes the print date that was specified in the employee's record when the forms were printed. The print date must be removed to prevent the system from producing a W-2C form.

Use the reset year-end forms procedure *only* to reprint forms that had a print date when they were last printed and *only* if you have not yet reported year-end information to the government or distributed year-end forms to employees. You do not need to use this procedure before rerunning forms that were printed without a print date.

If you need to make corrections to a form and you have already distributed year-end forms to employees or reported year-end information to the government, you must generate W-2C forms.

## Prerequisites

Before you complete the tasks in this section:

- Produce and review audit reports to verify that the data you will print on year-end forms is correct.

- Test-print year-end forms without a print date on plain paper to verify that the data is correct.

  Make corrections, if necessary, and then load and realign the preprinted forms.

- If required, create a new version of the print program with version overrides that align the forms correctly for printing purposes.

  See   *JD Edwards EnterpriseOne Tools Foundation Guide*   .

**ORACLE**

## Forms Used to Work With Year-End Forms

| Form Name | FormID | Navigation | Usage |
| --- | --- | --- | --- |
| Work With Year-End Workbench | W07810A | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench | Select a year-end ID. |
| Report Setup | W07823B | From the Work With Year-End Workbench form, select Reports Setup from the Row menu. | Attach versions of the special form programs to the year-end ID. |
| Work With Reports/ Special Forms | W07823A | From the Work With Year-End Workbench form, select a year-end ID and then select Reports from the Row menu. | Print year-end forms. |
| Date Reset Revisions | W07823C | From the Work With Year-End Workbench form, select the year-end ID you want to reset and then select Reset Date Printed from the Row menu. | Reset year-end forms. |

## Entering a Print Date for Year-End Forms

Access the Report Setup form.

**Date Printed**
Enter a date in this field if you are printing year-end forms that you will distribute to employees. If you are testing the print process to verify that the data aligns correctly on the forms, do not enter a print date. If you enter a print date and submit the program for processing, you must either reset the print date to reprint forms or you must produce W-2Cs to update or correct information on year-end forms.

Do not enter a print date when processing W-2C forms.

## Printing Year-End Forms

Access the Work With Reports/Special Forms form.

1. On Work With Reports/Special Forms, select the Special Forms option to display the programs that the system uses to print year-end forms.
2. To select the program that you want to process, double-click the row or select the Selection option.
3. Verify that all programs that you want to submit are selected, and then select Submit Forms/Report from the Form menu.

ORACLE

# Resetting Year-End Forms

Access the Date Reset Revisions form.

**Version**

Enter the version of the Reset Print Date program (R077292) that you want to use to reset the print date. You must enter a value in this field.

**Submit Print Date Reset**

Select this option to reset the print date for all forms associated with this year-end ID, and then click OK.

> **Note:**
>
> • *Working with Correction Forms*.

# Generating Year-End Forms Using Embedded BI Publisher

You can use Embedded BI Publisher objects to generate W2, W-2C, 1099 MISC and 1099 R forms. Embedded BI Publisher for JD Edwards EnterpriseOne leverages the output of EnterpriseOne batch application (UBEs) to deliver content-rich reports. When you use the embedded solution, the system creates a BI Publisher template, and associates it with a UBE. When the system executes the UBE, a BI Publisher report output is automatically created and delivered. The embedded solution allows customers to produce and distribute content-rich reports (such as W-2s) that are part of their standard business process. With the embedded solution key, BI Publisher components are delivered with the JD Edwards EnterpriseOne Tools Release.

This table lists the W-2, W-2C, 1099 MISC and 1099 R year-end reports and versions to use with BI Publisher Templates:

| Form | Report | Version | Front and Back side of the Form | Only Front Side of the Form | Only Back Side of the Form |
|---|---|---|---|---|---|
| Laser W-2's (4 Part) | R07885 | XJDE0003BI | Yes | | |
| Employer Laser W-2's (4 Part) | R07885A | XJDE0002BI | Yes | | |
| W-2C's | R07887 | XJDE0003BI | Yes | | |
| 1099-MISC | R07880 | XJDE0002BI | | Yes | |
| 1099R | R07881 | XJDE0002BI | | Yes | |
| Laser W-2's (2 Part) | R07884 | XJDE0004BI | Yes | | |

**ORACLE**

| Form | Report | Version | Front and Back side of the Form | Only Front Side of the Form | Only Back Side of the Form |
|------|--------|---------|-------------------------------|-----------------------------|----------------------------|
|  |  |  |  |  |  |
| (Release 9.2 Update) Laser W-2's (2 Part) | R07884 | XJDE0003BI |  | Yes |  |
| 1099-NEC | R07890 | XJDE0002BI |  | Yes |  |

> **Note:**
>
> You can use BI publisher to generate W-2, W-2C, 1099 MISC, 1099-NEC, and 1099 R forms for the 9.2 release.
>
> Form Laser W-2's (2 Part) for R07884 must be printed on a 8.5-by-11-inch single-sheet paper only.

## Prerequisites

Before you generate the year-end forms by using BI Publisher:

- Install the latest update of JD Edwards EnterpriseOne Tools.
- Install the latest version of Oracle BI Enterprise Edition and the Oracle BI Applications adapter for JD Edwards EnterpriseOne.
- Set up Oracle BI Enterprise Edition user groups and security.
- Set up the JD Edwards EnterpriseOne user and roles.
- Set up mappings between the JD Edwards EnterpriseOne user and roles to the Oracle BI Enterprise Edition user.
- Customize or create Oracle BI Enterprise Edition reports.
- Customize or create JD Edwards EnterpriseOne applications to display the Oracle BI Enterprise Edition reports created.

> **Note:** *BI Publisher for JD Edwards EnterpriseOne (Document 789074.1) on My Oracle Support website.*

## Generating W-2 and W-2C Forms Using Embedded BI Publisher

BI Publisher for JD Edwards EnterpriseOne is enabled for the reports R07884/XJDE0003BI, R07884/XJDE0004BI, R07885/XJDE0003BI, and R07885A/XJDE0002BI for W-2 forms, and for report R07887/XJDE0003BI for W-2C forms. The JD Edwards EnterpriseOne reports are available with the Year End Software download. Unless specified in the documentation for a specific report, do not modify any report settings.

By using the R07884 (XJDE0003BI), R07884 (XJDE0004BI), R07885 (XJDE0003BI), R07885A (XJDE0002BI) and R07887 (XJDE0003BI) reports, you can submit reports from the Year End Workbench program (P07810) to generate the W-2 and W-2C forms.

If you create a new batch version or copy an existing version to generate W-2 and W-2C forms by using BI Publisher, you should associate the version or copy with a template and report definition. If you run a new version or copy that is not associated to a template and report definition, then the system will print the default pre-printed version.

**Note:** For the 9.0 release, Laser W2 4UP Print BIP versions R07885/XJDE0003BI and R07885A/XJDE0002BI generates incorrect page breaks when you run these versions on 8.98 series tools release having 10.1.3.4.1 BIP version. Therefore, new versions R07885/XJDE0004BI and R07885A/XJDE0003BI are provided on 8.98 series tools release. You must use these new versions to get the correct W-2 output on 8.98 series tools release. These versions are provided only in 9.0 apps release.

**Note:** After Electronic Software Update (ESU) is downloaded, verify and to ensure that TP07884, TP07885, TP07887 and TP07885A records in P95600 - BI Publisher Object Repository have valid start and end dates. If required, select the record for which you want to enter a valid start and end date. Then, from the Row menu, select Effective Dates.

## Generating 1099 MISC, 1099 NEC, and 1099 R forms Using Embedded BI Publisher

BI Publisher for JD Edwards EnterpriseOne is enabled for the report R07880/XJDE0002BI for 1099 MISC forms, and for report R07881/XJDE0002BI for 1099R forms. The JD Edwards EnterpriseOne reports are available with the Year End Software download. Unless specified in the documentation for a specific report, do not modify any report settings.

By using the R07880/XJDE0002BI and R07881/XJDE0002BI reports, you can submit reports from the Year End Workbench program (P07810) to generate the 1099 MISC and 1099 R forms.

If you create a new batch version or copy an existing version to generate 1099 MISC and 1099 R forms by using BI Publisher, you should associate the version or copy with a template and report definition. If you run this new version that is not associated to a template and report definition, then the system will print the default pre-printed version.

**Note:** For 1099-MISC, 1099-NEC, and 1099R forms using BI Publisher, you must purchase forms where the front side of the form is blank and the back side of the form includes the pre-printed instructions.

**Note:** After Electronic Software Update (ESU) is downloaded, verify and to ensure that TP07880 and TP07881 records in P95600 - BI Publisher Object Repository have valid start and end dates. If required, select the record for which you want to enter a valid start and end date. Then, from the Row menu, select Effective Dates.

**Note:** For more information about BI Publisher refer

- *JD Edwards EnterpriseOne Tools BI Publisher for JD Edwards EnterpriseOne Guide*

- *JD Edwards EnterpriseOne Tools Embedded Business Intelligence for JD Edwards EnterpriseOne Guide*

# Setting Processing Options for the Print 1099-MISC Program (R07880)

Processing options enable you to specify the default processing for programs and reports.

## Print

Access the Print tab.

**1. Print last 4 digits of Employee Tax ID number on form.**

ORACLE

Enter 1 to replace the first five digits of the nine-digit Social Security number with Xs. For example, the Social Security number 123-45-6789 would appear on the 1099-MISC form as XXX-XX-6789. If you leave it blank, the system prints the complete nine-digit number.

# Setting Processing Options for the Print 1099-R Program (R07881)

Processing options enable you to specify the default processing for programs and reports.

## Process

**Enter a '1' if all the individuals in this version have had the total amount of 401-K Plan paid out.**

Specify whether all employees in the current version have been paid out the total amount of 401-K Plan. Valid values are:

- o **1**: Paid out
- o Blank: Not been paid out.

**Enter the version number for: - Forms Count Report**

Specify the version of the report.

**Enter a '1' to summarize pay type based on distribution code.**

Specify whether or not to summarize pay type based on distribution code. Valid values are:

- o **1**: Summarize pay type.
- o Blank: Do not summarize pay type.

## Print

**1. Print last 4 digits of Employee Tax ID number on form.**

Enter **1** to replace the first five digits of the nine-digit social security number with Xs. For example, the social security number 123-45-6789 would appear on the 1099-MISC form as XXX-XX-6789. If you leave it blank, the system prints the complete nine-digit number.

# Setting Processing Options for the Print 1099-R 4-Corner Program (R07881A)

Processing options enable you to specify the default processing for programs and reports.

## Process

**Enter a '1' if all the individuals in this version have had the total amount of 401-K Plan paid out.**

Specify whether all employees in the current version have been paid out the total amount of 401-K Plan. Valid values are:

- o **1**: Paid out
- o Blank: Not been paid out.

**Enter the version number for: - Forms Count Report**

ORACLE

Specify the version of the report.

**Enter a '1' to summarize pay type based on distribution code.**

Specify whether or not to summarize pay type based on distribution code. Valid values are:

- **1:** Summarize pay type.
- Blank: Do not summarize pay type.

## Print

**1. Print last 4 digits of Employee Tax ID number on form.**

Enter **1** to replace the first five digits of the nine-digit social security number with Xs. For example, the social security number 123-45-6789 would appear on the 1099-MISC form as XXX-XX-6789. If you leave it blank, the system prints the complete nine digit number.

# Setting Processing Options for the Print 1099-NEC Program (R07890)

Processing options enable you to specify the default processing for programs and reports.

## Print

Access the Print tab.

**1. Print last 4 digits of Employee Tax ID number on form.**

Enter **1** to replace the first five digits of the nine-digit Social Security number with Xs. For example, the Social Security number 123-45-6789 would appear on the 1099-NEC form as XXX-XX-6789. If you leave it blank, the system prints the complete nine-digit number.

**2. 2nd TIN Notice in Copy A Form**

Use this processing option to indicate whether the IRS has notified you twice within three calendar years that the payee's name and TIN combination are incorrect. Values are:

**Blank:** Notice not received.

**1:** Notice received.

# Setting Processing Options for Print 1099-MISC Pressure Seal Forms Program (R07893)

Processing options enable you to specify the default processing for programs and reports.

## Print

**1. Print last 4 digits of Employee Tax ID number on form.**

Enter **1** to replace the first five digits of the nine-digit social security number with Xs. For example, the social security number 123-45-6789 would appear on the 1099-MISC form as XXX-XX-6789. If you leave it blank, the system prints the complete nine digit number.

# Setting Processing Options for W2 Employee Copy (R07885)

Processing options enable you to specify the default processing for programs and reports.

## Print

**1. Print Instructions**
Enter a value to specify whether to print instructions on the form for BI versions. Values are:

**0 or Blank (Default):** Print instructions.

**1:** Do not print instructions.

**2. Print Last 4 digits of Employee Tax ID number on form**
Enter a value to enable the Social Security Number to be either masked or unmasked. Values are:

**Blank (Default):** Print 9 digits of Tax ID number.

**1:** Print last 4 digits of Tax ID number.

# Setting Processing Options for W2 Employer Copy (R07885A)

Processing options enable you to specify the default processing for programs and reports.

## Print

**Print Instructions**
Enter a value to specify whether to print instructions on the form for BI versions. Values are:

0 or Blank (Default): Print instructions

**1:** Do not print instructions

# Setting Processing Options for Print W2C (R07887)

Processing options enable you to specify the default processing for programs and reports.

## Print

**1. Print Instructions**
Enter a value to specify whether to print instructions on the form for BI versions. Values are:

0 or Blank (Default): Print instructions

**1:** Do not print instructions

**2. Enter Copy Name**
Enter a value to specify the copy of W-2C for BI versions. Values are:

1: State, City, or Local Tax Department

B: To Be Filed with Employee's FEDERAL Tax Return

C: For EMPLOYEE's RECORDS

2: To Be Filed with Employee's State, City, or Local Income Tax Return

D: For Employer

# Setting Processing Options for Laser Print W-2s (2 part) (R07884)

Processing options enable you to specify the default processing for programs and reports.

**1. Print Instructions**
Enter a value to specify whether to print instructions on W-2 copies 1, 2, B, C, and D forms for BI versions. Valid values are:

**0 or Blank (Default)**: Print instructions.

**1**: Do not print instructions.

**2. Enter Copy Name**
Enter a value to specify the copy of W-2 for BI versions. Valid values are:

**1**: State, city, or local tax department

**B**: To be filed with employee's federal tax return

**C**: For employee's records

**2**: To be filed with employee's state, city, or local income tax return

**D**: For the employer

**3. Print Last 4 digits of Employee Tax ID number on form**
Enter a value to enable the Social Security Number for the employee copy to be either masked or unmasked. Valid values are:

**Blank (Default):**  Print 9 digit Tax ID number

**1:** Print last 4 digits of Employee Tax ID number.

The value 1 in this processing option has effect only when the Copy Names are either B or C.

# Generating Workfiles for Year-End Electronic Filing

This section provides an overview of electronic filing workfiles and discusses how to:

- Generate the EFW2 workfile.
- Generate the Federal W-2 EFW2 electronic filing workfile.
- Generate the state W-2 EFW2 and 499R-2 electronic filing workfiles.
- Generate the 1099 electronic filing workfile.
- Setting Up Processing Options for the W2 EFW2 Electronic Filing Build Workfile Program (R8907865)

> **Note:** The W-2 electronic filing specifications are no longer called MMREF-1 and MMREF-2. They are now called EFW2 and EFW2C respectively. Please note that not all programs and forms show the new names.

## Understanding Electronic Filing Workfiles

You can use electronic filing to report year-end information to the federal government.

When you process an electronic filing program, the system creates a flat file that contains year-end information. You use this flat file to submit year-end data to government taxing authorities. This table displays the names of the electronic filing programs and the flat files that the electronic filing programs create:

| Electronic Filing Program | Flat File |
|---|---|
| R8907865 – Federal W2 EFW2 Electronic Filing Build | F07865 |
| R8907869 – Create State Flat File from F078691 (if the state does not have a specific format) | F078691 |
| R897869XX – Create State Flat File from F078691XX (state-specific format, where the XX represents the 2-digit state code) | F078691XX |
| R8907863 and R8907864 – 1099 Electronic Filing Build and 1099 Electronic Filing Flat File | F078603 |
| R89078652 – W-2C EFW2C Electronic Filing Build Workfile | F0786521 |

See *Working with Correction Forms*.

> **Note:**
>
> For 2005, the W2 EFW2 Electronic Filing Build program (R8907865) was updated to write records in the F078651 table for each year-end ID.
>
> Before this change, the system deleted all of the data in the F078651 table each time the R8907865 was submitted. Therefore, you could process only one year-end ID at a time. Now, if you resubmit the R8907865 program for a year-end ID that you have already processed, the system deletes and then recreates only those records that are associated with that year and year-end ID.

When generating electronic filing workfiles, remember that:

- Before you generate the state W-2 EFW2 workfiles, you must generate the federal W-2 electronic filing workfile using the EFW2 format.

**ORACLE**

- You must be familiar with the records that each state to which you report requires for year-end reporting.

  See *Preparation for Year-End Reporting*

  *IRS and SSA Resource List*.

> **Note:**  The Electronic File Name (07Y/ FN) UDC consists of federal and state codes along with their electronic file name. These are the file names you use to create the electronic files in the export folder when you run the electronic submission programs from the Year-End Workbench program (P07810). The Year-End Workbench program uses these files names to identify which file has to be copied from the export folder to the user-specified path in the EFW2/ EFW2 State Electronic Filing Setup/Build Revisions.

> **Note:**  For Federal EFW2, State EFW2, EFW2C and 1099 electronic files, if you want to store the electronic file in a folder other than export folder, then use the processing option Electronic File Directory Path in the Year-End Workbench program (P07810). Export folder is still required, as the electronic filing program first creates the file in export folder and then copies the file from export folder to the user specified path and removes the file from the export folder.

## Technical Considerations

Under the folder called export under the folder in which the JD Edwards EnterpriseOne system was installed, you must create a folder and name it *export*. For example, \B7\package name\directory. The name of the subdirectory is determined during installation and might not correspond to the name of the package that was installed. The system saves the flat files in the export folder.

To create the export folder, perform these steps:

1. On the client workstation, right-click the Start button and select Explore.
2. Find the folder where JD Edwards EnterpriseOne is installed on the hard drive (for example, D:\B7).
3. Expand the folder and click the package name (for example, DV7333) to highlight the name.
4. From the File menu, select New and then select Folder. Add a folder named *export.*

   You now have a path on the hard drive named D:\B7\DV7333\export, or something similar.

> **CAUTION:**  If you need to rerun electronic filing, you must delete, move, or rename the files that were placed in the export folder. If you do not do this, the data from the second electronic filing can run append to the existing electronic filing workfiles, creating duplicate records.

## Federal W-2 EFW2 Electronic Filing

After you print the year-end forms, you build the federal W-2 EFW2 electronic filing workfile so that you can submit the data electronically to the federal government in the proper format.

To create the federal W-2 electronic filing, you first build the federal W-2 EFW2 electronic filing workfile. For information about electronically filing data with the government agency, contact the system administrator for information. After the workfile is built, the system automatically prints the W-2 EFW2 Electronic Filing Report (R07877). This report includes all of the information that is contained in the electronic filing workfile.

> **Note:**  When reviewing the report, you might notice RO and RU records. The system displays these records in the workfile only when any amount field for a record type is not zero.

## State EFW2 and 499R-2 Workfiles

You can use electronic filing to report year-end information to state governments, including Puerto Rico. Some states require that year-end information be reported on electronic filing if the total number of forms for a company exceeds a specified number for the year.

Many states accept year-end information in the same format as the federal government. For these states, you can submit a copy of the federal W-2 electronic filing to the state.

For more information about state electronic filing requirements, contact the state IRS office.

To create state W-2 or 499R-2 electronic filing workfiles (F07865xx, where xx is the state code), you first build federal W-2 electronic filing workfiles using the EFW2 format. After you have generated the federal workfile, you can process state-specific programs to create files for each state to which you must report. To create a workfile for 499R-2s, you process program R897869PR after creating the federal workfile.

After you create federal and state workfiles, you can copy them to an accepted type of media, if appropriate for that state. You then send them to the appropriate taxing authority. Alternatively, you can electronically submit the workfile to the state taxing authority. For information about transmitting electronic filing workfiles, contact the system administrator.

> **Note:**
>
> The postal codes, or Federal Information Processing Standard (FIPS) codes, are noted in the second description of user-defined code (UDC) table 06/SC.
>
> Additionally, Puerto Rico now requires that the Social Security number of an employee's spouse be printed on the 499R-2 form. For the system to print this information correctly, the employee's spouse must be set up in the Dependent/Beneficiary Entry program (P08901). Additionally, you must verify that the UDC table 08/RL contains codes H (husband) and W (wife).
>
> Also, if you want the State EFW2 to run locally, verify that the electronic filing program for that state and B0701420 are mapped locally. Contact your system administrator for assistance.

## 1099 Electronic Filing

You can submit 1099s to the IRS electronically. You can process the two types of payroll 1099s together or separately. The IRS allows multiple types of 1099s to be submitted together as long as they are separated by the correct record type.

After you print year-end forms, build the 1099 electronic filing workfile. For information about submitting the files electronically, contact the system administrator.

> **Note:** The Accounts Payable system can also produce 1099 returns. The number of returns that will be generated by both the Accounts Payable system and the Payroll system determines whether you need to use electronic filing reporting.

**ORACLE**

# Prerequisites

Before you complete the tasks in this section:

- If you are processing 499R-2s for employees who work in Puerto Rico, verify that codes H (husband) and W (wife) are included in UDC 08/RL.

- Verify that the spouses of employees in Puerto Rico are set up in the Dependent/Beneficiary Entry program.

  See*"Creating Dependent and Beneficiary Records" in the   JD Edwards EnterpriseOne Applications Benefits Implementation Guide*  .

- Before you generate electronic filing workfiles, you must first set the data criteria for the year-end workfile, and then you can process the workfile build.

  See *Setting Up Year-End Workfiles*.

> **Note:**    *JD Edwards EnterpriseOne Tools Foundation Guide*  .

# Forms Used to Generate Workfiles for Electronic Filing

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Year-End Workbench | W07810A | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench | Select a year-end ID. |
| EFW2/ EFW2 State Electronic Filing Setup/ Build Revisions | W07810D | From Work With Year-End Workbench, select a year-end ID and then select Mag Media Setup, followed by one of these options from the row menu:  EFW2  EFW2C  EFW2 for State  1099  1099 NEC | Generate workfiles for electronic filing or magnetic media, if required. 1099 NEC must be used for NEC E-filing. |

# Generating the EFW2 Workfile

Access the EFW2/ EFW2 State Electronic Filing Setup/Build Revisions form by selecting Mag Media Setup from the Row menu.

**ORACLE**

> **Note:** You must generate this workfile (Federal EFW2) before you generate any state W-2 electronic filing workfiles.

**Transmitter Company Address**

Enter a code that identifies the address book number of the company, organization, fund, or other reporting entity. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

> **Note:** You can use company 00000 for default values such as dates and automatic accounting instructions. However, you cannot use company 00000 for transaction entries.

**Return Address Number**

Enter the Address Book Number of the person or company to which the electronic filing should be returned if problems occur.

**Add Versions**

Enter the EFW2 Version for electronic filing.

**Electronic File Name**

Enter the name of the electronic file that the system uses to store the file in the path specified in the Electronic File Directory Path processing option in the Year-End Workbench program (P07810).

> **Note:** If you want to use the file name from the export folder for the new file, leave the electronic file name field blank. When you enter the same electronic file name during subsequent submission, the system appends the data to the existing data in the file.

> **Note:** Contact the system administrator for information about copying the workfile to an accepted type of media or submitting the file electronically.

# Generating the Federal W-2 EFW2 Electronic Filing Workfile

Access the EFW2/ EFW2 State Electronic Filing Setup/Build Revisions form by selecting EFW2 from the Row menu.

Contact the system administrator for information about copying the workfile to the appropriate form of media, or transmitting the file electronically.

# Generating State W-2 EFW2 and 499R-2 Electronic Filing Workfiles

Access the EFW2/ EFW2 State Electronic Filing Setup/Build Revisions form by selecting MMREF for State from the Row menu.

**Statutory Code**

Enter an alpha code from UDC table 06/SC. This code specifies the two-character state code that prints on statutory reports such as W-2s.

For example, instead of 06, which might be the taxing authority for the state of Colorado, the system prints the statutory code **CO.**

**Do you want to extract RA records?**

Specify whether you want to extract RA records when building the state EFW2 electronic filing file. Values are:

**Y:** Yes

**N:** No

**Do you want to extract RE records?**

Specify whether you want to extract RE records when building the state EFW2 electronic filing file. Values are:

**Y:** Yes

**N:** No

**Do you want to extract RW records?**

Specify whether you want to extract RW records when building the state EFW2 electronic filing file. Values are:

**Y:** Yes

**N:** No

**Do you want to extract RS records?**

Specify whether you want to extract RS records when building the state EFW2 electronic filing file. Values are:

**Y:** Yes

**N:** No

**Do you want RT records recalculated?**

Specify whether you want to recalculate RT records when building the state EFW2 electronic filing file. Values are:

**Y:** Yes

**N:** No

**Do you want RF records recalculated?**

Specify whether you want to recalculate RF records when building the state EFW2 electronic filing file. Values are:

**Y:** Yes

**N:** No

**Add Versions**

Enter the EFW2 Version for electronic filing.

**Electronic File Name**

Enter the name of the electronic file that the system uses to store the file in the path specified in the Electronic File Directory Path processing option in the Year-End Workbench program (P07810).

> **Note:** If you want to use the file name from the export folder for the new file, leave the electronic file name field blank. When you enter the same electronic file name during subsequent submission, the system appends the data to the existing data in the file.

**ORACLE**

# Generating the 1099 Electronic Filing Workfile

Access the EFW2/ EFW2 State Electronic Filing Setup/Build Revisions form by selecting 1099 from the Row menu.

For information for electronic filing, contact the system administrator.

**Payer Name Control**

Enter a four-character control code obtained from the mailing label on the 1099 materials that the IRS sends to most payers each December. This code is usually the first four significant characters of the business name. If the code is fewer than four characters, left-justify the characters and then fill the unused positions with blanks. If you do not know the payer name control code, leave this field blank.

**Foreign Corp Indicator**

Enter a code that identifies whether a payer is a foreign corporation and pays income to a U.S. resident from sources outside of the U.S. Values are:

Blank: The payer is not a foreign corporation.

**1:** The payer is a foreign corporation.

**Transmitter Control Code**

Enter the five-character alphanumeric code that is assigned by the IRS. This code is required to submit 1099 returns using an electronic file.

**Correction Form**

Enter a code that indicates whether the year-end form has been corrected and that no changes should occur to this record.

For 1099 processing, values are:

**Blank:** This is the original file submission that was returned from the IRS for replacement.

**T:** This is a test file submission.

**C:** This is a correction file submission.

If an electronic file was returned by the IRS, the file contains format errors that were encountered during processing, and you must send a replacement to the IRS.

**Transmitter Company Address**

Enter the Address Book Number of the person, company, or service that created and sent the electronic file to the respective governmental agency.

**Address Number**

Enter the Address Book Number of the person or company to which the electronic file should be returned if problems should occur.

**Transfer Agent**

Enter the Address Book number of the transfer agent, if used.

**Add Version**

Enter the 1099 Version for electronic filing.

**Electronic File Name**

Enter the name of the electronic file that the system uses to store the file in the path specified in the Electronic File Directory Path processing option in the Year-End Workbench program (P07810).

> **Note:** If you want to use the file name from the export folder for the new file, leave the electronic file name field blank. When you enter the same electronic file name during subsequent submission, the system appends the data to the existing data in the file.

# Setting Up Processing Options for the W2 EFW2 Electronic Filing Build Workfile Program (R8907865)

> **Note:** The W2 EFW2 Electronic Filing Build Workfile program is also known as Federal Mag Media program.

Processing options enable you to specify the default processing for programs and reports.

## EFW2

Access the EFW2 tab.

**User Identification Number**
Enter the eight-character user ID.

**Enter '1' if this file is being resubmitted**
Enter 1 if the EFW2 is resubmitted.

**Enter the WFID from the Notice sent by the SSA if this is a resubmitted file**
Enter a code that identifies the state unemployment insurance (SUI) tax record. This information is used for SUI magnetic media reporting.

**Method of Problem Notification**
Enter an option that specifies the type of processing for an event. Values are:

*1 = Email* : Enter a valid e-mail address in the Contact tab.

*2 = Postal Services*: Enter a complete mailing address in the RA Record address fields.

**Preparer Code**
Enter one of the following codes to indicate who prepared the file. Values are:

*A = Accounting Firm*

*L = Self*

*S = Service Bureau*

*P = Parent*

*O = Other*

**Agent Indicator Code**
If applicable, enter one of the following codes. Values are:

*1 = "2678" Agent*

**ORACLE**

*3 = "3504" Agent*

*Default is Blank*

**Other EIN**

Enter the code that is used to designate the identification code required by various tax authorities. Such codes would include the Social Security number, federal or state corporate tax IDs, sales tax number, and so on.

**Enter up to 6 Terminated Companies for this Tax Year**

Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the Company Constants table and must identify a reporting entity that has a complete balance sheet.

You use company 00000 for default values such as dates and automatic accounting instructions. You cannot use company 00000 for transaction entries.

**RO and RU Record for Guam**

Use this processing option to specify whether to use Federal A or State 66/F(Guam) for creating RO and RU records. Values are:

*Blank or S = 66/F (Guam)*

*F = Federal*

**RE and RT records for Medicare Qualified Employees**

Use this processing option to create separate RE and RT records for Medicare qualified employees. Values are:

*Blank = No separate RE and RT records*

*1   = Create separate RE and RT records*

## Contact

Access the Contact tab.

**Enter Contact E-Mail Address**

Enter the e-mail address or Uniform Resource Locator (URL) for either an individual or an entity.

**Enter Contact Fax Number**

Enter an entity's telephone number. Enter the number without the prefix, or special characters, such as hyphens or periods. You use this field in conjunction with the Prefix field (AR1). In the Prefix field, you enter the first segment of the telephone number, which is called the area code in the United States.

**Enter Phone Number Type for Contact Phone Number**

Enter a user defined code that indicates either the location or use of a telephone number. Values are:

*Blank:* This is the business telephone number.

*FAX*: This is the fax telephone number.

*HOM:* This is the home telephone number.

**ORACLE**

# Working with Correction Forms

This section provides an overview of W-2Cs, lists a prerequisite, and discusses how to:

- Create W-2C records.

- Print W-2C and W-3C forms.

- Generate the Federal W-2C EFW2C electronic filing workfile.

## Understanding W-2Cs

After you print the W-2 forms, you might need to make corrections to reported amounts. To make these corrections, you must issue a correction form (W-2C) that replaces or supplements the original W-2. Corrections can include:

- Incorrectly reported amounts

- Change in Social Security number

- Change in employee name or address

You can rerun the W-2C workfile if you encounter errors on the W-2C forms. You can reprint W-2Cs for an entire version or for a selected group of employees, based on the data selections for the version.

When making corrections, you must send form W-3C to the Social Security Administration (SSA). The W-3C is the IRS-approved form for printing the corrected summarized amounts that are reported on the individual W-2Cs.

> **Note:**
>
> You can submit W-2C corrections to the federal government using the EFW2C electronic filing format.
>
> Before you generate the Federal W-2C EFW2C workfile, you must first create W-2C records.

## Create and Review W-2Cs

You create W-2c records when W-2 forms contain errors. The process that you use to create a W-2c workfile is similar to the process that you use to create the original W-2 workfile.

To generate W-2c forms, you must first print the W-2 forms with a print date.

> **Note:** Without a print date, the workfile build deletes and rebuilds the original W-2 records instead of creating W-2Crecords. You then review employee W-2C information to see how the information appears on the actual form before you print it.

## Print W-2C and W-3C Forms

After you create W-2c workfile records, you can print the W-2c forms. You do not need to enter a print date when printing W-2c forms.

You must include the Print W-2c version in the report model to print W-2c forms. If the Print W-2c version does not appear, you must add the version to the report model.

**ORACLE**

> **Note:** ITo view all reports and forms, special forms only, or audit reports only, click an option in the reports model. Any audit report or special form versions that are marked with a check mark are submitted for processing. To submit specific audit reports or special forms, select the All Reports/Forms option, and then deselect any versions that you do not want to process at the current time.

The W-3C is the IRS-approved form for printing the corrected summarized amounts that are reported on the individual W-2Cs. If you submit W-2Cs, you must also send form W-3C to the SSA.

## Rerun the W-2c Workfile Build

If you encounter errors on the W-2C forms, you can rerun the W-2C workfile build after you correct the errors.

## W-2c Electronic Filing

After you print the W-2 forms, you might need to make corrections to the reported amounts. If you reported W-2 information to the federal government using the EFW2 electronic filing format, you can report corrections using the EFW2C electronic filing format.

To create the federal W-2C deliverable, you first build the federal W-2C EFW2C electronic filing workfile. Contact the system administrator for information about copying the electronic filing workfile to an accepted type of media.

# Prerequisite

Before you complete the tasks in this section, print the original W-2s with a print date.

See *Working with Year-End Forms*.

# Forms Used to Work with W-2cs

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Year-End Workbench | W07810A | U.S. Year-End Workbench menu (G07BTAXUS), U.S. Year-End Workbench | Select a year-end ID. |
| Additional Parameters | W07810I | From the Work With Year-End Workbench form, select a year-end ID and then select ADDL Parameters from the Form menu. | Select employees or groups for whom you want to process W-2c forms. |
| Year-End Revisions | W07810B | From the Work With Year-End Workbench form, select a year-end ID and then click Select. | Generate W-2cs. |
| Work With W-2C Inquiry | W078302A | From the Work With Year-End Workbench form, select a year-end ID and then select EE Form Inquiries, W-2C Inquiry from the Row menu. | Review W-2c forms. |

**ORACLE**

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Reports/ Special Forms | W0004AI | From the Work With Year-End Workbench form, select a year-end ID and then select Reports from the Row menu. | Print W-2cs and W-3cs. |
| EFW2/ EFW2 State Electronic Filing Setup/ Build Revisions | W07810D | From the Work With Year-End Workbench form, select a year-end ID and then select Mag Media Setup, EFW2 from the Row menu. | Generate workfiles for W-2c electronic filing. |

# Creating W-2c Records

Access the Year-End Revisions form.

**Process Type**
Enter **2** in this field to specify that you are making changes to an existing workfile build. If you already printed W-2 forms using a print date, the system generates W-2C data in the workfile.

# Printing W-2c and W-3c Forms

Access the Work With Reports/Special Forms form.

After you select the programs that you want to process, select Submit Forms/Report from the Form menu.

See *Working with Year-End Forms*.

# Generating the Federal W-2c EFW2C Electronic Filing Workfile

Access the EFW2/ EFW2 State Electronic Filing Setup/Build Revisions form.

**Note:** The SSA no longer accepts magnetic media on tape.

ORACLE

# 8  Appendix A - Control Tables and Sample Forms

## Control Tables

Each of these permanent control tables is used in at least two of the W-2 processing steps that are discussed in this guide. The tables are described in the following topics:

- F07810 - Year-End Control Table
- F07821 - Company Form Count Table
- F07822 - Company Federal Control Table
- F07823 - Year-End Report Table
- F07824 - Company State/Local Control Table
- F07825 - Company Special Handling Control Table
- F07815 - Special Handling Codes Setup
- F07830 - Employee Federal Control Table
- F07831 - Employee State/Local Control Table
- F07832 - Employee Special Handling Control Table
- F078603 - 1099 Mag Media Table
- F078651 - W2 EFW2 Electronic Filing Build Table
- F078652 - W-2C EFW2C Electronic Filing Build Table

## F07810 - Year-End Control Table

This table contains all of the parameters that the system uses to build the year-end workfiles. It also contains a single record for each year-end ID that you run.

## F07821 - Company Form Count Table

This table contains a single records for each form types within the version and parent company being processed. Each record contains the number of forms that are included in the version. The information that is tracked includes:

- Forms expected
- Forms printed
- Employees processed

This table tracks both the number of forms that have been printed and the number of forms that have not been printed. This sequencing control lets you issue all of the year-end forms before you generate electronic filing.

If you are processing multiple companies and summarizing to the tax ID level, a single record contains data for all of the companies with the same tax ID (EIN - Employer Identification Number).

**ORACLE**

# F07822 - Company Federal Control Table

This table contains a single record for each version and parent companies that the system processes. Each record contains wage and tax information for all employees who had federal earnings in the company. For example, if three employees have box 10 wages of 10,000.00 USD each for company 001, the single record will contain box 10 wages of 30,000.00 USD.

If you have requested tax ID summarization, the system creates a primary record for the parent and non-primary company records within the parent (tax ID). In addition, if an employee had earnings for various types of history, such as third-party sick pay, the system creates separate records to generate a separate year-end form (W-3).

The types of information tracked in this table are:

- W-2 Information (Form Type 0)
- Federal/A - Federal Income Wage and Tax
- Federal/B - Earned Income Tax Credit
- Federal/D - OASDI (FICA) Wage and Tax
- Federal/P - Medicare Wage and Tax
- 1099 Fields (Form Type 5)
- Federal/A - Federal Income Tax Withheld
- Amount Reported
- State/F - State Income Tax Withheld
- Local/X - Local Income Tax Withheld
- W-2 Magnetic Media Information
- Federal/A - Federal Income Wage and Tax
- Federal/D - OASDI (FICA) Wage and Tax
- Federal/P - Medicare Wage and Tax
- NQP - Non-Qualified Plan Amounts
- Fringe Benefit Amounts
- Deferred Compensation
- Non-Qualified Non-457
- Dependent Care
- Group Term Life Amounts

Use this table to print the W-3 and 1096 forms and to verify that the totals for individual employee records equal the amounts in this table. Also, use it to verify that the electronic filing amounts being reported match those amounts in the W-3 and 1096.

# F07823 - Year-End Report Table

This table contains a record for each of the reports or special forms that can be included in the reports model. After you have selected the various reports for a year-end ID, this table retains the program IDs for those reports and enables the system to automatically display and reprocess them.

**ORACLE**

# F07824 - Company State/Local Control Table

This table contains a single record for each state or localities within the version and parent company that the system processes. Each record contains wage and tax information for all employees who had state or local earnings in the company. For example, if three employees have box 25 or box 28 wages of 10,000.00 USD each for company 001, the summary record will contain box 25 or 28 wages of 30,000.00 USD.

If you have requested tax ID summarization, the system creates a primary record for the parent and non-primary company records within the parent (tax ID). Also, if an employee had earnings for various types of history, such as third-party sick pay, the system creates separate records to generate a separate year-end form (W-3).

The types of W-2 information tracked in this table are:

- State/F - State Income Wage and Tax
- State Taxable Wages and Adjusted Wages
- State/G - State Unemployment (Tax Only)
- State/G1 - State Unemployment Tax Family Leave Insurance
- State/I - State Disability Insurance (Tax Only)
- Local Taxable Wages and Adjusted Wages

Use this table to verify that the totals for individual employee records equal the amounts in this table. Also, use it to verify that the state-level electronic filing amounts being reported match those amounts in the table.

# F07825 - Company Special Handling Control Table

This table contains a single record for each special handling deduction or benefit within the version and parent company that the system processes. Multiple records for a deduction or benefit might exist if you have requested deductions, benefits, and accruals (DBA) tracking at the tax-area level. Therefore, some DBAs have a single record while others have multiple records. Each record contains the amount for all employees who worked in the company. For example, if three employees have DBA 1000 for the amount of 10.00 USD each for company 001, the summary record will contain an amount of 30.00 USD.

If you have requested tax ID summarization, the system creates a primary record for the parent and non-primary company records within the parent (tax ID). In addition, if an employee had earnings for various types of history, such as third-party sick pay, the system creates separate records to generate a separate year-end form (W-3).

The information tracked in this table is the DBA amount.

Use this table to print the W-3 forms and to verify that the total of the individual (employee) records equals the total in this table. Also use it to verify that the electronic filing amounts being reported match those of the W-3.

# F07815 - Special Handling Codes Setup

This table contains a single record for each PDBA code that is associated with a particular special handling code within a particular year-end ID.

**ORACLE**

# F07830 – Employee Federal Control Table

This table contains a single record for each tax history type for each employee who worked in the company or parent company that the system processes. Each record contains federal wage and tax information and 1099 box information pertaining to the employee and the company where the employee worked.

If you have requested tax ID summarization, the system creates a primary record for the parent and the non-primary company records within the parent (tax ID). Also, if the employee had earnings for various types of history, such as third-party sick pay, the system creates a separate record to generate a separate year-end form (W-3). For tax ID summarization, the system creates the same primary record along with the corresponding non-primary record for each company.

This table includes all 1099 fields, as well as:

- W-2 Information
- Federal/A - Federal Income Wage and Tax
- Federal/B - Earned Income Tax Credit
- Federal/D - OASDI (FICA) Wage and Tax
- Federal/P - Medicare Wage and Tax
- Magnetic Media Information
- Federal/A - Federal Income Wage and Tax
- Federal/D - OASDI (FICA) Wage and Tax
- Federal/P - Medicare Wage and Tax
- Fringe Benefit Amounts
- Deferred Compensation
- Non-Qualified Non-457
- Dependent Care
- Group Term Life Amounts

Use this table to print the individual W-2, W-2c, 1099-MISC, and 1099-R forms for the employee, to create the Company Form Count Table (F07821), and to produce electronic filing workfiles.

# F07831 – Employee State/Local Control Table

This table contains one record for each state or locality in which an employee worked for each company or parent company that the system processes. Each record contains state or local wage and tax information for the employee and the company worked.

If you have requested tax ID summarization, the system creates a primary record for the parent and the non-primary company records within the parent (tax ID). In addition, if an employee had earnings for various types of history, such as third-party sick pay, the system creates separate records to generate a separate year-end form (W-3). For tax ID summarization, the system creates the same primary record along with the corresponding non-primary record for each company.

**ORACLE**

The types of information tracked in this table are:

- W-2 Information
- State/F - State Income Wage and Tax
- State Taxable Wages and Adjusted Wages
- State/G - State Unemployment (Tax Only)
- State/I - State Disability Insurance (Tax Only)
- Local Taxable Wages and Adjusted Wages
- Allocated Federal Wages and Tax
- Allocation Percentage
- 1099 Information
- State/F - State Income Wage and Tax
- State Taxable Wages and Adjusted Wages
- Local Taxable Wages and Adjusted Wages

This table is used to print the individual W-2, W-2c, 1099-MISC, and 1099-R forms for the employee and to create the Company State/Local Control Table (F07824).

# F07832 - Employee Special Handling Control Table

This table contains a single record for each employee for each special handling deduction or benefit that the employee had during the year. The system creates a separate record by company for each special handling DBA. Multiple records might exist for a DBA if you request DBA tracking at the tax-area level. Each record contains the amount of the DBA for the employee-in some cases, by state or locality.

If you have requested tax ID summarization, the system creates a primary record for the parent and the non-primary company records within the parent (tax ID). In addition, if the employee had earnings for various types of history, such as third-party sick pay, the system creates separate records to generate a separate year-end form (W-3). For tax ID summarization, the system creates the same primary record with the corresponding non-primary record for each company.

Use this table to print the individual W-2 and W-2C forms for the employee and to create the Company Special Handling Control Table (F07825).

# F078603 - 1099 Mag Media Table

This table contains all of the 1099 information that you need to report to the government if you are filing with electronic filing.

# F078651 - W2 EFW2 Electronic Filing Build Table

This table contains all of the W-2 information that you need to report to the government if you are filing using the EFW2 electronic filing format. You also use this table to create generic state EFW2 tables. The system stores information by

ORACLE

year and year-end ID. When you rerun the electronic filing program, the system deletes and recreates records with the same year and year-end ID that are associated with the electronic filing you are rebuilding.

# F078652 - W-2C EFW2C Electronic Filing Build Table

This table contains all of the W-2C information that you need to report to the government if you are filing using the EFW2 electronic filing format.

# R897869xx - Create State Flat File from F078691XX

These programs build the state EFW2 build tables. R897869xx, where xx is equal to the state code, creates state-specific tables that contain all of the information that is used to create state-specific electronic filing using the EFW2 format.

# Frequently Asked Questions

The following sections display frequently asked questions and their answers.

## Special Instructions

| | |
|---|---|
| My Tax History Integrity report displays Error 9999. What is causing this error? | The program found an error that is not in the user defined code list 06/IX. Verify that list 06/IX exists. If the list exists, verify the installation instructions for the year-end update to verify whether you have completed the Special Instructions to enter this year's additions in that table.<br><br>See *"Verifying Tax History Integrity" in the  JD Edwards EnterpriseOne Applications U.S. Payroll Implementation Guide* . |
| My Tax History Integrity report displays Error 0254. Is this a valid error? | When employees work in multiple states, the system generates this error because there is a difference between state wages (which are split between multiple states) and federal wages (which are typically the combined total of all state wages). In most cases, there is no need to correct data that is associated with this error. Additionally, you can set a processing option on the integrity report so that the system does not display this error code on the report. |

## Printing Information in Box 12

| | |
|---|---|
| Can a longer description on 401(k) for box 12 be printed? | No. The IRS requires that only the items listed as codes be printed. The back of the W-2 describes what these codes mean for the employee. |

ORACLE

# Special Handling

| | |
|---|---|
| Why is the special handling information not appearing on my forms? | Verify that you do not have dashes in the Federal A Corporate Tax ID, the Tax History table (F06136), or the Employee Transaction History Summary table (F06146). If you do, remove all punctuation and rerun both the taxation history and transaction history integrity reports. |
| Why does my system not add special handling amounts to state wages? | If the DBA has F in its Tax Exemptions window and no states are listed in the State/Local W-2 Additions Detail form, the DBA does not add to state wages. |
| I have non-taxing states for which F records have been created. How can I prevent these from printing on the W-2s? | Delete those records from the Tax History table and run a full workfile build. |

# Third-Party Sick Pay

| | |
|---|---|
| I have employees whose records were not converted into the JD Edwards EnterpriseOne system this year because they were on long-term disability. I now have to enter their third-party sick pay for W-2 reporting. How do I do these entries? | Add the employee records to the Employee Master Information table (F060116), and then enter the appropriate data on the Third Party Sick Revisions form. |

# User Defined Codes

| | |
|---|---|
| Why can't I change the Description 2 field on the 06/SC list? | The values in this field are IRS defined codes that do not match the GeoCodes that are used by the payroll tax calculation system made by Vertex. |

# Voiding a Check

| | |
|---|---|
| How can I void a 2025 check before processing W-2s for 2025 if it is already 2026? | To reflect the correct information on the W-2, use a 2025 pay period ending date and check date to process the check. |

# Workfile Build

| | |
|---|---|
| My organization consists of two companies. I do not want to process both companies in the same workfile build. Do I need to run them separately? | Yes. Create two year-end IDs and process each company separately. You can use the Copy function to simplify the tasks of duplicating special handling information and the reports model from the first year-end ID. |
| Is the control number on the W-2 assigned automatically? Does the system assign a new control number each time that I rebuild the workfile? | Yes. It is retrieved from the Next Numbers for system 07. |
| The amounts that print in Box 1 of my W-2 forms are double what my employees' federal wages should be. What am I doing wrong? | Taxable wages automatically print in wage boxes on the W-2, so you should not include any taxable wages in special handling for box 1. |
| Can I print my W-2s in state order? | Yes. When you build the workfile, request one state per W2. You will need to change the sequencing of print forms for the state order. |
| There are no reports available in my reports model. How do I run my year-end reports? | You need to run the R07823S report to populate the year-end reports model. |

# Year-End Rollover

| | |
|---|---|
| I am having problems getting the available vacation beginning balances to roll over into the new year record. What am I doing wrong? | The rollover table might not be attached to this DBA. |
| I ran the year-end rollover and now I need to issue an adjustment check for 2025. After I process the check, should I run the rollover again? | Perhaps. If you are making adjustments to DBAs, you might need to run the rollover again (selecting just that employee) or you can manually adjust history. |
| If an employee has two history records for the same DBA (just the company is different), will both records roll over into 2025 with a prior year balance? | Yes, as long as the summarized balance box is checked on the rollover form. |
| If I run the year-end rollover after a payroll for 2025, will the amounts be cleared out? | No. The rollover just replaces the totals for the prior year and beginning balance, the number of periods, and the remaining balance. |
| Does a PDBA have to be an accrual to roll over? | No. It can be a pay type, deduction, benefit, or accrual. You can specify which PDBAs to roll over in the data selection of the rollover version. |

**ORACLE**

| | |
|---|---|
| If I want to run year-end rollovers on the server or locally, what objects do I need to map? | You must map all of the following either locally or to a server to process year-end rollovers:<br><br>• R07390A<br>• R07390B<br>• R07390C<br>• R07390D<br>• B0701640<br>• B0701750<br>• B0700720<br>• B0700710<br>• B0700711 |

See *Processing Year-End Rollovers*.

# Sample Forms

These forms are provided for informational purposes only. Do not reproduce these forms for filing.

## W-2 Wage and Tax Statement

This is an example of the W-2 form:

ORACLE

| a Employee's social security number | | OMB No. 1545-0029 | Safe, accurate, FAST! Use | IRS e~file | Visit the IRS website at www.irs.gov/efile. |

| b Employer identification number (EIN) | 1 Wages, tips, other compensation | 2 Federal income tax withheld |
| c Employer's name, address, and ZIP code | 3 Social security wages | 4 Social security tax withheld |
| | 5 Medicare wages and tips | 6 Medicare tax withheld |
| | 7 Social security tips | 8 Allocated tips |
| d Control number | 9 | 10 Dependent care benefits |
| e Employee's first name and initial    Last name    Suff. | 11 Nonqualified plans | 12a See instructions for box 12 |
| | 13 Statutory employee   Retirement plan   Third-party sick pay | 12b |
| | 14 Other | 12c |
| | | 12d |
| f Employee's address and ZIP code | | |

| 15 State   Employer's state ID number | 16 State wages, tips, etc. | 17 State income tax | 18 Local wages, tips, etc. | 19 Local income tax | 20 Locality name |
| | | | | | |
| | | | | | |

Form **W-2** Wage and Tax Statement

**2025**

Department of the Treasury—Internal Revenue Service

**Copy B—To Be Filed With Employee's FEDERAL Tax Return.**
This information is being furnished to the Internal Revenue Service.

# W-2c Corrected Wage and Tax Statement

This is an example of the W-2C form:

ORACLE

Form W-2c (Rev. 6-2024) — Corrected Wage and Tax Statement

# 1099-MISC Miscellaneous Information

This is an example of the 1099-MISC form:

☐ CORRECTED (if checked)

| PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. | | 1 Rents $ | OMB No. 1545-0115 | **Miscellaneous Information** |
|---|---|---|---|---|
| | | 2 Royalties $ | Form **1099-MISC** (Rev. April 2025) For calendar year | |
| | | 3 Other income $ | 4 Federal income tax withheld $ | **Copy B** **For Recipient** |
| PAYER'S TIN | RECIPIENT'S TIN | 5 Fishing boat proceeds $ | 6 Medical and health care payments $ | |
| RECIPIENT'S name | | 7 Payer made direct sales totaling $5,000 or more of consumer products to recipient for resale ☐ | 8 Substitute payments in lieu of dividends or interest $ | This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported. |
| Street address (including apt. no.) | | 9 Crop insurance proceeds $ | 10 Gross proceeds paid to an attorney $ | |
| City or town, state or province, country, and ZIP or foreign postal code | | 11 Fish purchased for resale $ | 12 Section 409A deferrals $ | |
| | 13 FATCA filing requirement ☐ | 14 | 15 Nonqualified deferred compensation $ | |
| Account number (see instructions) | | 16 State tax withheld $ $ | 17 State/Payer's state no. | 18 State income $ $ |

Form **1099-MISC** (Rev. 4-2025)    (keep for your records)    www.irs.gov/Form1099MISC    Department of the Treasury - Internal Revenue Service

# 1099-NEC Nonemployee Compensation

This is an example of the 1099-NEC form:

ORACLE

☐ CORRECTED (if checked)

| PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. | | OMB No. 1545-0116

Form **1099-NEC**

(Rev. April 2025)

For calendar year | **Nonemployee Compensation** |

| PAYER'S TIN | RECIPIENT'S TIN | 1 Nonemployee compensation

$ | **Copy B**
**For Recipient** |

| RECIPIENT'S name | 2 Payer made direct sales totaling $5,000 or more of consumer products to recipient for resale ☐ | This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported. |

3 Excess golden parachute payments

$

| Street address (including apt. no.) | 4 Federal income tax withheld

$ |

| City or town, state or province, country, and ZIP or foreign postal code | 5 State tax withheld | 6 State/Payer's state no. | 7 State income |

$ | | $ |

| Account number (see instructions) | $ | | $ |

Form **1099-NEC** (Rev. 4-2025)          (keep for your records)          www.irs.gov/Form1099NEC          Department of the Treasury - Internal Revenue Service

# W-3 Transmittal of Wage and Tax Statements

This is an example of the W-3 form:

ORACLE

**DO NOT STAPLE**

| 33333 | a Control number | For Official Use Only: OMB No. 1545-0008 |
|---|---|---|

**b Kind of Payer** (Check one): 941 ☐  Military ☐  943 ☐  944 ☐  CT-1 ☐  Hshld. emp. ☐  Medicare govt. emp. ☐

**Kind of Employer** (Check one): None apply ☐  501c non-govt. ☐  State/local non-501c ☐  State/local 501c ☐  Federal govt. ☐

Third-party sick pay (Check if applicable) ☐

| c Total number of Forms W-2 | d Establishment number | 1 Wages, tips, other compensation | 2 Federal income tax withheld |
|---|---|---|---|
| e Employer identification number (EIN) | | 3 Social security wages | 4 Social security tax withheld |
| f Employer's name | | 5 Medicare wages and tips | 6 Medicare tax withheld |
| | | 7 Social security tips | 8 Allocated tips |
| | | 9 | 10 Dependent care benefits |
| | | 11 Nonqualified plans | 12a Deferred compensation |
| g Employer's address and ZIP code | | | |
| h Other EIN used this year | | 13 For third-party sick pay use only | 12b |
| 15 State  Employer's state ID number | | 14 Income tax withheld by payer of third-party sick pay | |
| 16 State wages, tips, etc. | 17 State income tax | 18 Local wages, tips, etc. | 19 Local income tax |
| Employer's contact person | | Employer's telephone number | For Official Use Only |
| Employer's fax number | | Employer's email address | |

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature:                              Title:                              Date:

Form **W-3** **Transmittal of Wage and Tax Statements**   **2024**   Department of the Treasury Internal Revenue Service

Send this entire page with the entire Copy A page of Form(s) W-2 to the Social Security Administration (SSA).
Photocopies are not acceptable. Do not send Form W-3 if you filed electronically with the SSA.
**Do not** send any payment (cash, checks, money orders, etc.) with Forms W-2 and W-3.

# W-3c Transmittal of Corrected Wage and Tax Statements

This is an example of the W-3C form:

**ORACLE**

**DO NOT CUT, FOLD, OR STAPLE**

| 55555 | **a** Tax year/Form corrected<br>—————— / W– ———— | For Official Use Only:<br>OMB No. 1545-0029 | | |
|---|---|---|---|---|
| **b** Employer's name, address, and ZIP code | | **c** **Kind of Payer** (Check one)<br>941/941-SS ☐ Military ☐ 943 ☐ 944 ☐<br>CT-1 ☐ Hshld. emp. ☐ Medicare govt. emp. ☐ | **Kind of Employer** (Check one)<br>None apply ☐ 501c non-govt. ☐<br>State/local non-501c ☐ State/local 501c ☐ Federal govt. ☐ | **Third-party sick pay**<br>(Check if applicable) ☐ |

| **d** Total number of Forms W-2c | **e** Employer identification number (EIN) | **f** Establishment number | **g** Employer's state ID number |
|---|---|---|---|
| Complete boxes h, i, or j only if incorrect on last form filed. | **h** Employer's **originally reported** EIN | **i** **Incorrect** establishment number | **j** Employer's **incorrect** state ID number |

| **Total of amounts previously reported as shown on enclosed Forms W-2c.** | **Total of corrected amounts as shown on enclosed Forms W-2c.** | **Total of amounts previously reported as shown on enclosed Forms W-2c.** | **Total of corrected amounts as shown on enclosed Forms W-2c.** |
|---|---|---|---|
| **1** Wages, tips, other compensation | **1** Wages, tips, other compensation | **2** Federal income tax withheld | **2** Federal income tax withheld |
| **3** Social security wages | **3** Social security wages | **4** Social security tax withheld | **4** Social security tax withheld |
| **5** Medicare wages and tips | **5** Medicare wages and tips | **6** Medicare tax withheld | **6** Medicare tax withheld |
| **7** Social security tips | **7** Social security tips | **8** Allocated tips | **8** Allocated tips |
| **9** | **9** | **10** Dependent care benefits | **10** Dependent care benefits |
| **11** Nonqualified plans | **11** Nonqualified plans | **12a** Deferred compensation | **12a** Deferred compensation |
| **14** Inc. tax w/h by third-party sick pay payer | **14** Inc. tax w/h by third-party sick pay payer | **12b** | **12b** |
| **16** State wages, tips, etc. | **16** State wages, tips, etc. | **17** State income tax | **17** State income tax |
| **18** Local wages, tips, etc. | **18** Local wages, tips, etc. | **19** Local income tax | **19** Local income tax |

Explain decreases here:

Has an adjustment been made on an employment tax return filed with the Internal Revenue Service? ☐ Yes ☐ No
If "Yes," give date the return was filed:

Under penalties of perjury, I declare that I have examined this return, including accompanying documents, and, to the best of my knowledge and belief, it is true, correct, and complete.

Signature: _____ Title: _____ Date: _____

| Employer's contact person | Employer's telephone number | For Official Use Only |
|---|---|---|
| Employer's fax number | Employer's email address | |

Form **W-3c** (Rev. 6-2024) **Transmittal of Corrected Wage and Tax Statements**

Department of the Treasury
Internal Revenue Service

**ORACLE**

**ORACLE**

# Index