Oracle Fusion Cloud Human Resources

Administering US End-of-Year Processing

23D

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23D

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Contents

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1 Introduction

End-of-Year Processing for the US

US end-of-year processing consists of multiple steps, which you must complete in the correct order. You should perform these steps first in a test environment.

Before your fourth quarter starts, run a trial year-end process to validate your results.

End-of-year processing entails the following activities. Amend them as required to suit your specific organization needs. Best practice is to document any changes thoroughly to ensure proper processing in the future.

My Oracle Support provides numerous applicable technical briefs as resources for you. For further info, see the United States Information Center (2063588.2) on My Oracle Support.

1. Configure for end-of-year.

   Before beginning your end-of-year reporting, make sure you have performed the following operations.

   o Familiarize yourself with the legislative announcements and all known issues.

      For further info, see the following on My Oracle Support.

      - Oracle Cloud Human Capital Management for US: Payroll Legislative Release Dates (2542789.1)
      - Oracle HCM Cloud Functional Known Issues and Maintenance Pack (1554838.1)
      - Oracle Applications Cloud Known Issues and Update Documents (1603154.1)

   o Configure your year-end tax forms.

      For further info, see the following in the Help Center.

      - Configure the Form W-2
      - Configure the US Territorial Year-End Tax Forms

   o Configure the calculation cards for each employee.

      For further info, see the following in the Help Center.

      - Configure Calculation Cards for Year-End Tax Forms
      - Configure Calculation Cards for US Territorial Year-End Tax Forms
      - Reporting Information Calculation Card for the US

   o If you're performing your tax filing through a third party, configure the Oracle Cloud Third-Party Tax Filing Interface.

      For further info, see Oracle Cloud Human Capital Management for United States: Third-Party Tax Filing Interface technical brief (1594079.1) on My Oracle Support.

2. Order year-end tax form paper stock.

   For employees opting to receive paper delivery of their year-end tax forms, you print these forms on 4up
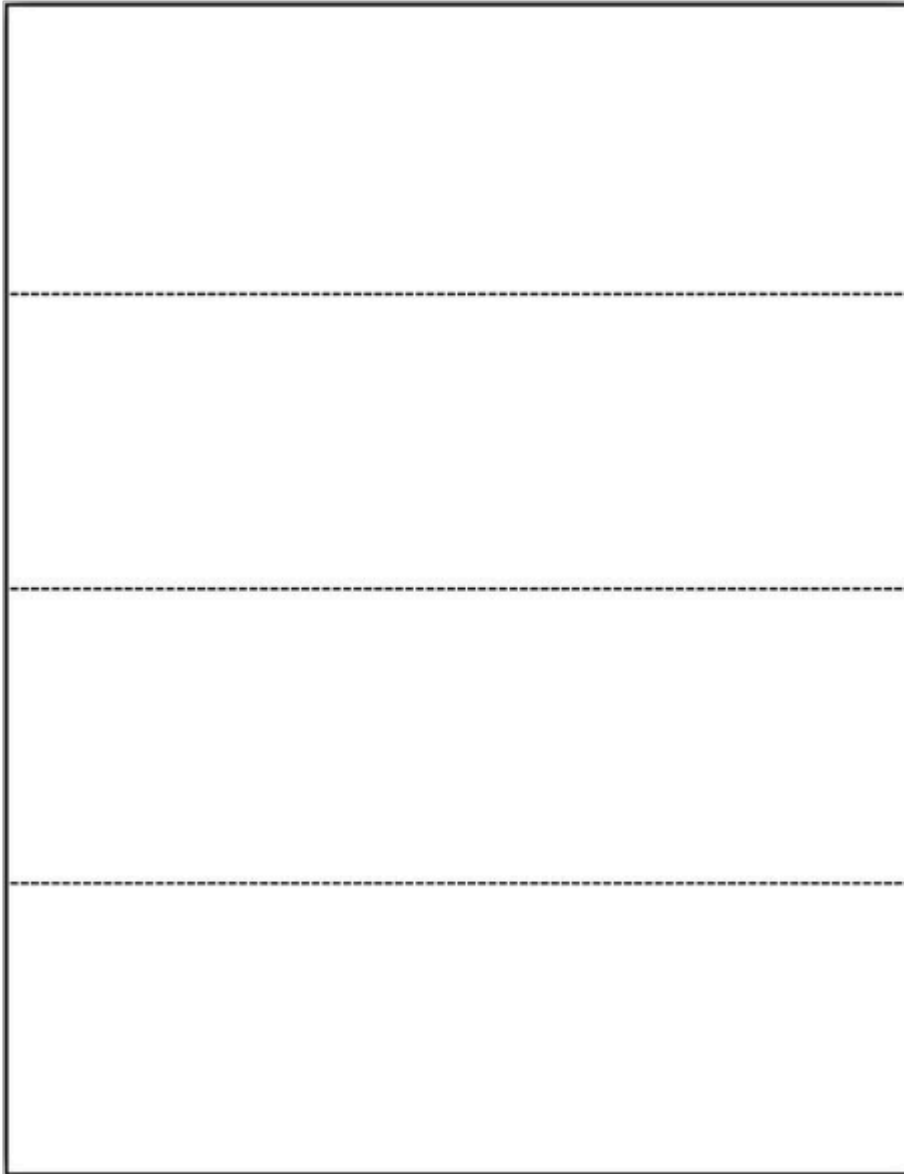
   perforated paper.

   You have the option of using paper stock with the employee instructions preprinted on the backside. However, you can elect to print the instructions yourself.

   The US Form W-2 printing format supports form #5208 and window envelope #4444-1. You can purchase these forms from any supplier you choose, such as Evergreen, Greatland, and Complyright.

   No specific paper stock is needed for Form W-2PR, W-2c, W-2cGU, or W-2cPR.

3. Complete all payroll processing for the year.

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4. Perform your prearchival processing.

   o Reconciliation reports

   For further info, see Prearchival Reports for the US in the Help Center.

5. Fix any balance problems detected by the prearchival reports.

6. Perform your quarter-end processing for the fourth quarter, and resolve any errors detected.

   For further info, see the following.

   o Quarter-End Processing for the US in the Help Center

   o Oracle Cloud Human Capital Management for the US Payroll Reconciliation (2086251.1) on My Oracle Support.

7. Use the Assign Control Number for Puerto Rico Employee flow to assign W-2PR control numbers to your Puerto Rico employees.

   For further info, see Assign Control Number for Puerto Rico Employees in the Help Center.

   > **Note:** You must manually set the control numbers for Forms W-2cPR. For further info, see Configure Calculation Cards for US Territorial Year-End Tax Forms in the Help Center.

8. Archive your end-of-year payroll results.

   For further info, see Archive Year-End Data for the US in the Help Center.

9. Perform year-end balance reconciliation, and resolve any errors detected.

   For further info, see Oracle Cloud Human Capital Management for the US Payroll Reconciliation (2086251.1) on My Oracle Support.

   Resolving these errors might require balance adjustments. For further info, see the following on My Oracle Support.

   o Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)

   o Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

10. Use the W-2 Register Report to validate your archived data, resolve any balance issues detected, and repeat the year-end data archive.

    For further info, see W-2 Register in the Help Center.

11. Generate the year-end tax and wage reports.

    o Use the Third-Party Quarterly Tax Filing Extract flow to submit your end-of-year data to your third-party tax filing provider. You submit this data to your third-party provider, which generates the appropriate electronic files and submits them. These files include EFW2, EFW2c, MMW2PR-1, and Form 940.

      > **Note:** The Third-Party Quarterly Tax Filing Extract isn't dependent on the year-end or quarter-end archives.

    o Use the W-2 Employee Report flow in Draft reporting mode to create year-end forms for report verification purposes.

    o Use the W-2 Employee Report in Final reporting mode to create your employees' year-end forms. This flow creates the electronic forms published on the employees' Me page. It also generates the printed forms for those employees who have opted for paper distribution.

12. Distribute the employee forms as indicated by employee election.

For 1099-R recipients, you must contract with a third-party provider to print and distribute their year-end forms. Use the Third-Party Tax Filing Extract for Retirees to generate an output file of your retiree year-end data. Refer to their documentation for instructions on how to pass this file to their print services.

For further info, see Oracle Cloud Human Capital Management for the United States: Third-Party Tax Filing Interface (1594079.1) on My Oracle Support.

13. Lock the W-2 and W-2c document types in Document Records to prevent them from being changed.

For further info, see Configure the Form W-2 in the Help Center.

   ○ Configure the Form W-2
   ○ Configure the US Territorial Year-End Tax Forms

14. Run the year-begin flow.

Run any necessary year-begin flows between running the last payroll of the year and the first payroll of the next year.

For further info, see Begin-of-Year Processing for the US in the Help Center.

15. If changes are required to your year-end tax data after you distributed your employee year-end forms, generate and distribute Form W-2cs.

For further info, see the following in the Help Center.

   ○ Examples of Updating Year-End Tax Data for the US
   ○ Examples of Updating Year-End Tax Data for US Territories

Related Topics
- Archive Year-End Data for the US
- Configure Calculation Cards for US Territorial Year-End Tax Forms
- Configure Calculation Cards for Year-End Tax Forms
- Configure the Form W-2
- Quarter-End Processing for the US

2 Year-End Form Configuration

Configure the Form W-2

Before you can generate your employee Form W-2s, you must provide them with correct and complete info.

Consider the following.

- How are your organizations configured?

  For further info, see Configure Organizations for Year End for the US in the Help Center.

- Are your employees correctly configured?

  For further info, see Configure Employees for Year End for the US in the Help Center.

- Do your year-end forms have the correct document delivery preferences?

  For further info, see Document Delivery Preferences for Year End for the US in the Help Center.

- Are you masking the employee Social Security numbers?

  For further info, see Mask Employee Social Security Numbers in the Help Center.

- Have you defined the balance feeds for W-2 boxes?

  For further info, see Define Balance Feeds for Year-End Forms in the Help Center.

- Have you configured Box 14 on the W-2?

  For further info, see Configure Form W-2 Box 14 in the Help Center.

Configuring your territorial W-2s require somewhat different steps. For further info, see Configure the US Territorial Year-End Tax Forms on the Help Center.

Related Topics

- Configure Form W-2 Box 14
- Configure Organizations for Year End for the US
- Configure the US Territorial Year-End Tax Forms
- Define Balance Feeds for Year-End Forms
- Document Delivery Preferences for Year End for the US
- End-of-Year Processing for the US
- End-of-Year Tax and Wage Reports for the US
- Mask Employee Social Security Numbers for the US and Guam
- Configure Employees for Year End for the US

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Configure the US Territorial Year-End Tax Forms

Before you can generate year-end tax forms for your US territorial employees, such as Forms W-2PR and W-2GU, you must provide them with correct and complete info.

Consider the following.

- How are your organizations configured?

  For further info, see Set Up US Territories in the Help Center.

- Are your employees correctly configured?

  For further info, see Configure Employees for Year End for the US in the Help Center.

- Do your year-end forms have the correct document delivery preferences?

  For further info, see Document Delivery Preferences for Year End for the US in the Help Center.

- Have you defined the balance feeds for W-2PR boxes?

  For further info, see Define Balance Feeds for Year-End Forms in the Help Center.

- Did you set the W-2PR and W-2cPR control numbers for Puerto Rico employees?

  For further info, see Set the W-2PR and W-2cPR Control Numbers in the Help Center.

- Did you enter the employer phone number and email for Puerto Rico W-2PR and W-2cPR?

  For further info, see Add Employer Phone Number and Email to the W-2PR and W-2cPR in the Help Center.

Configuring your US W-2s require somewhat different steps. For further info, see Configure the Form W-2 in the Help Center.

Related Topics

- Add Employer Phone Number and Email to the W-2PR and W-2cPR
- Configure Calculation Cards for US Territorial Year-End Tax Forms
- Configure Employees for Year End for the US
- Configure the Form W-2
- Define Balance Feeds for Year-End Forms
- Document Delivery Preferences for Year End for the US
- End-of-Year Processing for the US
- End-of-Year Tax and Wage Reports for the US
- Set the W-2PR and W-2cPR Control Numbers
- Set Up US Territories

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Configure Organizations for Year End for the US

Before you attempt to generate your year-end forms, make sure you've correctly configured your organizations.

This involves:

- Configuring federal and state registrations
- Configuring tax reporting units (TRUs)

For further info, see the following sections.

How you configure federal and state registrations

Use the Legal Reporting Unit Registrations task to make sure you populated the following fields for each TRU.

This jurisdiction	Uses this field name	This is how it's used
United States Federal Tax	EIN or TIN	Your federal employer identification number (EIN)
United States Federal Tax	Registered Name	Your employer name
United States Federal Tax	Address	Your employer address
<state> Income Tax	Registration Number	Your employer state EIN

How you configure tax reporting units

To set W-2 info for your TRUs:

1. From **My Client Groups**, click **Workforce Structures**.
2. Click **Manage Legal Reporting Unit HCM Information**.
3. In **Tax Reporting Unit**, select **Federal**.
4. In **Federal Year-End Reporting Rules**, enter the following.

For this field	Enter this
W-2 Publish Month	Specify the month when the employee can view their W-2.
W-2 Publish Day	Specify the day when the employee can view their W-2.
W-2c Publish Month	Specify the month when the employee can view their W-2c.

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For this field	Enter this
W-2c Publish Day	Specify the day when the employee can view their W-2c.
1099-C Publish Month	Specify the month when the employee can view their 1099-C.
1099-C Publish Day	Specify the day when the employee can view their 1099-C.

5. If necessary, set regional values.

For this field	Enter this
NJ Disability Insurance	Identify your plan type and, if a private plan, the plan number.
NJ Family Leave Insurance	Identify your plan type and, if a private plan, the plan number.

For further info, see New Jersey Disability Insurance on the Help Center.

6. Click **Submit**.

Related Topics
- Configure the Form W-2

Configure Employees for Year End for the US

Before you attempt to generate your year-end forms, make sure you've properly configured your employees.

Employee type	What you need to do
US employee	When you create employee roles, be sure to add the View US End of Year Tax Form privilege. This privilege is attached to the US Employee Portrait Gallery duty role, which lets employees use the View US End-of-Year Tax Form task. Without it, they won't be able to view their W-2s online. For further info, see Configure Form W-2 in the Help Center.
US territorial employees	1. When you create employee roles, be sure to add the View US End of Year Tax Form privilege. This privilege is attached to the US Employee Portrait Gallery duty role, which lets employees use the View US End-of-Year Tax Form task. Without it, they won't be able to view their Forms W-2GU and W-2PR online.

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Employee type	What you need to do
	2. Any Puerto Rico employee must provide their birth date when reporting Code E in Box 16 of their Form W-2PR. Use **Date of Birth** in either the Person task or through the new hire process.
	3. Employees in Guam have the same requirements as US employees.
	For further info, see Configure the US Territorial Year-End Tax Forms in the Help Center.

Related Topics
- Configure the Form W-2
- Configure the US Territorial Year-End Tax Forms

Document Delivery Preferences for Year End for the US

You can generate these employee year-end forms suitable for either paper or online delivery.

- W-2
- W-2c
- W-2cPR
- W-2GU
- W-2PR

When you process the end-of-year forms in the Final reporting mode, the task automatically creates the PDF versions and publishes them to the Document Records. For employees who have opted for paper delivery, the tasks create separate PDF files containing their forms. You can print and distribute these files as needed.

Before you attempt to generate your year-end forms, make sure you've set your employees' document delivery methods and other delivery-related preferences. You set these preferences using the Document Types task.

This document type is available for viewing.

This type	Is used for this
W_2	Employee Forms W-2, W-2c

Here's your configuration steps.

1. Access the document types.
2. Set your default print options.
3. Set the document delivery overrides.
4. Restrict access to documents and attachments.
5. Set the print elections.

For further info, see the following sections.

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How you access the document types

To access a document type for viewing or editing:

1. Start the Document Types task.
2. Search for all United States document types.
3. Select the W-2 document type in the search results.

From here, you can set:

- Print option defaults

- Document delivery overrides

- Restrictions on the changes you can make to documents stored in Document Records

You can also use the Document Delivery Preferences task to set print elections of these documents for individual employees and as mass updates.

How you set the print option defaults

To change the employer default print options:

1. Open the appropriate document type in the Document Types task.
2. In the edit page, in **Document Type Information**, ensure the **Enable Document Delivery Preferences** field is set to **Yes**.
3. Use **Override Hierarchy** to define the level where your document overrides are applied.

   You can choose between the **Document Type** and **Person** levels. For further info, see How You Set Preferences for Document Delivery in the Help Center.

   | **Note:** This field is available only if you set **Enable Document Delivery Preferences** to **Yes**.

4. In **Document Delivery Preferences**, check the settings and make changes as needed.

For this field	Enter this
Delivery Method	Default delivery methods for your employees' forms. By default, **Online** isn't selected and **Paper** is selected. If you're outsourcing the printing of your employee forms to a third-party provider, change this setting as necessary to satisfy their requirements.

   Regardless of what delivery preference you set, the process always publishes a PDF version of the form to Document Records.
5. Click **Submit**.

How you set document delivery overrides

After you set the default delivery preferences, you can set any needed overrides at the Person level. Use the Document Delivery Preferences task. and query a specific person.

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Use the Document Types task to enable **Allow Person Level Overrides** for your people. If you do, workers can use the Document Delivery Preferences task to specify their own delivery preferences.

To view all overrides made to the form delivery settings:

1. Start the Document Types task.
2. Search for and select the **w_2** document type.
3. Click **Document Delivery Preferences**.
4. Click **View Document Delivery Preference Report**.

   View Document Delivery Preferences Report provides info about all overrides set at the organization and person levels.

   To export the details in Microsoft Excel format, click **Export to Microsoft Excel**.

   To remove overrides, click **Remove Overrides**.
5. Click **Done**.

How you restrict access to documents

You might want to restrict employee access to the documents stored in Document Records. These settings control access to documents by people using the Employee role.

For example, after you have generated and distributed the employee year-end forms, you would lock those documents to prevent an employee from changing or deleting them.

To lock your year-end documents:

1. Open the appropriate document type in the Document Types task.
2. Select **Document Record Preferences** and then **Restrict Settings**.
3. Set the appropriate create, update, and delete restrictions for the document.

How you set print elections for individual people

If you allow your employees to specify their own print options for the year-end tax forms, they can do so through their **Me** page.

1. On the **Me** page, select **Pay**.
2. Select **Personal and Employment** and then **Document Delivery Preferences**. This table provides options for online and paper preferences.
3. For the w_2 document type, click **Edit** and make the changes.

   For further info, direct your employees to How do I make my year-end tax form print elections? in the Help Center.

How you set print elections for multiple people

You can use the HCM Data Loader to perform a mass-upload of employee print preferences into Document Delivery Preferences.

For further info, see Loading US Data Using HCM Data Loader (2558276.1) on My Oracle Support.

How you can use HCM Data Loader

You can use the HCM Data Loader (HDL) to:

- Perform mass-uploads of employee print preferences

- Load any third-party W-2 and W-2c PDF files to Document Records

  For further info, see the HCM Data Loading Business Objects guide in the Help Center.

  > **Note:** As these forms were generated and printed externally, you must upload them to Document Records. Otherwise, your employees won't be able to view them in employee **Me > Pay > Year-End Documents**.

Related Topics

- Configure the Form W-2
- Document Record and Attachment Preferences for the US
- Document Types for the US
- How You Set Preferences for Document Delivery

Mask Employee Social Security Numbers for the US and Guam

You have the option to mask your employees' Social Security numbers on their year-end forms. If you choose to do this, you must perform this configuration before you attempt to generate the forms.

You can mask employee Social Security Numbers (SSNs) on the employee W-2 4-up form.

- B - To be filed with the employee's federal tax return
- C – For the employee's records
- 1 – To be filed with the employee's state, city, or local income tax return
- 2 – To be filed with employee's state, city, or local income tax return

> **Note:** Before modifying copy 1 or 2, confirm with your state, city, and local governments if they allow masking or truncation of Social Security numbers.

You can configure the masking to appear as either XXX-XX-1234 or ***-**-1234.

> **Note:** The EmployeeW2 template changes every year, so you must perform this configuration yearly.

To mask the SSNs:

1. Open the appropriate predefined EmployeeW2 template in the `Custom` folder.

   For further info, see Fusion US Payroll: How to Customize W2 Template (2834034.1) on My Oracle Support.
2. Edit the template to mask the SSN.

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     a. Navigate to **Copy B: Employee's social security number (SSN)**.

     b. Right-click **SSN**, and select **BI-Publisher** and then **Properties**.

     c. Replace:

```
<?../EMPLOYEE_INFO_REC/PRIMARY_NID?>
```

     with:

```
<?concat('XXX-XX-', substring(EMPLOYEE_INFO_REC/PRIMARY_NID,string-length(EMPLOYEE_INFO_REC/
PRIMARY_NID)-4))?>
```

> **Note:** You can use X or * as the masking character.

     d. Click **OK**.

3. Repeat this step for Copy C and other copies as appropriate.

4. Upload the template.

   If you have performed this configuration in previous years, you must first remove the old template from the `Custom` folder.

   For further info, see Fusion US Payroll: How to Customize W2 Template (2834034.1) on My Oracle Support.

Related Topics

- Configure the Form W-2
- Fusion US Payroll: How to Customize W2 Template

Define Balance Feeds for Year-End Forms

Before you attempt to generate your year-end forms, make sure you've established the necessary balance feeds.

This makes sure the balances appear correctly in the appropriate boxes on your on your US and territory W-2 forms.

To do this:

1. Use the Balance Definitions task to establish balance feeds for all W-2 balances applicable to your business. Every box has one or more balances that must be fed.
   Box balances that begin with "W2" aren't automatically fed. You must create the feeds using the appropriate user-defined elements you've defined.
   For further info, see the following on the Help Center.
   - Form W-2 Box Info
   - Form W-2PR Box Info

Special step for Form W-2

You must define balance feeds for any W-2 box 14 and box 12 balance you want to use.

For example, use the W2 BOX 14B balance with the Box 14 lookup code.

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Special steps for Form W-2PR

You must identify your user-defined deductions as belonging to Puerto Rico. This involves configuring these balances and the results elements that feed them.

- W2 Territory 401k
- W2 Territory Charitable Contributions
- W2 Territory Government Employee Savings Plan
- W2 Territory Government Retirement Fund

To do this:

1. Use the Elements task to edit the results elements of the user-defined deductions that feed these balances.
2. In **Element Summary**, create an input value with the following.

For this input value	Enter this
Name	State
Displayed	Selected
Allow User Entry	Selected
Create a Database Item	Selected
Unit of Measure	Integer
Display Sequence	1

> **Note:** Do this before you use this element for any payroll calculations. If you don't, the Form W-2PR or Employee Active Payroll Balance Report won't include the balances.

3. In **Default Entry Values and Validation**, set **Reference** to **State**.
4. In **Default Value**, set the following.

For this field	Enter this
Default	PR
Apply Default at Run Time	No

5. Click **Save**.

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6. Use the Fast Formula task to modify the element's formula, such as "401k_Calculator_Formula" for Puerto Rico 401 (k).

7. Insert this line at the beginning of the formula.

```
state=72
```

This makes sure the element output is correctly configured for Puerto Rico.

Related Topics

- Configure the Form W-2
- Form W-2 Box Info
- Form W-2PR Box Info

Configure Form W-2 Box 14

Before you attempt to generate your year-end forms, make sure you've configured your W-2 Box 14 to display the correct values.

This includes:

- Special state-specific or user-defined deductions
- State-specific deductions

For further info, see the following sections.

How to configure Box 14 to display special or user-defined values

You can configure Box 14 of the employee W-2 to display additional state-specific or user-defined deductions, such as:

- Families First Coronavirus Response Act(FFCRA) Qualified Family Leave Wages
- FFCRA Qualified Sick Leave Wages
- California Voluntary Plan for Disability Insurance
- Maine Public Employees Retirement System contribution
- Maryland state retirement pickup amount

To populate Box 14 for quarterly and year-end reporting:

1. Feed the appropriate W2 Box 14 balance.
2. Use the Common Lookups task to update the meaning of the corresponding lookup code of the ORA_HRX_US_W2_BOX_14_USER_DFND lookup type.

   The text you type becomes the label text appearing on the W-2 Box 14.

   Note: This box has a 15-character limit. If you're exporting your payroll data to ADP, they enforce a 10-character limit.

3. If multiple states share the balance you're using, some additional configuration is required, such as for Family Leave Insurance. This makes sure you capture info only for the correct state.

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For further info, see the next section.

This table lists the predefined state-specific entries for Box 14, but your third-party supplier might have its own defaults. Perform whatever configuration is needed to make the user-defined Box 14 entries meet your third-party supplier's requirements. No additional action is required if you're using the Run W-2 Employee Report to generate your W-2s.

State	Description	Box 14 Label
Alaska	State Unemployment Insurance	AK SUI
California	State Disability Insurance	CA SDI
Colorado	Colorado Occupational Tax	CO_OPT_EE
Colorado	Family Leave Insurance	FAMLI
Connecticut	Family Leave Insurance	CTPL
Hawaii	State Disability Insurance	HI SDI
Kentucky	Boone County Mental Health Tax	BOONMH
Massachusetts	Family and Medical Leave	MA_PFML
New Jersey	Family Leave Insurance	FLI
New Jersey	State Disability Insurance	DI
New Jersey	State Disability Insurance Private Plan Number	DI P.P #
New Jersey	Unemployment Insurance, Workforce Development Partnership Fund, Supplemental Workforce Fund	UI/WF/SWF
New York	Family Leave Insurance	NYFLI_EE
New York	State Disability Insurance	NY SDI
Oregon	Family Leave Insurance	OR FLI
Oregon	Oregon Transit Tax	ORSTT W/H
Pennsylvania	Employee State Unemployment Tax	PA_SUI_EE
Pennsylvania	Local Services Tax	PA LST

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State	Description	Box 14 Label
Rhode Island	State Disability Insurance	RI SDI
Washington	Family Leave Insurance	WA FLI

How to configure Box 14 to display state-specific deductions

You can use Box 14 of the employee W-2 to display additional state-specific deductions.

For example, the W-2 Employee Report process doesn't include District of Columbia (DC) Family Leave Insurance employer contributions in W-2 Box 14. Because you want to display this employer contribution value on your employee W-2, you must configure it yourself.

1. Use the Elements task to define an Information element called **DC FLI Employer Information**.
2. Add an input value for this element called **DC FLI ER Liability Calculated**.

Field name	What you enter
Display Sequence	1
Unit of Measure	Money
Displayed	Yes
Allow User Entry	Yes
Create a Database Item	Yes

3. Create element eligibility for the information element.
4. Use the Balance Definitions task to feed this element to the W2 Box 14C balance.

Field name	What you enter
Input Value	DC FLI ER Liability Calculated
Add or Subtract	Add

   o Don't feed the predefined Family Leave Insurance Employer element to this W-2 balance.
   o If you have fed a predefined tax element used by multiple states to a W-2 balance, you must end-date or delete the feed.

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> ○ If you already configured this W-2 balance feed for prior years, you would need to end-date the feed instead of deleting it.

> If you don't do this, and an employee has the family leave insurance employer liability for more than one state, their totals will be overstated in Box 14.

5. Update the meaning of the corresponding lookup code of the ORA_HRX_US_W2_BOX_14_USER_DFND lookup type. For this example, this is lookup code C.

    The meaning you enter becomes the label text appearing on the W-2 Box 14.

    > **Note:** This box has a 15-character limit. If you're exporting your payroll data to ADP, they enforce a 10-character limit.

6. Complete your payroll runs for the year.
7. Use the Employee Active Payroll Balance report to identify all DC employees with a Family Leave Insurance Employer Liability YTD balance.
8. For any employee identified, create a balance adjustment for the year-to-date tax liability, using your Information element.

Related Topics
- Configure the Form W-2
- Configuration Requirements for Third-Party Tax Filing
- Employee Active Payroll Balance Report for the US
- Form W-2 Box Info

Set the W-2PR and W-2cPR Control Numbers

You must assign control numbers to your forms W-2PR and W-2cPR before you can generate them.

There's a couple ways you can do this.

- Use the Calculation Cards task to manually update the person's calculation card

    For further info, see Configure Calculation Cards for US Territorial Year-End Tax Forms in the Help Center.

- Run the Assign Control Number for Puerto Rico Employees flow

    Before you can run this flow, you must have set the begin and end range limits for the W-2PR control numbers. For further info, see Set Up US Territories in the Help Center.

    > **Note:** You can't use this flow for W-2cPR control numbers.

Related Topics
- Configure Calculation Cards for US Territorial Year-End Tax Forms
- Configure the US Territorial Year-End Tax Forms
- Set Up US Territories

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Add Employer Phone Number and Email to the W-2PR and W-2cPR

Before you attempt to generate your year-end forms, make sure you've added your employer phone number and email address to your Forms W-2PR and W-2cPR.

To do this:

1. From **My Client Groups**, click **Workforce Structures**.
2. Click **Manage Legal Reporting Unit HCM Information**.
3. Click **Edit** and then **Update**.
4. Click **Tax Reporting Unit** and then **Puerto Rico**.
5. In **Puerto Rico W-2 Reporting Rules Overrides**, update the following fields to appear on the W-2PR and W-2cPR.
   - Employer Phone Number
   - Employer Email
6. Click **Submit**.

Related Topics
- Configure the US Territorial Year-End Tax Forms

Configure the Form 1099-R

Before you can generate your retiree Form 1099-Rs, you must provide them with correct and complete info.

Consider the following.

- How you configure your organizations
- How you generate Form 1099-R for your retirees

For further info, see Oracle Cloud Human Capital Management for the United States: Retiree Implementation and Use Guide (2461709.1) on My Oracle Support.

How You Configure Organizations for Year End

Make sure you configure your organizations correctly.

Consider the following.

- Have you configured your federal and state registrations?
- Have you defined tax reporting units (TRUs) specific to retirees?

How You Configure Federal and State Registrations

Use the Manage Legal Reporting Unit Registrations task to make sure you populated the following fields for each TRU.

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This jurisdiction	Uses this field name	This is how it's used
United States Federal Tax	EIN or TIN	Your federal employer identification number (EIN)
United States Federal Tax	Registered Name	Your employer name
United States Federal Tax	Registered Address	Your employer address
<state> Income Tax	Registration Number	Your employer state EIN

How You Define Tax Reporting Units for Retirees

You can't assign retirees and employees to the same TRU. Each 1099-R distribution code and code combination your retirees require must have a separate TRU.

For further info, see Define Tax Reporting Units for the US.

How You Generate Form 1099-R for Your Retirees

To generate and print the year-end tax forms for your Retiree 1099-R recipients, you must use a third-party provider. The Third-Party Quarterly Tax Filing Extract for Retirees flow creates all relevant data needed for 1099-R production.

For further info, see Oracle Cloud Human Capital Management for the United States: Third-Party Tax Filing Interface (1594079.1) on My Oracle Support.

Related Topics

- End-of-Year Processing for the US
- End-of-Year Tax and Wage Reports for the US
- Configure Tax Reporting Units for the US

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3 Calculation Card Configuration

Configure Calculation Cards for Year-End Tax Forms

Use the Calculation Cards task to specify the required info about the following employee cards.

Calculation card	What you need to do
Tax Withholding Card	Identify eligible people as statutory employees.
Reporting Information Card	Make sure you have properly configured the applicable calculation components. • Reporting Information • State Tax Information • State Reporting Information

For further info, see the following sections.

Tax Withholding Card

For statutory employees, set the following value on their Tax Withholding cards.

Field name	What it's for
Statutory Employee	Identifies an independent contractor as an employee by statute.

Reporting Information Card

The Reporting Information card provides additional info for employee-level state and federal reporting. Every card automatically gets the Federal calculation component when you create the card. The other components, you must define manually.

Before year-end, make sure you have configured these calculation components.

For further info, see Reporting Information Card for the US in the Help Center.

Third-Party Interfaces Calculation Component Details

This is a federal-level calculation component detail on the **Reporting Information** component.

It's provided by default when you create the card. ADP uses these values.

Field name	What it does
ADP Special Processing Required	Indicates whether the employee's W-2 should be excluded from main population printing. The default is **No**. **Note:** Setting this value is required only if you're selecting **Yes**.
ADP Special Sort Code	Provides additional data for sort options G and E in the ADP client maintenance system.

Reporting Information Calculation Component Details

This is a federal-level calculation component detail on the **Reporting Information** component.

It's provided by default when you create the card. Make sure you set this value, if appropriate.

Field name	What it does
Eligible for Retirement Plan	Employee eligibility for employer-sponsored retirement plans is based on a combination of: • Amounts fed to specific balances • Kinds of retirement plans in which the employees are participating In some cases, you must manually select this value to **Yes** to ensure proper reporting on Form W-2. An employee is automatically marked as eligible for the retirement plan on Box 13 of their W-2 when any of the following balances has a value greater than $0. • W2 401k • W2 403b • W2 408k • W2 501c • W2 Pension Plan • W2 Roth 401k • W2 Roth 403b For further info, see Make Employees Eligible for Retirement Plans in the Help Center.

Regional Tax Information Calculation Component

This is a regional-level calculation component.

You must create this calculation component before you can set this value.

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Field name	What it does
Part-Year Resident	Use this field to identify if an employee is a part-year resident of New York City. Selecting **Yes** ensures the year-end archive flow populates the actual wages earned in Box 18 on the person's W-2. Selecting **No** populates the wages from Box 1 on the W-2 in Box 18. **Note:** New York City requires wages for full-year residents to be reported as federal wages from Box 1 on the W-2. Part-year resident wages must be actual wages during the period they were residents of New York City.

Related Topics

- Configure Calculation Cards for US Territorial Year-End Tax Forms
- End-of-Year Processing for the US
- Make Employees Eligible for Retirement Plans
- Reporting Information Card for the US

Configure Calculation Cards for US Territorial Year-End Tax Forms

Use the Calculation Cards task to specify the required info about the following employee card.

Calculation card	What you need to do
Reporting Information Card	Make sure you have properly configured the **Reporting Information** calculation component.

For further info, see the following sections.

Reporting Information Card

The Reporting Information card provides additional info for employee-level state and federal reporting. Every card automatically gets the **Federal** calculation component when you create the card. You must define the other components manually.

Before year-end, make sure you have configured these calculation components.

For further info, see Reporting Information Card for the US in the Help Center.

Third-Party Interfaces Calculation Component Details

This is a federal-level calculation component detail on the **Reporting Information** component.

It's provided by default when you create the card. ADP uses these values.

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Field name	What it does
ADP Special Processing Required	Indicates whether the employee's year-end forms should be excluded from main population printing. The default is **No**. > **Note:** > Setting this value is required only if you're selecting **Yes**.
ADP Special Sort Code	Provides additional data for sort options G and E in the ADP client maintenance system.

Reporting Information Calculation Component Details

This is a federal-level calculation component detail on the Reporting Information component.

> **Note:** The W-2PR doesn't include this field, but ADP requires that territorial employers pass it on their third-party quarterly tax filing extract for all employees.

Field name	What it does
Eligible for Retirement Plan	Employee eligibility for employer-sponsored retirement plans is based on a combination of: • Amounts fed to specific balances • Kinds of retirement plans in which the employees are participating In some cases, you must manually select this value to **Yes** to ensure proper reporting on Form W-2. An employee is automatically marked as eligible for the retirement plan on Box 13 of their W-2 when any of the following balances has a value greater than $0. • W2 401k • W2 403b • W2 408k • W2 501c • W2 Pension Plan • W2 Roth 401k • W2 Roth 403b For further info, see Make Employees Eligible for Retirement Plans in the Help Center.

Regional Tax Information Calculation Component

This is a regional-level calculation component detail.

For employees in Puerto Rico, set these values.

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Field name	What it does
W-2PR Control Number	Sets the W-2PR control number for the person. Required for Puerto Rico year-end reporting. **Note:** If you enter a value here, the Assign Control Number for Puerto Rico Employees flow doesn't override it. It's your responsibility to ensure the number you enter is valid and doesn't conflict with others. For further info, see Assign Control Number for Puerto Rico Employees in the Help Center.
W-2cPR Control Number	Sets the W-2cPR control number for the person. Required for Puerto Rico year-end reporting.
Qualified Physician Under ACT 14-2017	Populates the appropriate check box on the Form W-2PR. Select **Yes** if the employee received services rendered by a qualified physician according to Act 14-2017.
Domestic Services	Populates the appropriate check box on the Form W-2PR. Select **Yes** if the employee received wages for domestic services in a private home, local college club, or local chapter of a college fraternity.
Agricultural Work	Populates the appropriate check box on the Form W-2PR. Select **Yes** if the employee received wages for services in agricultural.
Minister of a Church or a Member of a Religious Order	Populates the appropriate check box on the Form W-2PR. Select **Yes** if the employee received wages for services by: • Minister of a church • Member of a religious order
Health Professionals Under CC 20-01	Populates the appropriate check box on the Form W-2PR. Select **Yes** if the employee received wages for services by health professionals according to CC 20-01.
Direct Employment	Designates if the payments are for services by a direct employee.
Direct Employment Hours Worked	Total hours worked for the year by the direct employee.
Direct Employment EIN	Enter your EIN if: 1. Your business has a tax exemption decree according to the Economic Incentives for the Development of Puerto Rico Act. 2. You have leased or been assigned one or more employees.
Others	Designates the type of other wages the employee received. This can be a value from **1** to **9**. For info on the meaning of these values, refer to the W-2PR instructions provided by the Hacienda. These values can change yearly. **Note:** If you select the value corresponding to **Any other service required by the Department through regulations**, you must also provide a description in the value definition for **Any other service required by the Department through regulations**.

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Field name	What it does
Any Other Service Required by the Department Through Regulations	If you select the value corresponding to **Any other service required by the Department through regulations** for **Others**, enter a description of the work the employee performed here. Leave empty for any other value. **Note:** ADP doesn't support this field.

Related Topics

- Configure Calculation Cards for Year-End Tax Forms
- End-of-Year Processing for the US
- Assign Control Number for Puerto Rico Employees
- Reporting Information Card for the US

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4 Year-End Archive

Prearchival Reports for the US

Run the following reports before performing your fourth quarter-end processing or running the Archive End-of-Year Payroll Results flow.

There are a few kinds of reports to help you.

- Diagnostic
- Balancing
- Reconciliation

Depending upon the returns of these reports, you might have to adjust various balances.

Diagnostic Reports

Use these reports to identify issues before archiving your tax data.

Report name	How you use it	For more info, check here in the Help Center
Balance Exception Report	Identify values that vary for the same balance dimension. This variance could indicate overpayments or underpayments. Use this info to detect the necessary balance adjustments to correct payments.	Balance Exception Report for the US
Employee Active Payroll Balance Report	View current values for any given list of employee balances.	Employee Active Payroll Balance Report for the US

Balancing Reports

Run these reports to detect errors or discrepancies in your balance data.

Report name	How you use it	For more info, check here in the Help Center
Statutory Deduction Register	Identify the wages and taxes paid by both the employee and employer.	Statutory Deduction Register for the US

Reconciliation Reports

Use these reports to identify balance problems for individual employees.

Report name	How you use it	For more info, check here in the Help Center
Payroll Activity Report	View details of the payroll run or QuickPay, such as balance adjustments, reversals, and balance initializations, taxes withheld, earnings, deductions, payment info, employer liability, and quarter and year-to-date details.	Payroll Activity Report for the US
Payroll Balance Report	Displays the results of the payroll run.	Payroll Balance Report for the US

Related Topics

- Archive Year-End Data for the US
- End-of-Year Processing for the US
- Balance Exceptions for the US
- Payroll Calculation Reports for the US

Archive Year-End Data for the US

Before you can report taxes and wages to the federal, state, and local governments, you must first archive that data.

The Archive End-of-Year Payroll Results flow captures employee balances for a given year and tax reporting unit and archives them for year-end reporting.

> **Note:** When using the Third-Party Tax Filing Interface to submit your year-end data for reporting, you're not required to run the quarter-end or year-end archive. The interface isn't dependent on archived data.

The year-end data archival flow consists of:

1. Running the prearchival reports.

   For further info, see Prearchival Reports for the US in the Help Center.
2. Validating your year-end balance info.

   For further info, see Oracle Cloud Human Capital Management for the US Payroll Reconciliation (2086251.1) on My Oracle Support.
3. Resolving any balance errors detected.

   This might require performing a balance adjustment. For further info, see the following on My Oracle Support.

   - Oracle Cloud Human Capital Management for the US: Payroll Reconciliation (2086251.1)
   - Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)
4. Running the Archive End-of-Year Payroll Results flow.

   For further info, see Archive End-of-Year Payroll Results for the US in the Help Center.
5. Validating the archived data.

   For further info, see Validate the End-of-Year Archive for the US in the Help Center.

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Related Topics
- Prearchival Reports for the US
- Validate the End-of-Year Archive for the US
- Archive End-of-Year Payroll Results for the US
- W-2 Employee Report

Validate the End-of-Year Archive for the US

Before you perform your end-of-year reporting, run these audits against the data captured by the Archive End-of-Year Payroll Results flow.

Report name	What it's for
W-2 Register Report	Used for preprint verification, balance verification, and exception verification. Depending on configuration, it can provide: • Employee details • Tax reporting unit (TRU) details • Employee exceptions
W-2c Register Report	Used for preprint verification, balance verification, and exception verification of corrected data on Forms W-2c, W-2cGU, and W-2cPR. **Note:** Run this report before you run the W-2c Employee Report. Depending on configuration, it can provide: • Employee details • TRU details • Employee exceptions

Depending upon the output of these reports, you might have to adjust various balances. For further info, see the following in My Oracle Support.

- Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
- Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

You can't run these reports against TRUs designated for retirees. If you select a PSU that includes a retiree TRU, the flow automatically omits that TRU.

Related Topics
- End-of-Year Processing for the US
- Prearchival Reports for the US
- Archive End-of-Year Payroll Results for the US
- W-2 Employee Report
- W-2c Employee Report

FAQ for Archive

How do I archive changes I made to a payroll relationship?

If you make changes to a payroll relationship, you have a couple options on how to capture it in the archive.

If your changes impact multiple

You can:

- Roll back the archive for those employees and rerun it.
- Retry the archive for those employees.
- If your changes impact a large number of employees, roll back and rerun the archive.

Related Topics
- Archive Year-End Data for the US
- Prearchival Reports for the US
- Validate the End-of-Year Archive for the US
- Archive End-of-Year Payroll Results for the US
- W-2 Employee Report

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5 Year-End Tax and Wage Reports

End-of-Year Tax and Wage Reports for the US

Processing for year-end involves generating and submitting several federal and state end-of-year reports.

Form name	How you use it
1099-R	These are the tax forms you distribute to your retirees at year end. They include details of the earnings and taxes paid by the person for a given year. To capture this data and submit it to the IRS, use the Oracle Fusion Third-Party Quarterly Tax Filing Extract. This extract generates and submits the tax info to a third-party reporting provider, such as ADP, and they forward it to the proper tax authorities.
Employers Annual Federal Unemployment Tax Return	This is a tax form you issue to the IRS at year end. It reports the employer's contribution to the Federal Unemployment Tax Act (FUTA). Also known as Form 940. To capture this data and submit it to the IRS, use the Oracle Fusion Third-Party Quarterly Tax Filing Extract. This extract generates and submits the tax info to a third-party reporting provider, such as ADP, and they forward it to the proper tax authorities.
EFW2 and EFW2PR files	These are the files you submit electronically to the Social Security Administration (SSA), state, territory, county, and city authorities. To report the year-end info to the SSA and appropriate regional authorities, use the Oracle Fusion Third-Party Quarterly Tax Filing Extract. This extract generates and submits the tax info to a third-party reporting provider, such as ADP, and they forward it to the proper tax authorities.
EFW2c and EFW2cPR files	These are the files you create if changes are required after you have submitted the employee tax info to the SSA or third-party tax filing provider. They include details on the changes made to a previously reported year-end form. To report the W-2c info to the SSA and appropriate regional authorities, use the Oracle Fusion Third-Party Quarterly Tax Filing Extract. This extract generates an updated tax info file suitable for submission to a third-party reporting provider. Based on the content of the file and the date submitted, the provider determines what changes were made and files the proper amended tax returns. **Note:** Not all third parties support EFW2c submission. Refer to their documentation for details.
W-2 Employee Report W-2GU Employee Report W-2PR Employee Report	These are the tax forms you distribute to the employees at year end. They include details of the earnings and taxes paid by the employee for a given year. The W-2 Employee Report flow creates a PDF document based on archived data and stores it in the Document Records. Employees can view their Forms W-2, W-2GU, and W-2PR through their **Me** page. They can also elect to receive a printed copy. Managers and professional users can access employee forms through the Document Records task.

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Form name	How you use it
	You can outsource the printing of these forms to a third-party, such as ADP or MasterTax. These providers use the data you provide in the fourth quarter tax file. Refer to their documentation for details.
W-2c Employee Report W-2cGU Employee Report W-2cPR Employee Report	These are the corrected tax forms you distribute to employees if changes or corrections were made after submitting their tax info to the SSA or third-party tax filing provider. They include details on the changes made to the previously reported W-2 or W-2c. Employees can view their Forms W-2c, W-2cGU, and W-2cPR through their **Me** page. They can also elect to receive a printed copy. Managers and professional users can access these forms through the Document Records task.

Related Topics

- Correct Your Year-End Form Data
- Examples of Updating Year-End Tax Data for the US
- Prearchival Reports for the US

Correct Your Year-End Form Data

When changes to tax data are necessary, you have options on how to report them, depending on the timing of the changes.

What you can do	How you do it
Update the year-end forms	After fixing the data, rerun the report process.
Generate Form W-2c	After fixing the data, use the W-2c Employee Report process.
Update your fourth quarter tax file	If you're the Third-Party Quarterly Tax Filing Extract to process your tax data, you must send an updated fourth quarter tax file to your supplier.

For further info, see the following sections.

Update Your Employee Year-End Forms

You can update and regenerate your employee W-2 or W-2GU if:

- You haven't yet issued the form to your employees
- The deadline for submitting your year-end tax file to your third-party tax-filing supplier hasn't yet passed

To do so:

1. Make your changes to the tax data.

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This might require balance adjustments. For further info, see the following on My Oracle Support.

   - Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
   - Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

2. Roll back the Run W-2 Employee Report process.
3. Roll back and rerun the Archive End-of-Year Payroll Results process to capture your changes.

   If only a small number of employees are impacted, you can:

   - Roll back those employees and rerun.
   - Retry those employees.

4. Run the W-2 Register report to review your year-end data.
5. Run the Run W-2 Employee Report process.

   To perform additional checks before distribution, run it in Draft mode. Run it in Final mode if you're ready for employee distribution.
6. Use the Third-Party Quarterly Tax Filing Extract to process your tax data and submit the fourth quarter tax file to your supplier.

   If you have already submitted the file, you must resolve the tax data changes with your supplier. Depending on the data changed and the scope of the change, your options include:

   - In most cases, you can regenerate a fourth quarter tax file and submit to your provider. The supplier determines what changes were made and submit file EFW2 to the appropriate agencies.
   - For corrections to data that's not passed in the tax file, such as registration IDs, contact the supplier to determine the best action.

Generate Form W-2c

Sometimes you need to make changes or corrections to your year-end tax data after sending the electronic data files to the Social Security Administration (SSA) or a third-party tax filing provider. When this happens, you must create and issue Form W-2c to report the new data.

Form W-2c reports changes to:

- Form W-2
- Form W-2GU
- Previous Form W-2c

To create Form W-2c:

1. Make the necessary data changes in Oracle Fusion.

   This might require balance adjustments. For further info, see the following on My Oracle Support.

   - Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
   - Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

2. Run the W-2c Archive Process to archive the data changes.
3. Run the W-2c Employee Report to generate Form W-2c suitable for issuing to the employee electronically or by print.

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Use the Draft mode to create an output file suitable for review.

When you're certain the Form W-2c is ready for employee distribution, run the process in Final mode.

> **Note:** This process performs locking actions on the data regardless of the setting you choose. If you find errors in your draft report, roll back the Run W-2c Employee Report process before correcting the data and regenerating the report.

4. Use the Third-Party Quarterly Tax Filing Extract to create an updated fourth quarter data file, and submit it to your third-party tax filing supplier.

Update Your Fourth Quarter Tax File

If you're using the Third-Party Quarterly Tax Filing Extract to process your tax data, you must send an updated fourth quarter tax file to your supplier.

The supplier determines what changes you made. Depending on whether their deadline for accepting updated tax files has passed, they submit either the EFW2 or EFW2c files to the appropriate agencies.

Related Topics
- Examples of Troubleshooting Year-End Tax Data for the US
- Examples of Updating Year-End Tax Data for the US
- W-2 Employee Report
- W-2c Employee Report

Examples of Updating Year-End Tax Data for the US

In the course of preparing and processing your year-end tax data for reporting, you may determine that changes or corrections are needed.

How you uptake those changes into your year-end reports depends on where you're in the process.

- After you have run the year-end archive
- After you have generated your employee Form W-2s Draft mode
- After you have generated your employee Form W-2s in Final mode
- After you have distributed the employee Form W-2s
- After the third-party tax-filing supplier's submission deadline

For further info, see the following sections.

After You Have Run the Year-End Archive

If you make changes to your employee data after you ran the year-end archive, you can still update the archive, assuming:

- You haven't generated the Form W-2 by running the W-2 Employee Report flow in Final mode.
- Your third-party tax-filing supplier's deadline for accepting 4th quarter tax files hasn't yet passed.

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To do this:

1. Make your changes to the tax data.

   You may have to perform a balance adjustment. For further info, see the following on My Oracle Support.

   - Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
   - Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

2. Roll back and rerun the Archive End-of-Year Payroll Results flow to capture your changes.

   If only a small number of employees are impacted, you can:

   - Roll back the archive for those employees and rerun
   - Retry the archive for those employees

3. Run the W-2 Register flow, and review your year-end data. Correct any errors that come up.
4. Use the W-2 Employee Report flow to create your employee W-2s.
5. If you haven't already done so, use the Third-Party Quarterly Tax Filing Extract to process your tax data and submit the 4th quarter tax file to your supplier.

   If you have already submitted the file, you must resolve the tax data changes with your supplier. Depending on the data changed and the scope of the change, you can:

   - In most cases, regenerate a 4th quarter tax file and submit it to your supplier.
   - For corrections to data that's not passed in the tax file, such as registration IDs, contact your supplier to determine the best action.

After You Have Generated Your Employee Form W-2s Draft Mode

The W-2 Employee Report flow provides a Draft mode so you can create sample Form W-2s for testing and verification purposes.

In this case, if you need to make updates, it's assumed:

- You have successfully run this flow in Draft mode.
- You haven't run this flow in Final mode or distributed the forms to your employees.
- Your third-party tax-filing supplier's deadline for accepting 4th quarter tax files hasn't yet passed.

After reviewing these reports, if you determine that changes are necessary:

1. Make your changes to the tax data.

   You may have to perform a balance adjustment. For further info, see the following on My Oracle Support.

   - Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
   - Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

2. Roll back the Archive End-of-Year Payroll Results flow.

   If only a small number of employees are impacted, you can:

   - Roll back those employees and rerun the archive and Draft W-2 flows
   - Mark for retry the impacted employees in the Draft W-2 flow and archive flow and rerun them

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3. Rerun the archive to capture your updated data.
4. Run the W-2 Register flow to review your year-end data.
5. Run the W-2 Employee Report flow.

   o If you feel additional checks may be necessary, run this flow in Draft mode again and repeat your review.

   o If you're certain the Form W-2 is ready for employee distribution, run this flow in Final mode and distribute the forms to your employees.

6. If you haven't already done so, use the Third-Party Quarterly Tax Filing Extract to process your tax data and submit the 4th quarter tax file to your supplier.

   For corrections to data that's not passed in the tax file, such as registration IDs, contact your supplier to determine the best action.

After You Have Generated Your Employee Form W-2s in Final Mode

Changes to your year-end tax data may be necessary after you have run the W-2 Employee Report flow in Final mode. In these cases, you can update the forms with the changes, assuming:

- You haven't issued the Form W-2s to your employees.

- Your third-party tax-filing supplier's deadline for accepting 4th quarter tax files hasn't yet passed.

Note: Because you ran this flow in Final mode, it applied data locks on the archived data. You must roll back this flow before you can retry or roll back the archive.

To do this:

1. Make your changes to the tax data.

   You may have to perform a balance adjustment. For further info, see the following on My Oracle Support.

   o Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)

   o Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

2. Roll back the W-2 Employee Report flow.

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3. Roll back the Archive End-of-Year Payroll Results flow.

   If only a small number of employees are impacted, you can:

   - Roll back the archive and Final W-2 flows for those employees, and rerun them.
   - Mark for retry the impacted employees in the Final W-2 and archive flows, and rerun them.

   Note: If you made changes made to the following values, you don't have to rerun the archive.
   - Employer address
   - Employee mailing address
   - Employee document delivery preferences
   - Employee birth date (Puerto Rico)
   - TRU confirmation number (Puerto Rico)

   For these values, the W-2 Employee Report flow derives them from live data.

4. Rerun the archive to capture your updated data.
5. Run the W-2 Register flow to review your year-end data.
6. Run the W-2 Employee Report flow.

   - If you feel additional checks may be necessary, run this flow in Draft mode and repeat your review.
   - If you're certain the Form W-2 is ready for employee distribution, run this flow in Final mode and distribute the forms to your employees.

7. If you haven't already done so, use the Third-Party Quarterly Tax Filing Extract to process your tax data and submit the 4th quarter tax file to your supplier.

   If you have already submitted the file, you must resolve the tax data changes with the supplier. Depending on the data changed and the scope of the change, you can:

   - In most cases, regenerate a 4th quarter tax file and submit to your supplier. The supplier determines what changes were made and submits file EFW2 to the appropriate agencies.
   - For corrections to data that's not passed in the tax file, such as registration IDs, contact the supplier to determine the best action.

After You Have Distributed the Employee Form W-2s

Changes to your year-end tax data may be necessary after you have generated and issued the employee W-2s. In these cases, you must create Form W-2c to report the new tax data.

To do this:

1. Make your changes to the tax data.

   You may have to perform a balance adjustment. For further info, see the following on My Oracle Support.

   - Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
   - Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

2. Run the W-2c Archive flow. This captures changes for employees.
3. Run the W-2c Register Report flow to verify the changes for the corrected employees.
4. Run the W-2c Employee Report flow.

   Use the Draft mode to create an output file suitable for review.

   When you're certain the Form W-2c is ready for employee distribution, run the flow in Final mode.

   > **Note:** Running this flow applies data locks on the archived data. Once locked, you can't change that data through either retry or roll back of the archive. If you detect errors in your Final report, you must roll back the W-2c Employee Report flow before correcting and archiving the data and regenerating the report.

5. If you're using the Third-Party Quarterly Tax Filing Extract to process your tax data through a third party, you must resolve the data error with your supplier. Depending on the data changed and the scope of the change, you can:

   - In most cases, rerun the 4th quarter tax file and submit to the third-party supplier. The supplier determines what changes were made and submits file EFW2c to the appropriate agencies.

     > **Note:** Not all third-party providers support the submission of the EFW2c file or the automatic generation of Form W-2c from your extract. Consult with your supplier for more info.

   - In cases where fewer than 250 employees are impacted, you have multiple submission options.

     For further info, see the Social Security Administration's Employer W-2 Filing Instructions and Information website.

   - For corrections to data that's not passed in the tax file, such as registration IDs, contact the supplier to determine the best action.

After the Third-Party Tax-Filing Supplier's Submission Deadline

After generating your employee W-2s and submitting the EFW2 file, you find changes are necessary. If the deadline for submitting tax files to your supplier has passed, you can't update the EFW2 file or employee Form W-2s with new info. Instead, you must create Form W-2c to report the changes.

To do this:

1. Make your changes to the tax data.

   You may have to perform a balance adjustment. For further info, see the following on My Oracle Support.

   - Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
   - Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

2. Use the Third-Party Quarterly Tax Filing Extract to create an updated 4th quarter file for your supplier. Depending on the data changed and the scope of the change, you can:

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    ○ In most cases, rerun the 4th quarter tax file and submit to the third-party supplier. The supplier determines what changes were made and submits file EFW2c to the appropriate agencies.

> **Note:** Not all third-party providers support the submission of the EFW2c file or the automatic generation of Form W-2c from your extract. Consult with your supplier for more info.

    ○ For corrections to data that's not passed in the tax file, such as registration IDs, contact the supplier to determine the best action.

3. Run the W-2c Archive Process flow.
4. Run the W-2c Register Report flow to verify the changes for the corrected employees.
5. Run the W-2c Employee Report flow.

Use the Draft mode to create an output file suitable for review.

When you're certain the Form W-2c is ready for employee distribution, run the flow in Final mode.

> **Note:** This flow performs locking actions on the data regardless of the setting you choose. If you detect errors in your Final reports, you must roll back those flows before correcting the data and regenerating the reports.

Related Topics
- Archive End-of-Year Payroll Results for the US
- W-2 Employee Report
- W-2 Register
- W-2c Archive
- W-2c Employee Report

Examples of Updating Year-End Tax Data for US Territories

While preparing and processing your year-end tax data for reporting, you may determine that changes or corrections are needed.

How you uptake those changes into your year-end reports depends on where you're in the process.

- After you have submitted your 4th quarter tax file
- After you have distributed employee Form W-2GU
- After you have distributed employee Form W-2PR
- After the third-party tax-filing supplier's submission deadline

For further info, see the following sections.

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After You Have Submitted the Fourth Quarter Tax File

If you make changes to your employee data after submitting your 4th quarter tax file to your supplier, you can still update your data and resubmit the file, assuming:

- Your third-party tax-filing supplier's deadline for accepting 4th quarter tax files hasn't yet passed

To do this:

1. Make your changes to the tax data.

   You may have to perform a balance adjustment. For further info, see the following on My Oracle Support.

   - Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
   - Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

2. Communicate your changes to your third-party supplier.

   As you have previously submitted the 4th quarter tax file, you must resolve the tax data changes with the supplier. Depending on the data changed and the scope of the change, you can:

   - In most cases, rerun the 4th quarter tax file and submit to the third-party supplier.
   - For corrections to data that's not passed in the tax file, such as registration IDs, contact the supplier to determine the best action.

3. Pass the year-end data from your third-party tax filing provider to your print services provider. Refer to their documentation for instructions.

After You Have Distributed Employee Form W-2GU

Changes to your year-end tax data may be necessary after your third-party supplier has generated your Form W-2GUs and issued them to employees. In these cases, you must provide the supplier with the info necessary for them to create and distribute Forms W-2cGU.

To do this:

1. Make your changes to the tax data.

   You may have to perform a balance adjustment. For further info, see the following on My Oracle Support.

   - Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
   - Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

2. Run the W-2c Archive flow. This captures the changes for the employees.
3. Run the W-2c Register Report flow. Select **W-2cGU** as the year-end form.
4. Run the W-2c Employee Report flow. Select **W-2cGU** as the year-end form.

   Use the Draft mode to create an output file suitable for review.

   When you're certain the Form W-2cGU is ready for employee distribution, run the flow in Final mode.

   Note: This flow performs locking actions on the data regardless of the setting you choose. If you detect errors in your Final report, you must roll back those flows before correcting the data and regenerating the reports.

After You Have Distributed Employee Form W-2PR

Changes to your year-end tax data may be necessary after you have generated and issued the employee W-2PRs. In these cases, you must create Form W-2cPR to report the new tax data.

> **Note:** Not all third-party providers support the submission of the EFW2CPR file.

To do this:

1. Make your changes to the tax data.

   You may have to perform a balance adjustment. For further info, see the following on My Oracle Support.

   - Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
   - Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

2. Run the W-2c Archive flow. This captures changes for employees.
3. Run the W-2c Register Report flow. Select W-2cPR as the year-end form.
4. Run the W-2c Employee Report flow. Select W-2cPR as the year-end form.

   Use the Draft mode to create an output file suitable for review.

   When you're certain the Form W-2cPR is ready for employee distribution, run the flow in Final mode.

   > **Note:** This flow performs locking actions on the data regardless of the setting you choose. If you detect errors in your Final reports, you must roll back those flows before correcting the data and regenerating the reports.

After the Third-Party Tax-Filing Supplier's Submission Deadline

If the deadline for submitting tax files to your supplier has passed, they can't update the EFW2PR file with new info. Instead, you need to work with them to report the changes in an EFW2CPR file.

> **Note:** Not all third-party providers support the submission of the EFW2CPR file or the generation of Form W-2cPR.

To do this:

1. Make your changes to the tax data.

   You may have to perform a balance adjustment. For further info, see the following on My Oracle Support.

   - Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
   - Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

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2. Communicate your changes to your third-party supplier.

   As you have previously submitted the 4th quarter tax file, you must resolve the tax data changes with your third-party supplier. Depending on the data changed and the scope of the change, you can:

   o In most cases, rerun the 4th quarter tax file and submit to the third-party supplier. The supplier determines what changes were made and submits file EFW2CPR to the appropriate agencies.

   o For corrections to data that's not passed in the tax file, such as registration IDs, contact the supplier to determine the best action.

3. Pass the year-end data from your third-party tax filing provider. Refer to their documentation for instructions.

Related Topics

- Archive End-of-Year Payroll Results for the US
- W-2 Employee Report
- W-2 Register
- W-2c Archive
- W-2c Employee Report

Examples of Troubleshooting Year-End Tax Data for the US

When archiving your year-end data and generating the files and forms, you may encounter the following conditions.

Changed Payroll Relationship Data Missing in Archive

If the payroll relationship was archived in a previous run, this data isn't archived again. To retrieve newly changed data for the payroll relationship, you have two options.

- Retry the archive for the impacted payroll relationship.
- Roll back the archive for the impacted payroll relationship, and run it again.

Year-End Form Content Is Incomplete

If the W-2 Employee Report flow is generating incomplete employee Forms W-2, W-2GU, or W-2PR, use the Legal Reporting Unit Registrations page to verify your federal and state registration info. For each tax reporting unit, check to see if you have captured the correct registration numbers for the United States Federal Tax and state Income Tax registrations.

Year-End Forms Display Employee Name or Social Security Number as Blanks

If you have issued forms to the Social Security Administration (SSA) where one or more employee names or Social Security Numbers are blank or missing, you must contact the SSA for instructions on resolution. Do not use Form W-2c for this kind of correction.

Year-End Forms Display Incorrect Employee Address

In cases where the forms were submitted to the SSA with incorrect employee addresses, you must reissue the forms with the incorrect address to the employee in an envelope showing the correct address or otherwise deliver it to the employee.

There's no requirement to submit an EFW2c file to the SSA.

Note: For employers using the Third-Party Quarterly Tax Filing Extract to manage their year-end reporting through ADP, ADP sends any corrected info to the SSA electronically.

Incorrect Employer Identification Number on the Forms

If the incorrect employer identification number (EIN) was reported on your employee year-end forms, proceed with the normal W-2c flow. When you do so, the W-2c Employee Report flow creates two Form W-2cs for distribution to the employee.

On this form	This box	Displays this value
First Form W-2c	Box b	Your federal EIN as it was reported in the original Form W-2 or W-2c.
	Previously Reported	Money amounts as they were reported in the original Form W-2 or W-2c.
	Correct Information	All values filled with 0.
Second Form W-2c	Box b	Your correct federal EIN.
	Previously Reported	All values filled with 0.
	Correct Information	Money amounts as they were reported in the original Form W-2 or W-2c.

Related Topics

- End-of-Year Tax and Wage Reports for the US
- Examples of Updating Year-End Tax Data for the US
- W-2 Employee Report

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6 Year-Begin Preparation

Overview of Begin-of-Year Processing for the US

There are several begin-of-year activities you must perform before you run the first payrolls of the new year.

Some of these preparations involve updates to the employees' tax card, and you can perform them on the individual cards.

> **Note:** You can perform your year-begin processing before you have completed your year-end processing of the previous year.

What you want to do	How you do it
Clear last year's deferred compensation deductions limit overrides	For employees who required limit overrides during the previous year, you must remove these overrides before your first payroll run of the year.
Clear or update last year's federal or state tax exemptions and allowances	Employees use the Tax Withholding task from their **Me** page to enter their W-4 exemptions and allowances. As federal and some state tax exemption statuses expire after a year, the employee must submit new withholding forms by the deadlines identified by the IRS and states tax agencies to renew them. If they allow an exemption to expire, you must end date it as of the expiration date.
	Use the Start-of-Year Process to identify and end date these exemptions. Or you can update the individual cards manually.
	Refer to your state tax authority for info on what exemptions expire.
Verify Indiana county of residence or employment	For employees working or living in Indiana, you must ensure their Tax Withholding cards record their resident and work counties as of January 1.
	Use the Start-of-Year Process to complete this verification before the first payroll run of the year.
Validate legislative limits	Use the Calculation Value Definitions task to view these predefined legislative limits.
	· 401 (k) Limit
	· 403 (b) and 457 (b) Limits
	· Social Security Limit
	· State FUTA Credit Reduction Limit
	· State Unemployment Wage Limit
	This data is predefined by Oracle and Vertex. You don't need to modify it.
Apply annual occupational or Local Service tax exemptions	Employees working in states with annual occupational or Local Services Taxes (LSTs) may seek exemption, such as the Pennsylvania LST. Use the Calculation Cards task to grant or revoke these exemptions.
Enable New York Paid Family Leave for eligible employees	The payroll process doesn't automatically withhold deductions for the New York Paid Family Leave program. You must impose this tax on eligible employees.

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What you want to do	How you do it
Update your payroll definitions	Use the Payroll Definitions task to verify the payroll calendar dates for the coming calendar year.
Update your state unemployment insurance rates	The unemployment insurance divisions of the states where you employ workers may change their state unemployment insurance (SUI) rates for the new year. You must make these changes on your organization calculation card as soon as you have received the new rates.
Update your state unemployment insurance wage limit	These states have multiple SUI wage limits. • Michigan • Nebraska • Rhode Island If one of a state's wage limits changes for the new year, you must make the appropriate changes on your organization calculation card.

For further info, see the following sections.

Clear last year's deferred compensation deductions limit overrides

For employees who required a deferred compensation deductions limit override during the previous year, you must remove the overrides before your first payroll run of the year.

Deduction types	Where you set the override
401 (k)	For employees with 401 (k) plans, you may have set the override values for these employees in a couple places. • For all employees enrolled in 401 (k) and 401 (k) catch-up, reset these input values on the Deferred Compensation 401k and Deferred Compensation 401k Catch-Up elements • For specific employees, reset them on the element entries For further info, see Set Up 401 (k) and Roth 401 (k) Deferred Compensation Plans in the Help Center.
403 (b) and 457 (b)	For employees requiring the same override for their 403 (b) and 457 (b) plans, you would have set it on their Benefits and Pensions calculation card. 403 (b) • Override IRS Annual Compensation Limit • Override IRS Annual Limit Catch-Up • Override IRS Employer Annual Compensation Limit • Override IRS Employer Catch-Up Annual Compensation Limit • Override IRS Limit 457 (b) • Override IRS Annual Limit Catch-Up • Override IRS Limit

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Deduction types	Where you set the override
	For further info, see Considerations When Setting Up 403 (b) and 457 (b) Deferred Compensation Plans in the Help Center.
457 (b) Special Catchup	The Start-of-Year Process flow end-dates the Accumulated Under-Utilized Contributions for Special 457 (b) Catch-Up value definition for the previous year. You must define a new value definition for the current year. This is part of the 457 (b) limit update. For further info, see Special 457 (b) Catch-Up Contributions on the Help Center.

Use the Start-of-Year Process flow to identify the employees with an override amount for their 401 (k), 403 (b), and 457 (b) plans. If the employee has one of these overrides, this flow end-dates it.

- Accumulated Under-Utilized Contributions for 457 (b) Catch-Up
- Override IRS Annual Compensation Limit
- Override IRS Annual Limit Catch-Up
- Override IRS Employer Annual Compensation Limit
- Override IRS Employer Catch-Up Annual Compensation Limit
- Override IRS Limit

For further info, see Start-of-Year Process in the Help Center.

Clear or update last year's tax exemptions

Employees use the Tax Withholding task from their **Me** page to specify their W-4 exemptions and other federal fields that affect the calculation of taxes. Because the exemption statuses for federal and some state taxes expire after a year, the employee must submit new Form W-4s by the IRS deadline to renew them.

Consider issuing reminders to your employees to renew these exemptions.

Use the Start-of-Year Process flow in Draft mode to generate a report that identifies the employees with Exempt status. Use this flow as verification prior running in final mode. When you run it in Final mode, it removes the exemptions and date stamps them with the effective date you select in the parameters.

For further info, see Start-of-Year Process in the Help Center.

For those employees who want to renew their exemptions, you must apply them based on each person's W-4.

1. From **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for the person, and open their Tax Withholding card for editing.
4. Specify the proper effective date.
5. In **Withholding Details**, select **Federal**.
6. Click **Edit**, and select **Update**.
7. In **Withholding Exemption**, specify the appropriate exemptions.
8. Save and submit your changes.

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Verify Indiana county of residence or employment

For employees working or living in Indiana, you must ensure their Tax Withholding cards record their resident and work counties as of January 1. These cards must reflect any changes to their addresses before you run the first payrolls of the calendar year.

> **Note:** Because the period between year-end and the deadline is so brief, you have limited time to update this data. Consider performing them early with a future effective date.

Use the Start-of-Year Process flow to:

1. Compare the employees' resident and work counties against the values in their tax cards.
2. Update the tax cards appropriately.

For further info, see Start-of-Year Process in the Help Center.

Apply annual occupational or local service tax exemptions

Employees working in states with annual occupational or LSTs may seek exemption, such as the Pennsylvania LST. If granted, they must provide you with their paperwork at the beginning of the calendar year.

Before processing the first payrolls of the year, you must capture these exemptions for your employees. For employees who have let their exemptions lapse, you must likewise update the tax card accordingly.

To specify these exemptions for multiple employees, use the HCM Data Loader.

Here's how you can specify these exemptions for individual employees.

1. From **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for the person, and open their Tax Withholding card for editing.
4. Enter an effective as-of date.
5. Expand the **Regional** section, and review the following.

    - Exempt from LST
    - Exempt from City Tax
    - Exempt from School District Tax

6. If you need to make changes, click **Edit**.
7. Make the required changes.

    Select **Yes** to apply the exemption.

    Select **No** to revoke the exemption.
8. Save and submit your changes.

Enable New York family leave insurance for eligible employees

The payroll process doesn't automatically withhold deductions for the New York Paid Family Leave program. To impose this tax on eligible employees, enable it at one of these levels.

- Payroll statutory unit (PSU)
- Tax reporting unit (TRU)

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Settings at the TRU level override those at the PSU level. Settings on the tax card override both.

For further info, see New York Family Leave Insurance in the Help Center.

Update your state unemployment insurance rates

The unemployment insurance divisions of the states where you employ workers may change their SUI rates for the new year. You must make these changes on your organization calculation cards as soon as you have received them.

Here's how you do it.

1. Search for and start the appropriate task from your implementation project.

   o Legal Entity Calculation Cards

   o Legal Reporting Unit Calculation Cards

2. Open the Calculation Rules for Tax Reporting and Payroll Statutory Unit card for editing.

   Create it if it doesn't already exist.
3. Set the effective as-of date for the new rate.
4. Select the appropriate state node under the **Regional** component group.

   Create it if it doesn't already exist.
5. Select the **State Unemployment** calculation component.
6. Select **Enterable Calculation Values on Calculation Cards** in **State Unemployment: Details**.
7. Select **SUI Employer Rate**, and click **Edit>Update**.

   Add it if it doesn't already exist.
8. Enter the new rate, and click **OK**.
9. Click **Save and Close**.

Update your state unemployment insurance wage limit

The states where you employ workers may change their SUI wage limits for the new year. If you have made changes to state wage limits the previous year, review those changes on your organization calculation cards and update as appropriate.

For states with multiple wage limits, the tax calculations automatically use the lower limit. If you need the other limit, make the change on your organization calculation cards.

Here's how you do it.

1. Search for and start the appropriate task from your implementation project.

   o For the PSU card, use Legal Entity Calculation Cards.

   o For the TRU card, use Legal Reporting Unit Calculation Cards.

2. Open the card for editing.

   Create it if it doesn't already exist.
3. Set the effective as-of date for the new wage limit as January 1.
4. Select the appropriate state node under **Regional**.

   Create it if it doesn't already exist.

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5. Select **State Unemployment**.
6. In **State Unemployment: Details**, select **Enterable Calculation Values on Calculation Cards**.
7. Select **SUI Wage Limit for Employer**.

   Add it if it doesn't already exist.
8. Click **Edit**, and select **Update**.
9. Enter the new limit, and click **OK**.
10. Click **Save and Close**.

Related Topics
- End-of-Year Processing for the US
- Configure Organization Calculation Cards for the US
- Start-of-Year Process Flow
- Tax Withholding Card

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7 Appendix A: Year-End Reference Info

How the Payroll Process Calculates Indiana County Taxes

Employees working or living in Indiana, might be subject to Indiana county taxation. Use the Calculation Cards task to specify the employee's Indiana county of residence or employment as of January 1.

These values must be up-to-date before you run the first payrolls of the calendar year.

How the County Tax Is Determined

To determine Indiana county tax eligibility, the payroll process uses this hierarchy based on the employee's residence or work county.

1. As of January 1, if the employee is living in an Indiana county that has county income tax, the person is subject to that county's resident tax rate until:
   - End of the year
   - They're no longer an Indiana resident
2. If the county where the employee lived hasn't adopted a county income tax, they're subject to the nonresident tax rate of the county in which they were employed on January 1 of the current tax year.
3. If the employee moves to, or works in, another Indiana county after January 1, their county status doesn't change until the next calendar tax year.
4. If the employee moves to, or works in, a state other than Indiana, they're no longer subject to Indiana taxes.

Related Topics
- Overview of Begin-of-Year Processing for the US
- Tax Withholding Card

New Jersey Disability Insurance

New Jersey Disability Insurance (SDI) is a tax for most workers whose employment is covered by New Jersey unemployment compensation law.

For employees enrolled in a private disability plan (DIPP) in New Jersey, the DI PP # appears in Box 14 of their W-2 reports.

Use the Legal Reporting Unit HCM Information task to identify your plan type and plan number.

Related Topics
- Configure the Form W-2
- Configuration Requirements for Third-Party Tax Filing

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How do I select a private New Jersey Disability Insurance plan type?

If you're a New Jersey employer, to implement a state-approved private plan:

1. From **My Client Groups**, click **Workforce Structures**.
2. Click **Manage Tax Reporting Unit HCM Information**.
3. In **Tax Reporting Unit**, select **New Jersey**.
4. Navigate to **New Jersey W-2 Reporting Rules Overrides**.
5. Select the private plan option for the **Disability Plan Type**.
6. Specify the plan number for the private plan.
7. Click **Submit**.

Related Topics

- New Jersey Disability Insurance
- Configuration Requirements for Third-Party Tax Filing
- How the Payroll Process Determines the Employee Work State

How do I select a private New Jersey Family Leave Insurance plan type?

By default, New Jersey employers use the state-administered Family Leave Insurance plan.

If you're implementing a state-approved private plan, make the following settings at the tax reporting unit level.

1. From **My Client Groups**, click **Workforce Structures**.
2. Click **Manage Legal Reporting Unit HCM Information**.
3. In **Tax Reporting Unit**, select **New Jersey**.
4. Navigate to **New Jersey W-2 Reporting Rules Overrides**.
5. Select the private plan option for the **Family Leave Insurance Plan Type**.
6. Enter the plan number for the private plan.
7. Click **Submit**.

Related Topics

- Configure the Form W-2
- Configuration Requirements for Third-Party Tax Filing
- How the Payroll Process Determines the Employee Work State
- New Jersey Family Leave Insurance

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Can I override the W-2c Employee Report sort order?

No, you can't change the sort order of the W-2c Employee Report.

The output file sorts its results by tax reporting unit.

Related Topics
- End-of-Year Tax and Wage Reports for the US
- W-2c Employee Report

Form 1099-R Box Info

The following describes each of the balances assigned to various Form 1099-R boxes.

These balances are required for reporting on the retiree quarterly tax file for your end-of-year data. Use the Balance Definitions task to manually configure the feeds for those balances that begin with "Form 1099R". The remaining balances are fed automatically.

For further info, see Oracle Cloud Human Capital Management for United States: Balance Initialization (1912298.1) on My Oracle Support.

Form 1099-R Box Info

Box 1

Box Label	Balance	Additional Info
Gross distribution	FIT Gross	

Box 2A

Box Label	Balance	Additional Info
Taxable amount	Form 1099R Taxable Distribution	

Box 2B

Box Label	Balance	Additional Info
Taxable amount not determined	N/A	Defined by **Taxable amount not determined** on the Retiree Reporting Information card. If

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Box Label	Balance	Additional Info
		marked **Yes**, the flow selects the box on the 1099-R.
Total distribution	N/A	Defined by **Total Distribution** on the Retiree Reporting Information card. If marked **Yes**, the flow selects the box on the 1099-R. For further info, see How the Quarterly Tax-Filing Extract for Retirees Identifies Total Distributions in the Help Center.

Box 3

Box Label	Balance	Additional Info
Capital gain	Form 1099R Capital Gain	

Box 4

Box Label	Balance	Additional Info
Federal income tax withheld	FIT Withheld	

Box 5

Box Label	Balance	Additional Info
Employee contributions/Designated Roth contributions or insurance premiums	Form 1099R Employee Contributions or Insurance Premiums	

Box 6

Box Label	Balance	Additional Info
Net unrealized appreciation in employer's securities	Form 1099R Net Unrealized Appreciation	

Box 7

Box Label	Balance	Additional Info
Distribution code(s)	N/A	Defined by the distribution code set on the tax reporting unit. For further info, see the Define

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Box Label	Balance	Additional Info
		Tax Reporting Units for the US topic in the Help Center.

Box 8

Box Label	Balance	Additional Info
Other	Form 1099R Other	

Box 9A

Box Label	Balance	Additional Info
Your percentage of total distribution	N/A	Defined by **Total Distribution Percentage** on the Reporting Information card.

Box 9B

Box Label	Balance	Additional Info
Total employee contributions	Form 1099R Total Employee Contributions	

Box 10

Box Label	Balance	Additional Info
Amount allocable to IRR within 5 years	Form 1099R In Plan Roth Rollover	

Box 11

Box Label	Balance	Additional Info
1st year of desig. Roth contrib.	N/A	Defined by **First Year of Designated Roth Contribution** on the Reporting Information card.

Box 12

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Box Label	Balance	Additional Information
FATCA Filing Requirement	N/A	Defined by **FATCA Filing Requirement** on the Reporting Information card. **Note:** This field is for your info tracking only. The quarterly tax file does not support it.

Box 13

Box Label	Balance	Additional Info
Date of payment	N/A	Defined by **Death Benefit Distribution Date for Section 6050Y Benefits** on the Reporting Information card.

Box 14

Box Label	Balance	Additional Info
State tax withheld	SIT Withheld	

Box 15

Box Label	Balance	Additional Info
State/Payer's state no.	N/A	Derived from each state's registration info. For further info, see Overview of Legal Reporting Unit Configuration for the US in the Help Center.

Box 16

Box Label	Balance	Additional Info
State distribution	SIT Reduced Subject Withholdable + SIT Subject Not Withholdable	

Box 17

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Box Label	Balance	Additional Info
Local tax withheld	N/A	Not supported.

Box 18

Box Label	Balance	Additional Info
Name of locality	N/A	Not supported.

Box 19

Box Label	Balance	Additional Info
Local distribution	N/A	Not supported.

Box Account Number

Box Label	Balance	Additional Info
Account number	N/A	Defined by **Account Number** on the Reporting Information card.

Box IRA/SEP/SIMPLE

Box Label	Balance	Additional Info
IRA/SEP/SIMPLE	N/A	Defined by **Traditional, SEP, or Simple IRA** on the Reporting Information card.

Box %

Box Label	Balance	Additional Info
%	N/A	Defined by Annuity Percentage on the Reporting Information card.

Related Topics
- Configuration Requirements for Third-Party Tax Filing

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Form W-2 Box Info

The following describes each of the balances assigned to various Form W-2 and W-2GU boxes.

These balances are required for end-of-year reporting. Use the Balance Definitions task to manually configure the feeds for those balances that begin with "W2". The remaining balances are fed automatically.

For further info, see Oracle Cloud Human Capital Management for United States: Balance Initialization (1912298.1) on My Oracle Support.

Form W-2 Box Info

Box 1

Box Label	Balance	Additional Info
Wages, Tips, Other Compensation	FIT Reduced Subject Withholdable + FIT Subject Not Withholdable	

Box 2

Box Label	Balance	Additional Info
Federal Income Tax Withheld	FIT Withheld	

Box 3

Box Label	Balance	Additional Info
Social Security Wages	Social Security Employee Taxable - W2 Social Security Tips	

Box 4

Box Label	Balance	Additional Info
Social Security Tax Withheld	Social Security Employee Withheld	

Box 5

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Box Label	Balance	Additional Info
Medicare Wages and Tips	Medicare Employee Reduced Subject Withholdable	

Box 6

Box Label	Balance	Additional Info
Medicare Tax Withheld	Medicare Employee Withheld	

Box 7

Box Label	Balance	Additional Info
Social Security Tips	W2 Social Security Tips	

Box 8

Box Label	Balance	Additional Info
Allocated Tips	W2 Allocated Tips	

Box 9

Box Label	Balance	Additional Info
Blank	N/A	IRS has put this on hold.

Box 10

Box Label	Balance	Additional Info
Dependent Care Benefits	W2 Dependent Care	

Box 11

Box Label	Balance	Additional Info
Nonqualified Plans	W2 Nonqualified Plan or W2 Nonqualified 457	

ORACLE

Box 12

Box Label	Balance	Additional Info
Codes	Varies	See Form W-2 Box 12 Balances, below.

Box 13

Box Label	Balance	Additional Info
Statutory Employee	N/A	Field on Federal Tax Withholding card.
Retirement Plan	N/A Displays a box on the W-2, with selection indicating participation, depending on the results listed in the Additional Information column.	Checks the following balances for values greater than 0: • W2 401k • W2 403b • W2 408k • W2 501c • W2 Pension Plan • W2 Roth 401k • W2 Roth 403b Also checks the **Reporting Card** field for a value of **Y**.
Third-Party Sick Pay	N/A Displays a box on the W-2, with selection indicating receipt of pay, depending on the results listed in the Additional Information column.	Checks the W2 Third Party Sick Pay balance for a value greater than 0.

Box 14A

Box Label	Balance	Additional Info
Varies	W2 BOX 14A	The label for this box is determined by the value you provide in the W2 Box 14A lookup code Meaning of the ORA_HRX_US_W2_BOX_14_ USER_DFND lookup type.

| **Note:** This box has a 15-character limit. If you're exporting your payroll data to ADP, they enforce a 10-character limit.

Box 14B

ORACLE

Box Label	Balance	Additional Info
Varies	W2 BOX 14B	The label for this box is determined by the value you provide in the W2 Box 14B lookup code Meaning of the ORA_HRX_US_W2_BOX_14_USER_DFND lookup type.

Note: This box has a 15-character limit. If you're exporting your payroll data to ADP, they enforce a 10-character limit.

Box 14C

Box Label	Balance	Additional Info
Varies	W2 BOX 14C	The label for this box is determined by the value you provide in the W2 Box 14C lookup code Meaning of the ORA_HRX_US_W2_BOX_14_USER_DFND lookup type.

Note: This box has a 15-character limit. If you're exporting your payroll data to ADP, they enforce a 10-character limit.

Box 14D

Box Label	Balance	Additional Info
Varies	W2 BOX 14D	The label for this box is determined by the value you provide in the W2 Box 14D lookup code Meaning of the ORA_HRX_US_W2_BOX_14_USER_DFND lookup type.

Note: This box has a 15-character limit. If you're exporting your payroll data to ADP, they enforce a 10-character limit.

Box 14E

Box Label	Balance	Additional Info
Varies	W2 BOX 14E	The label for this box is determined by the value you provide in the W2 Box 14E lookup code Meaning of the ORA_HRX_US_W2_BOX_14_USER_DFND lookup type.

Note: This box has a 15-character limit. If you're exporting your payroll data to ADP, they enforce a 10-character limit.

Box 14F

ORACLE

Box Label	Balance	Additional Info
Varies	W2 BOX 14F	The label for this box is determined by the value you provide in the W2 Box 14F lookup code Meaning of the ORA_HRX_US_W2_BOX_14_ USER_DFND lookup type.

Note: This box has a 15-character limit. If you're exporting your payroll data to ADP, they enforce a 10-character limit.

Box 14G

Box Label	Balance	Additional Info
Varies	W2 BOX 14G	The label for this box is determined by the value you provide in the W2 Box 14G lookup code Meaning of the ORA_HRX_US_W2_BOX_14_ USER_DFND lookup type.

Note: This box has a 15-character limit. If you're exporting your payroll data to ADP, they enforce a 10-character limit.

Box 14H

Box Label	Balance	Additional Info
Varies	W2 BOX 14H	The label for this box is determined by the value you provide in the W2 Box 14H lookup code Meaning of the ORA_HRX_US_W2_BOX_14_ USER_DFND lookup type.

Note: This box has a 15-character limit. If you're exporting your payroll data to ADP, they enforce a 10-character limit.

Box 14I

Box Label	Balance	Additional Info
Varies	W2 BOX 14I	The label for this box is determined by the value you provide in the W2 Box 14I lookup code Meaning of the ORA_HRX_US_W2_BOX_14_ USER_DFND lookup type.

Note: This box has a 15-character limit. If you're exporting your payroll data to ADP, they enforce a 10-character limit.

Box 14J

ORACLE

Box Label	Balance	Additional Info
Varies	W2 BOX 14J	The label for this box is determined by the value you provide in the W2 Box 14J lookup code Meaning of the ORA_HRX_US_W2_BOX_14_USER_DFND lookup type.

Note: This box has a 15-character limit. If you're exporting your payroll data to ADP, they enforce a 10-character limit.

Box 14X

Box Label	Balance	Additional Info
Varies	W2 BOX 14X	The label for this box is determined by the value you provide in the W2 Box 14X lookup code Meaning of the ORA_HRX_US_W2_BOX_14_USER_DFND lookup type.

Note: This box has a 15-character limit. If you're exporting your payroll data to ADP, they enforce a 10-character limit.

Box 14Z

Box Label	Balance	Additional Info
Varies	W2 BOX 14Z	The label for this box is determined by the value you provide in the W2 Box 14Z lookup code Meaning of the ORA_HRX_US_W2_BOX_14_USER_DFND lookup type.

Note: This box has a 15-character limit. If you're exporting your payroll data to ADP, they enforce a 10-character limit.

Box 15

Box Label	Balance	Additional Info
State	N/A	
Employer's State ID Number	N/A	As defined on the <state> Income Tax jurisdiction through the Legal Reporting Unit Registrations task.

Box 16

ORACLE

Box Label	Balance	Additional Info
State Wages, Tips, Etc	SIT Reduced Subject Withholdable + SIT Subject Not Withholdable	For New York state, displays the balance value from Box 1.
FLI P.P. #	N/A	Family Leave Insurance private plan number, as defined on the tax reporting unit. **Note:** Displays only for private Family Leave Insurance plans in New Jersey.

Box 17

Box Label	Balance	Additional Info
State Income Tax	SIT Withheld	
-FLI	W2 Family Leave Insurance	Family Leave Insurance deduction amount. **Note:** New Jersey only.

Box 18

Box Label	Balance	Additional Info
Local Wages, Tips, Etc	Displays the following balances across separate rows. • County Reduced Subject Withholdable + County Subject Not Withholdable • City Reduced Subject Withholdable + City Subject Not Withholdable • School Reduced Subject Withholdable+ School Subject Not Withholdable • Metro Employee Taxable • Local Reduced Subject Withholdable + Local Subject Not Withholdable	For Yonkers local taxes, displays the balance value from Box 1. For New York City local taxes, displays the balance value from Box 1 if the employee is a full-year resident.

Box 19

ORACLE

Box Label	Balance	Additional Info
Local Income Tax	Displays the following balances across separate rows. • County Withheld • City Withheld • School Withheld • Metro Employee Taxable • Local Withheld	

Box 20

Box Label	Balance	Additional Info
Locality Name	N/A	Displays the appropriate county, city, or school district name, as defined by the primary geocode. It doesn't show any alternate geocodes that might have been defined, such as through the Geographies task. • For Indiana employees, displays the county code, prefixed with C. • For Ohio employees, displays the school district name and number. • For Oregon employees subject to the Eugene Community Safety tax, displays as **EUG**. • For Oregon employees subject to the Metro Housing Services tax, displays as **Metro**. For Oregon employees subject to the Multnomah Preschool for All tax, displays as **MULT**. • For Pennsylvania employees subject to Pennsylvania Act 32, displays the Tax Collection District code.

Form W-2 Box 12 Balances

The ORA_HRX_US_W2_BOX_12 lookup code contains the following Box 12 balance info.

Code A

Code	Balance	Description
A	W2 Uncollected Social Security Tax Tips	Uncollected social security or RRTA tax on tips.

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Code	Balance	Description
		Includes the amount of social security tax on an employee's tips that couldn't be collected because of insufficient funds.

Code B

Code	Balance	Description
B	W2 Uncollected Medicare Tips	Uncollected Medicare tax on tips. Includes the amount of Medicare tax on an employee's tips that couldn't be collected because of insufficient employee funds.

Code C

Code	Balance	Description
C	W2 Group Term Life	Taxable cost of group-term life insurance over $50,000. Includes the value of employer-provided group-term life insurance coverage over $50,000 minus the employee's after-tax contributions.

Code D

Code	Balance	Description
D	W2 401k	Elective deferrals to a section 401 (k) cash or deferred arrangement. Includes the employee's total elective deferrals to a 401 (k) cash or deferred arrangement. It includes the deferrals even if the employee exceeds the annual elective deferral limit. **Note:** When feeding this balance, you must include any catch-up deductions.

Code E

ORACLE

Code	Balance	Description
E	W2 403b	Elective deferrals to a section 403 (b) salary reduction agreement. Includes the employee's total elective deferrals to a 403 (b) salary reduction agreement to purchase an annuity contract. It includes the deferrals even if the employee exceeds the annual elective deferral limit. **Note:** When feeding this balance, you must include any catch-up deductions.

Code F

Code	Balance	Description
F	W2 408k	Elective deferrals to a section 408 (k) (6) salary reduction SEP. Includes the employee's total elective deferrals to a 408 (k) (6) salary reduction Simplified Employee Pension plan. It includes the deferrals even if the employee exceeds the annual elective deferral limit.

Code G

Code	Balance	Description
G	W2 457	Elective deferrals and employers contributions (including nonelective deferrals) to any governmental or nongovernmental section 457 (b) deferred compensation plan. Includes the total elective and nonelective contributions made to a 457 (b) deferred compensation plan for government employees or tax exempt organizations. It includes the deferrals even if the employee exceeds the annual elective deferral limit. **Note:** When feeding this balance, you must include any catch-up deductions.

Code H

Code	Balance	Description
H	W2 501c	Elective deferrals to a section 50 (c) (18) (D) tax-exempt organization plan. Includes the total elective deferrals to a 501 (c) (18) (D) tax-exempt organization plan. It doesn't include employer nonelective contributions or employee after-tax contributions.

Code J

Code	Balance	Description
J	W2 Nontax Sick	Nontaxable sick pay. Includes the amount of third-party sick pay that's not subject to federal income tax because of the employee's after-tax contributions to the sick pay plan.

Code K

Code	Balance	Description
K	W2 Excise Parachute	20% excise tax on excess golden parachute payments. Includes a 20% excise tax on excess golden parachute payments made to key corporate employees after a merger or acquisition.

Code L

Code	Balance	Description
L	W2 Expense Reimbursement	Substantiated employee business expense reimbursements. Includes the amount of employee business expense treated as substantiated (nontaxable). It includes the deferrals only if the employer reimburses the employees for expenses according to a per diem or mileage allowance that exceeds the government-approved rates.

Code M

ORACLE

Code	Balance	Description
M	W2 Uncollected Social Security Group Term Life	Uncollected Social Security or RRTA tax on taxable cost of group-term life insurance over $50,000 (for former employees). Includes any uncollected Social Security tax on the value of excess group-term life insurance coverage for former employees.

Code N

Code	Balance	Description
N	W2 Uncollected Medicare Group Term Life	Uncollected Medicare tax on taxable cost of group-term life insurance coverage over $50,000 (for former employees). Includes any uncollected Medicare tax on the value of excess group-term life insurance coverage for former employees.

Code P

Code	Balance	Description
P	W2 Qualified Move	Tax exempt moving expense reimbursements paid directly to a member of the US Armed Forces. These reimbursements aren't included in boxes 1, 3, or 5. **Note:** Moving expense reimbursements are taxable for nonservice members.

Code Q

Code	Balance	Description
Q	W2 Nontax Combat	Nontaxable combat pay. You can elect to have your nontaxable combat pay included in earned income for the earned income credit.

Code R

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Code	Balance	Description
R	W2 Medical Saving Account	Employer contributions to an Archer MSA. Includes employer contributions to your medical savings account (MSA).

Code S

Code	Balance	Description
S	W2 408p	Employee salary-reduction contributions according to section 408 (p) SIMPLE. Includes employee salary-reduction contributions according to section 408 (p) SIMPLE (not included in box 1).

Code T

Code	Balance	Description
T	W2 Adoption	Adoption benefits. Includes adoption benefits not included in box 1.

Code V

Code	Balance	Description
V	W2 Nonqualified Stock	Income from the exercise of nonstatutory stock options (included in boxes 1, 3, and 5). Includes income from the exercise of nonstatutory stock options.

Code W

Code	Balance	Description
W	W2 Health Saving Account	Employer contributions to an employee's health savings account. This includes employee contributions through a cafeteria plan.

Code Y

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Code	Balance	Description
Y	W2 Nonqualified Deferred Compensation	Deferrals subject to a section 409A nonqualified deferred compensation plan. The amount set aside for a nonqualified deferred compensation plan. This includes the current year deferrals and earnings on the current year and prior year deferrals.

Code Z

Code	Balance	Description
Z	W2 409a Nonqualified Income	Income subject to section 409 A on a nonqualified deferred compensation plan. The amount set aside for a nonqualified deferred compensation plan. This plan must be taxable in the year of deferral due to the failure of the employer's plan to meet certain qualifications subject to section 409A. Can also be used to report amounts deferred into a nonqualified plan in prior years if the employer's plan wasn't modified.

Code AA

Code	Balance	Description
AA	W2 Roth 401k	Designated Roth contributions to a Section 401 (k) plan. If an employee participates in a Section 401 (k) plan that includes a qualified Roth contribution program, they can elect to make a designated Roth contribution to the plan or program instead of elective deferrals. **Note:** When feeding this balance, you must include any catch-up deductions.

Code BB

Code	Balance	Description
BB	W2 Roth 403b	Designated Roth contributions to a Section 403 (b) plan.

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Code	Balance	Description
		If an employee participates in a 403 (b) salary reduction program that includes a qualified Roth contribution program, they can elect to make a designated Roth contribution to the plan or program instead of elective deferrals. **Note:** When feeding this balance, you must include any catch-up deductions.

Code DD

Code	Balance	Description
DD	W2 Health Coverage	Cost of employer-sponsored health coverage. Refer to the IRS guidelines on what values should be included in this box.

Code EE

Code	Balance	Description
EE	W2 Roth 457B	Designated Roth contributions as part of a governmental section 457 (b) plan. This amount doesn't apply to contributions to a tax-exempt organization section 457 (b) plan. **Note:** When feeding this balance, you must include any catch-up deductions.

Code FF

Code	Balance	Description
FF	W2 Employer Health Reimbursement Benefits	Permitted benefits as part of a qualified small employer health reimbursement arrangement. **Note:** Applies to employers with fewer than 50 employees.

Code GG

ORACLE

Code	Balance	Description
GG	W2 Qualified Equity Grants	Income from qualified equity grants subject to Section 83 (i).

Code HH

Code	Balance	Description
HH	W2 Aggregate Deferrals	Aggregate deferrals subject to Section 83 (i) elections as of the close of the calendar year.

Related Topics

- Configure Form W-2 Box 14
- Configure the Form W-2
- Configuration Requirements for Third-Party Tax Filing

Form W-2PR Box Info

The following describes each of the balances assigned to various Form W-2PR boxes.

These balances are required for end-of-year reporting. Use the Balance Definitions task to manually configure the feeds for those balances that begin with "W2 Territory" and "W2". The remaining balances are fed automatically.

For further info, see Oracle Cloud Human Capital Management for United States: Balance Initialization (1912298.1) on My Oracle Support.

Form W-2PR Box Info

Box 5

Box Label	Balance	Additional Info
Costo de cubierta de salud auspiciada por el patrono Cost of employer-sponsored health coverage	W2 Health Coverage	

Box 6

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Box Label	Balance	Additional Info
Donativos Charitable Contributions	W2 Territory Charitable Contributions	Set the State input value on the results elements of any user-defined deductions that feed this balance. Set this input value to **72**.

Box 7

Box Label	Balance	Additional Info
Sueldos Wages	SIT Reduced Subject Withholdable + SIT Subject Not Withholdable - W2 Territory Commissions - W2 Territory Allowances - W2 Territory Tips	

Box 8

Box Label	Balance	Additional Info
Comisiones Commissions	W2 Territory Commissions	This box displays the amount in excess of the Puerto Rico Young Entrepreneurs Act, if: 1. The employee is subject to the act. 2. You have defined the appropriate feeds to include only wages that exceed the act's exemption limit.

Box 9

Box Label	Balance	Additional Info
Concesiones Allowances	W2 Territory Allowances	This box displays the amount in excess of the Puerto Rico Young Entrepreneurs Act, if: 1. The employee is subject to the act. 2. You have defined the appropriate feeds to include only wages that exceed the act's exemption limit.

Box 10

Box Label	Balance	Additional Info
Propinas Tips	W2 Territory Tips	This box displays the amount in excess of the Puerto Rico Young Entrepreneurs Act, if: 1. The employee is subject to the act. 2. You have defined the appropriate feeds to include only wages that exceed the act's exemption limit.

Box 11

Box Label	Balance	Additional Info
Total = 7 + 8 + 9 + 10	N/A	Combined values of boxes 7 through 10.

Box 12

Box Label	Balance	Additional Info
Gastos Reemb. y Beneficios Marginales Reimb. Expenses and Fringe Benefits	W2 Territory Fringe Benefits	

Box 13

Box Label	Balance	Additional Info
Cont. Retenida Tax Withheld	SIT Withheld	

Box 14

Box Label	Balance	Additional Info
Fondo de Retiro Gubernamental Governmental Retirement Fund	W2 Territory Government Retirement Fund	Set the State input value on the results elements of any user-defined deductions that feed this balance. Set this input value to **72**.

Box 15

Box Label	Balance	Additional Info
Aportaciones a Planes Cualific. Contributions to CODA PLANS	W2 Territory 401k	Set the State input value on the results elements of any user-defined deductions that feed this balance. Set this input value to **72**.

Box 16

Box Label	Balance	Additional Info
Salarios Exentos (Ver instrucciones) Exempt Salaries (See instructions)	Displays one of the following balances, based on the exemption code. • Code A: W2 Territory Public Employee Emergency Overtime Wages • Code B: W2 Territory Police Overtime Wages • Code C: W2 Territory Physician Stipend • Code D: W2 Territory Researcher Compensation • Code E: W2 Territory Exempt Salary • Code F: W2 Territory Vacation and Sick Leave Liquidation Payment Early Retirement • Code G: W2 Territory Disaster Assistance Qualified Payment • Code H: W2 Territory Payments under the Voluntary Transition Program • Code I: W2 Territory Compensation paid due to dismissal • Code J: W2 Territory Payments to professionals regarding hard-to-fill positions	The balance populated here determines the exemption code displayed in the associated Código/Code box.
Código/Code	N/A	Displays one of the following exemption codes. • A • B • C • D • E Represents wages for employees eligible for the Puerto Rico Young Entrepreneurs Act. • F • G • H • I • J

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Note: Code E represents wages for employees eligible for the Puerto Rico Young Entrepreneurs Act. To properly display them, define this balance feed before generating your your-end data.

Element	Input	Add or Subtract	Balance
Residence State Income Tax	PR Exempt Income	Add	W2 Territory Exempt Salary

Box 17

Box Label	Balance	Additional Info
Salarios Exentos (Ver instrucciones) Exempt Salaries (See instructions)	Displays one of the following balances, based on the exemption code. • Code A: W2 Territory Public Employee Emergency Overtime Wages • Code B: W2 Territory Police Overtime Wages • Code C: W2 Territory Physician Stipend • Code D: W2 Territory Researcher Compensation • Code G: W2 Territory Disaster Assistance Qualified Payment • Code H: W2 Territory Payments under the Voluntary Transition Program • Code I: W2 Territory Compensation paid due to dismissal • Code J: W2 Territory Payments to professionals regarding hard-to-fill positions	The balance populated here determines the exemption code displayed in the associated Código/Code box.
Código/Code	N/A	Displays one of the following exemption codes. • A • B • C • D • G • H • I • J

Box 18

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Box Label	Balance	Additional Info
Salarios Exentos (Ver instrucciones) Exempt Salaries (See instructions)	Displays one of the following balances, based on the exemption code. • Code A: W2 Territory Public Employee Emergency Overtime Wages • Code B: W2 Territory Police Overtime Wages • Code C: W2 Territory Physician Stipend • Code D: W2 Territory Researcher Compensation • Code G: W2 Territory Disaster Assistance Qualified Payment • Code H: W2 Territory Payments under the Voluntary Transition Program • Code I: W2 Territory Compensation paid due to dismissal • Code J: W2 Territory Payments to professionals regarding hard-to-fill positions	The balance populated here determines the exemption code displayed in the associated Código/Code box.
Código/Code	N/A	Displays one of the following exemption codes. • A • B • C • D • G • H • I • J

Box 19

Box Label	Balance	Additional Info
Aportaciones al Programa Ahorra y Duplica tu Dinero Contributions to the Save and Double your Money Program	W2 Territory Government Employee Savings Plan	You must set the State input value on the results elements of any user-defined deductions that feed this balance. Set this input value to **72**.

Box 20

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Box Label	Balance	Additional Info
Total Sueldos Seguro Social Social Security Wages	Social Security Employee Taxable - W2 Social Security Tips	

Box 21

Box Label	Balance	Additional Info
Seguro Social Retenido Social Security Tax Withheld	Social Security Employee Withheld	

Box 22

Box Label	Balance	Additional Info
Total Sueldos y Pro. Medicare Medicare Wages and Tips	Medicare Employee Reduced Subject Withholdable	

Box 23

Box Label	Balance	Additional Info
Contrib. Medicare Retenida Medicare Tax Withheld	Medicare Employee Withheld	

Box 24

Box Label	Balance	Additional Info
Propinas Seguro Social Social Security Tips	W2 Social Security Tips	

Box 25

Box Label	Balance	Additional Info
Seguro Social no Retenido en Propinas Social Security Tax on Tips	W2 Uncollected Social Security Tax Tips	

Box Label	Balance	Additional Info

Box 26

Box Label	Balance	Additional Info
Contrib. Medicare no Retenida en Propinas Medicare Tax on Tips	W2 Uncollected Medicare Tips	

Box Remuneration Payments

Box Label	Balance	Additional Info
A - Médico cualificado (Ver instrucciones) Qualified physician (See instructions)	N/A	Displays the value as set on the employee's Reporting Information card.
B - Servicios domésticos Domestic services	N/A	Displays the value as set on the employee's Reporting Information card.
C - Trabjo agricola Agricultural labor	N/A	Displays the value as set on the employee's Reporting Information card.
D - Ministro de una iglesia o miembrode de una orden religiosa Minister of a church or member of a religious order	N/A	Displays the value as set on the employee's Reporting Information card.
E - Profesionales de la salud (Ver instrucciones) Health professionals (See instructions)	N/A	Displays the value as set on the employee's Reporting Information card.
F – Empleo directo (Ver instrucciones) Direct Employment (See Instructions) (i) Horas trabajadas Hours Worked (ii) EIN	N/A	Displays the values as set on the employee's Reporting Information card.
G - Otros / Others	N/A	Displays the value as set on the employee's Reporting Information card.

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Related Topics

- Configure the US Territorial Year-End Tax Forms
- Configuration Requirements for Third-Party Tax Filing

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8   Appendix B: Quarter-End Processing

Quarter-End Processing for the US

Quarter-end processing consists of the archival of data and the generation and submission of statutory reports. When you do this during the fourth quarter, you can include them as part of your end-of-year processing.

Performing quarter-end processing involves the interactions of these components.

- Quarter-to-Date Archive
- Quarterly Tax Reports
- Oracle Fusion Third-Party Tax Filing Interface
- Payroll Balancing
- Other Quarterly Reports

For further info, see the following sections.

Quarter-to-Date Archive

The Quarter-to-Date Archive is a payroll flow that archives employee, employer, and tax data for a quarterly tax period. Based on the payroll statutory unit or tax reporting unit you select, it captures data for these payroll actions.

- R (Run)
- Q (QuickPay)
- B (Balance adjustment)
- I (Balance initialization)
- V (Reversal)

The Quarter-to-Date Archive uses the US State Quarter-to-Date Archive extract definition to gather this info. When completed, you can generate your reports.

Quarterly Tax Reports

Use either the Quarter-to-Date Archive flow or the Oracle Fusion Third-Party Tax Filing Interface to generate the following tax reports.

Name	Description	Quarter-to-Date Archive Support	Third-Party Quarterly Tax Filing Extract	Third-Party Monthly Tax Filing Extract
State Quarterly Wage Listing (SQWL)	Reports an employee's state unemployment info.	No	Yes	No
Multiple Worksite Report (MWR)	Provides info to the federal government for distributing federal funds through grant programs.	Yes	No	No

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Name	Description	Quarter-to-Date Archive Support	Third-Party Quarterly Tax Filing Extract	Third-Party Monthly Tax Filing Extract
Federal Form 941	Employer's quarterly federal tax return.	No	Yes	No

Third-Party Tax Filing Interface

Use the Third-Party Tax Filing Interface if you're using a third-party provider to generate and submit your tax reports (such as ADP or MasterTax). This interface extracts your employee, employer, and tax data to an output file. Submit this file to your third-party provider for report processing, generation, and submission.

For further info, see Oracle Cloud Human Capital Management for the United States: Payroll Third-Party Tax Filing Interface (1594079.1) on My Oracle Support.

Note: Running the Quarter-to-Date Archive flow before using this interface isn't required.

Payroll Balancing

Before filing your reports, make sure you have balanced your payrolls for the quarter. For further info, see Oracle Cloud Human Capital Management for the US Payroll Reconciliation (2086251.1) on My Oracle Support.

You might have to perform a balance adjustment. For further info, see the following on My Oracle Support.

- Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
- Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

Other Quarterly Reports

You can run the following reports on a periodic basis, ideally after each payroll run. They aren't dependent on the data gathered by the Quarter-to-Date Archive.

Report name	What it does
Statutory Deduction Register Report	Provides info about total amounts paid for the various levels of your organization for each payroll period. Used for payroll verification, validation, and auditing purposes.
Gross-to-Net Summary	Provides totals for the results calculated from payroll runs and payroll reversals by elements of pay. Run after each payroll run.

Related Topics
- End-of-Year Processing for the US
- Multiple Worksite Report
- Troubleshoot the Multiple Worksite Report

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9 Appendix C: Reports and Processes

Archive End-of-Year Payroll Results for the US

For the purposes of reporting taxes and wages to the federal, state, and local governments, use the Archive End-of-Year Payroll Results flow before generating the reports.

This flow captures all employee balances for a given year and tax reporting unit (TRU) and archives them for year-end reporting.

You must run this process against every payroll statutory unit (PSU) that includes TRUs.

Running this flow is a prerequisite to generating end-of-year tax forms, such as the US Form W-2.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Archive End-of-Year Payroll Results**.

Before You Start

Use the Legal Reporting Unit Registrations task to ensure you have properly configured the federal and state registrations. Use **Search** to find the task if needed.

Use the Legal Reporting Unit HCM Information task to ensure you have properly configured the W-2 info for each of your TRUs. Use **Search** to find the task if needed.

Use the Balance Definitions task to ensure you have configured the balance feeds for your W-2 boxes. Use **Search** to find the task if needed.

Use the Calculation Cards task to ensure you have properly configured your employees' Tax Withholding and Reporting Information cards.

Run the prearchival flows as needed, and address any issues they detect. For further info, see Prearchival Reports for the US in the Help Center.

Flow Parameters

Payroll Flow

Provide a meaningful name for the payroll flow.

Process Start Date

Specify the first day of the reporting year, January 1.

Process End Date

Specify the last day of the reporting year, December 31.

Payroll Statutory Unit

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Select the PSU for archiving. The flow archives the year-end data of employees belonging to this PSU only.

Tax Reporting Unit

Select the TRU for archiving. The flow archives the year-end data of employees belonging to this TRU only. Leave blank to archive all TRUs in the PSU.

Reporting Reference Code

This field isn't used.

Payroll Relationship Group

Select a payroll relationship group.

Process Configuration Group

Select a process configuration group for logging and performance purposes.

Archive Results

This flow archives data for each payroll relationship in the selected PSU or TRU.

View Archive Results

To view the archived flow results:

1. From **My Client Groups**, click **Payroll**.
2. Click **Process Results Summary**.
3. Perform a search for an **Archive End-of-Year Payroll Results** flow pattern against the appropriate PSU or TRU.
4. Select **Output and Log Files**.
5. Select the log file to view.

To view an individual's results:

1. From **My Client Groups**, click **Payroll**.
2. Click **Process Results Summary**.
3. In the search criteria, specify the employee, process of **Archive Write**, and other relevant info and perform the search.
4. Select **Process Results**.
5. Select the archive results.
6. Select the record name to view the context.

Balance Reconciliation

Validate the balance values captured in the archive. For further info, see Oracle Cloud Human Capital Management for the US Payroll Reconciliation technical brief (2086251.1) on My Oracle Support.

You might have to perform a balance adjustment. For further info, see the following on My Oracle Support.

- Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)

- Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

Flow Rerun

Captures data for employees that were excluded from a previous archive. This flow doesn't archive data that was already archived by a previous run.

Flow Retry

Archives changed, new, or otherwise not archived data for the selected employees.

Flow Roll Back

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There are instances where rerun or retry isn't possible, such as if you ran the Archive End-of-Year Payroll Results flow before all payroll processes had completed. In these cases, the data in the archive isn't valid. To resolve, you must perform a roll back operation.

When you roll back the Archive End-of-Year Payroll Results flow, all archived data is removed from the database. Rolling back and rerunning the Archive End-of-Year Payroll Results flow reruns the flow and recreates the archive completely.

Data Locks

The archived data is locked by flows you run subsequently, such as running the W-2 Employee Report flow. When locked, that data can't be changed through either retry or roll back of the archive. In this case, you have two options:

- Roll back the locking flow and then performing the archive.

- Mark the selected employees for retry in the locking process. By doing this, you can retry the archive for the impacted employees.

Note: Take care when rolling back the locking processes. If the W-2 has already been distributed to the employee or the electronic files submitted to the government authorities, additional steps are required.

Related Topics
- Archive Year-End Data for the US
- Validate the End-of-Year Archive for the US

Assign Control Number for Puerto Rico Employees

Use the Assign Control Number for Puerto Rico Employees flow to update your employees' Reporting Information cards before generating their Form W-2PR.

These numbers are date-effective values on each person's card.

Note: You must manually assign control numbers for Form W-2cPR. For further info, see Configure Calculation Cards for US Territorial Year-End Tax Forms in the Help Center.

This flow can:

- Create Reporting Information cards for employees that don't have one

- Create Puerto Rico calculation components for cards that don't have one

- Assign W-2PR control numbers

Note: It doesn't overwrite any control numbers you already assigned to employees, either through a previous run of this flow or by manual assignment.

You can run this flow at any time.

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Assign Control Number for Puerto Rico Employees**.

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Before You Start

Set upper and lower limits for the control numbers for the reporting year. The Hacienda recommends you set a new range every year. For further info, see Set Up US Territories in the Help Center.

Archive your employee year-end payroll data. For further info, see Archive End-of-Year Payroll Results for the US in the Help Center.

Report Parameters

Payroll Flow

Name of your payroll flow.

Year

Four-digit calendar year.

Tax Reporting Unit

To generate control numbers for employees in a specific tax reporting unit (TRU), select it here. Click Search to locate the TRU.

Leave this blank to generate numbers for all employees.

Reporting Mode

Generates a test report of the changes this flow can make to your employee data.

Select **Draft** to create a PDF output report of the proposed changes for the employees. Use this for verification purposes.

Select **Final** to update the employee Reporting Information cards for the specified W-2PR reporting year.

You can't rollback the Final mode flow. If you identify any errors after running this flow in Final mode, you must manually edit the calculation cards to resolve them.

Payroll Relationship Group

To run this report for a group of employees, specify the payroll relationship group here. Click **Search** to locate the group.

Action for Year-End Reporting

Select the action the flow takes when it finds an employee that meets its criteria.

This value	Does this
Create missing Reporting Card, PR component, and control number	1. Creates the Reporting Information calculation card if it doesn't already exist. 2. Creates a calculation component for Puerto Rico on the card if it doesn't already exist. 3. Assigns a control number.
Create PR component	Creates a calculation component for Puerto Rico on the card if it doesn't already exist. It takes no action if the employee doesn't have a Reporting Information card.
Create PR control number	Assigns a control number to the employees' Reporting Information cards.

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This value	Does this
	It takes no action if the employee doesn't have a Reporting Information card or Puerto Rico calculation component.

Process Configuration Group

Select the process configuration group name if you have defined one. Use this parameter for logging and reporting purposes.

Report Output

Select Draft to create a PDF output report of the proposed number assignments for the employees, filtered by parameters and time-frames.

To audit this flow's results, run the W-2 Register flow.

Reporting Mode

To ensure your employee forms receive the correct control numbers, run this flow in Draft mode at least once and review the output carefully. After you have confirmed the numbers are accurate, rerun it in Final mode.

Checking for Exceptions

After you have run this flow in Final mode, run the W-2 Register flow. The W-2 Register Exceptions report lists all employees with missing or duplicate control numbers.

To correct these issues, you must manually update the control numbers on the person's Reporting Information calculation card. For further info, see Configure Calculation Cards for US Territorial Year-End Tax Forms in the Help Center.

Related Topics

- Configure Calculation Cards for US Territorial Year-End Tax Forms
- Set Up US Territories
- W-2 Register

Balance Exception Report for the US

Run the Balance Exception Report flow as part of your year-end balancing and reconciliation process.

Use this report to identify:

- Incorrect tax amounts withheld

- Wage over-the-limit situations

- Any improperly calculated tax liability balances, such as Social Security, Medicare, or Federal Unemployment Tax Act (FUTA)

This report returns output in PDF, CSV, or Microsoft Excel output. The balances detected by this flow might require adjustment.

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For further info, see the following on My Oracle Support.

- Oracle Cloud Human Capital Management for the United States: Balance Exception Report (2325520.1)

- Oracle Cloud Human Capital Management for the United States: Balance Adjustments (1600728.1)

- Oracle Cloud Human Capital Management for the United States: Batch Balance Adjustments (2053488.1)

To assist with reconciliation and balancing of your data, run this report before generating your Employee W-2s and running the Third-Party Tax Filing Interface.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Balance Exception Report**.

Before You Start

Complete any payroll action, such as a payroll run, QuickPay, reversal, balance adjustment, or balance initialization.

Report Parameters

Payroll Flow

Name of your payroll flow.

Process Start Date

If you're including Run balance values, select the start date. This date must coincide with the date of the selected payroll run.

Process End Date

Select the effective date for balance retrieval. When capturing balance values across a range of dates, this represents the end of the range.

Balance Exception Report

Select the balance report you want to generate.

- Deferred Compensation Over the Limit

- Federal Exceptions

- State Exceptions

Payroll

To run this report, select the specific payroll here.

Consolidation Group

To run the report against the members of a consolidation group, select it here.

For further info, see Consolidation Groups for the US in the Help Center.

Payroll Statutory Unit

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To include all employees in a payroll statutory unit (PSU) in your report results, select it here. Click **Search** to locate the PSU.

Leave blank to run against all PSUs.

Tax Reporting Unit

To include all employees in a tax reporting unit (TRU) in your report results, select it here.

Leave blank to run against all TRUs.

Location

To include all employees assigned to a location in your report results, select it here.

Payroll Relationship Group

Select the payroll relationship group name if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting.

> **Note:** Use the Object Groups task to define the payroll relationship group before you can select it here.

Process Configuration Group

Select the process configuration group name if you have defined one. This parameter is used for logging and reporting purposes.

Report Category

Select the output format for the report.

- CSV
- Microsoft Excel
- PDF

Report Output

This report produces an output report in the format you select. It contains all live payroll balances for matching employees, filtered by parameters and time-frames. If no employee balances match your report parameter criteria, the report returns an output file with no data.

Related Topics
- Prearchival Reports for the US
- Oracle Cloud Human Capital Management for the United States: Balance Adjustments
- Oracle Cloud Human Capital Management for the United States: Balance Exception Report
- Oracle Cloud Human Capital Management for the United States: Batch Balance Adjustments

Employee Active Payroll Balance Report for the US

The Employee Active Payroll Balance Report flow displays the current values for any given list of employee balances.

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This report helps you with:

- Reconciling your periodic payrolls and quarterly and year-end balances

  Compare this report's data against the archived data.

- Determining if you have any tax balances over the statutory limits, such as Social Security and deferred compensation

- Determining if any of the tax liability balances are improperly calculated

  This includes Social Security, Medicare, and FUTA.

For further info, see the following on My Oracle Support.

- Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
- Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)
- Oracle Cloud Human Capital Management for the US: Payroll Reconciliation (2086251.1)

To assist with reconciliation and balancing of your data, run this report before generating your employee Forms W-2, W-2GU, and W-2PR and running the Third-Party Quarterly Tax Filing Interface.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Employee Active Payroll Balance Report**.

Before You Start

Successfully complete any payroll action, such as a payroll run, QuickPay, reversal, balance adjustment, or balance initialization.

Report Parameters

Payroll Flow

Name of your payroll flow.

Start Date

If you're including Run balance values, enter the start date. This date must coincide with the date of the selected payroll run.

End Date

Enter the effective date for balance retrieval. When capturing balance values across a range of dates, this represents the end of the range.

Payroll

To run report against a specific payroll run, enter it here.

Consolidation Group

To run the report against the members of a consolidation group, select it here.

For further info, see Consolidation Groups for the US in the Help Center.

Tax Reporting Unit

To include all employees in a tax reporting unit (TRU) in your report results, select it here. Click **Search** to locate the TRU.

Payroll Relationship Group

Select the name of the payroll relationship group if you have defined one. Payroll relationship groups limit the persons processed by payroll, data entry, and reporting. This can be a dynamic payroll relationship group.

> **Note:** Use the Object Groups task to define the payroll relationship group before you can select it here.

Employee Name

To run this report for a specific employee, select their name here. Click **Search** to locate the correct employee.

Balance Dimension

Select the balance dimension you want to review.

- Inception-to-date

  Use to run this report against a user-defined balance group.

  > **Note:** This can cause performance issues if your selection results in reporting against large number of people.

- Month
- Quarter
- Quarter and year
- Run
- Year

Quarter

Select the quarter you want to review.

Balance Group Usages

Select the balance group to include balance values in the report output. The available values depend on the balance dimension you selected.

Balance dimension	Balance group usages
Inception-to-date	Select the user-defined balance group > **Note:** > This can cause performance issues if your selection results in reporting against large number of people.
Month	• Pennsylvania local month balances

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Balance dimension	Balance group usages
	• State month balances
Run	• City run balances
	• County run balances
	• Federal run balances
	• Pennsylvania local run balances
	• School district run balances
	• State run balances
Quarter	• Archive state quarter-to-date balances
	• City quarter balances
	• County quarter balances
	• Federal quarter balances
	• Pennsylvania local quarter balances
	• School district quarter balances
	• State quarter balances
Quarter and year	• City quarter and year balances
	• County quarter and year balances
	• Federal quarter and year balances
	• Pennsylvania local quarter and year balances
	• School district quarter and year balances
	• State quarter and year balances
Year	• City employee balances in end-of-year archive
	• City miscellaneous employee balances in end-of-year archive
	• City TCD employee balances in end-of-year archive
	• City year balances
	• County employee balances in end-of-year archive
	• County year balances
	• Federal employee balances in end-of-year archive
	• Federal year balances
	• Local employee balances in end-of-year archive
	• Pennsylvania local year balances
	• School district employee balances in end-of-year archive
	• School district TCD employee balances in end-of-year archive
	• School district year balances
	• State year-to-date balances in end-of-year archive
	• State employee balances in end-of-year archive
	• State year balances

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> **Note:** You can view a list of balances organized by group usage from the Balance Group Usage task. For further info, see Balance Group Usages for the US in the Help Center.

Hide Records with Zero Values

Select if you don't want records with 0 balances to show in this report.

Process Configuration Group

Select the process configuration group name if you have defined one. This parameter is used for logging and reporting purposes.

Report Output

This report produces a pipe-delimited text file containing all active payroll balances for matching employees, filtered by parameters and time-frames. You can open this file in Microsoft Excel for additional filtering. If no employee balances match your report parameter criteria, the report returns an output file with no data.

The output file includes:

- Payroll balance info
- TRU
- Employee name and number
- Payroll relationship number
- Run type (Run level only)
- Applicable federal, state, county, city, school district, and Pennsylvania locals

Related Topics
- Balance Group Usages for the US
- Reconcile Employee Balances for the US

Quarter-to-Date Archive

The Quarter-to-Date Archive flow archives employee, employer, and tax data for a quarterly tax period.

After being archived, this data is available for use in quarterly statutory reporting, such as the Multiple Worksite Report.

The flow archives the data for each payroll relationship within all the states for the selected payroll statutory unit (PSU) or tax reporting unit (TRU). Data affected by the following payroll actions is eligible for archival.

- R (Run)
- Q (QuickPay)
- B (Balance Adjustment)
- I (Balance Initialization)
- V (Reversal)

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To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Quarter-to-Date Archive**.

Before You Start

For any employee's state unemployment insurance (SUI) state within the selected TRUs, define the following registrations.

Jurisdiction	Field name	What you enter
United States Federal Tax	Registered Address	Your employer address.
United States Federal Tax	EIN or TIN	Your federal employer identification number (EIN).
<state> Unemployment Insurance	Registration Number	Your SUI account number.

Use the Contacts page of the Legal Reporting Unit task to ensure the following fields are populated for each TRU.

Field name	What it's for
Legal Role	Contacts are required for both the Payroll Tax Representative and Payroll Representative legal roles.

Use **Search** to find the task if needed.

Use **United States Multiple Worksite Reporting** in the Location task to ensure the following are appropriately populated for each location.

Field name	What you enter
Trade Name	Name of the client establishment at this location.
Worksite Description	Meaningful, unique description of the client establishment, such as store number or plant name.
Include for Reporting	At least one location must have this field set to **Yes**.

Every employee designated as work-at-home must have their reporting location set on their Reporting Information card. The **Reporting Information** calculation component is added by default when you create the card. Under the Reporting Information calculation component details, you must make sure the following is set.

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Field name	What it's for
Reporting Location for Work-at-Home Employees	The value specified is used as the location to report the work-at-home employee.

Flow Parameters

Quarter

Specify the quarter of this report, either **1**, **2**, **3**, or **4**.

Year

Specify the 4-digit year.

Payroll Statutory Unit

Select the PSU for which you want to archive the employer, employee, and tax data.

Tax Reporting Unit

Select the TRU for which you want to archive the employer, employee, and tax data.

Process Configuration Group

Provides sets of payroll action parameters. Used mainly for logging and performance.

Archive Results

This flow archives the employer data for a TRU even if no employees are assigned to it. In addition, some states require maintenance of legacy info for TRUs that had formerly employed workers.

After the archive is complete, multiple operations are available.

View Archive Results

To view the archived flow results:

1. From **My Client Groups**, click **Payroll**.
2. Click **Process Results Summary**.
3. Perform a search for an **Archive End-of-Year Payroll Results** flow pattern against the appropriate PSU or TRU.
4. Select **Output and Log Files**.
5. Select the log file to view.

To view an individual's results:

1. From **My Client Groups**, click **Payroll**.
2. Click **Process Results Summary**.
3. In the search criteria, specify the employee, process of **Archive Write**, and other relevant info and perform the search.
4. Select **Process Results**.
5. Select the archive results.
6. Select the record name to view the context.

Balance Reconciliation

Validate the balance values captured in the archive. For further info, see Oracle Cloud Human Capital Management for the US Payroll Reconciliation (2086251.1) on My Oracle Support.

You might have to perform a balance adjustment. For further info, see the following on My Oracle Support.

- Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
- Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

Flow Rerun

Captures data for employees that were excluded from a previous archive. This flow doesn't archive data that has been archived by a previous run.

Flow Roll Back

There are instances where rerun or retry isn't possible, such as if you ran the Quarter-to-Date Archive flow before all payroll processes had completed. In these cases, the data in the archive isn't valid. To resolve, you must perform a roll back operation.

Rolling back the Quarter-to-Date Archive flow removes all archived data from the database. Rolling back and rerunning the Quarter-to-Date Archive flow reruns the process and recreates the flow completely.

Use the Roll Back Process flow.

Data Locks

The archived data is locked by flows you run subsequently, such as the Multiple Worksite Report flow. After being locked, you can't change that data through either retry or roll back of the archive. You must first roll back the flows establishing the locks.

Related Topics
- Quarter-End Processing for the US

Start-of-Year Process Flow

Use the Start-of-Year Process flow to perform the following year-begin actions.

What you want to do	What this flow does
Clear last year's deductions limit overrides	Reviews the data of employees with an override limit for their 401 (k), 403 (b), and 457 (b) contributions. If the employee has an override on their deferred compensation element, this flow identifies and end-dates the override.
End-date the previous year's under-utilized contributions for Special 457(b) Catch-Up	If this calculation value has been defined on the employees' Benefits and Pensions Card, this flow identifies and end-dates the calculation value for the previous effective year.
Clear or update last year's federal tax exemptions and allowances	Reviews and clears the tax exemptions on the employees' Tax Withholding cards. Refer to your state tax authority for info on what exemptions expire. • Run this flow in Draft mode to identify any exemption statuses at the federal and state levels, including Social Security, Medicare, and state unemployment insurance. • Run it in Final mode clear those exemptions.

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What you want to do	What this flow does
	It uses the effective date you select in the parameters.
Verify Indiana county of residence or employment	Reviews the address data of employees working or living in Indiana. It compares this data against the values in their Tax Withholding cards. If the employee has a new resident or work county as of January 1, it updates the card appropriately.

You run this flow before you run the first payrolls of the new year. For further info, see Overview of Begin-of-Year Processing for the US in the Help Center.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Start-of-Year Process**.

Flow Parameters

Payroll Flow

Meaningful name of your payroll flow.

Effective Year

Four-digit calendar year.

Payroll Statutory Unit

To include all employees in a tax reporting unit (PSU) in your report results, specify it here. Click **Search** to locate the PSU.

Tax Reporting Unit

To include all employees in a tax reporting unit (TRU) in your report results, specify it here. Click **Search** to locate the TRU.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed by payroll, data entry, and reporting. This can be a dynamic payroll relationship group.

> **Note:** Use the Object Groups task to define the payroll relationship group before you can select it here.

Reporting Mode

Determines the actions the flow takes when it detects an employee that meets the report criteria.

Select **Draft** to create a pipe-delimited output report of all employees meeting the reporting criteria.

Select **Final** to automatically update the employee records as of January 1. This also creates the output report.

Before running in Final mode, confirm all data is correct. You can't rollback the Final mode flow.

Data Type

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Select the kind of employee info you want to check.

- 401 (k) limit update
- 403 (b) limit update
- 457 (b) limit update
- Exempt details update
- Indiana state update

Update as of

Select the effective date of the data type you're changing.

Use this field only if you have selected the **Exempt details update** data type.

Exempt Level

Use this field to perform exemption detail updates at different regional levels at different effective dates. You can choose from the following.

- All federal and state taxes
- All federal taxes
- All taxes for all states
- All taxes for individual state
- FLI and MLI for all states
- FLI and MLI for individual state
- Federal income tax
- Medicare
- SDI for all states
- SDI for individual state
- SIT for all states
- SIT for individual state
- SUI for all states
- SUI for individual state
- Social Security

Use this field only if you have selected the **Exempt details** update data type.

Exempt State

If you're performing exemption updates for an individual state, select it here.

Use this field only if you have selected a state-related exemption level.

Process Configuration Group

Select a process configuration group for logging and performance purposes.

Payroll Relationship Status

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Use this field to include or exclude inactive relationships. You can choose from the following.

- Active Relationships
- Active and Inactive Relationships

Flow Results

This flow creates a pipe-delimited output file, suitable for viewing in a spreadsheet application like Microsoft Excel. It returns different info depending on the **Data Type** you selected.

For this data type	It does this
401 (k) limit update 403 (b) limit update 457 (b) limit update	When run in Draft mode, this flow creates an output file that includes: • All employees with an override amount for the deferred compensation deduction element • All employees with a calculation value for under-utilized special 457 (b) catch-up contributions • Element name • Input value name or override name • Previous value For employees with an override amount, when run in Final mode, this flow: 1. Removes the override with an end date of December 31. 2. Creates a date effective change for January 1. This step doesn't apply to under-utilized contributions for special 457 (b) catch-up.
Exempt details update	When run in Draft mode, this flow creates an output file that includes: • All employees with a tax-exempt status at the federal or state levels • Exempted tax type • Wage accumulation for the exempted tax type For employees with tax exemptions, when run in Final mode, this flow: 1. Removes the exemption. 2. Date stamps the effective date you selected.
Indiana state update	When run in Draft mode, this flow creates an output file that includes: • All employees living or working in Indiana • Their current resident or work counties • Their new resident or work counties • Identifier as eligible for tax card update If an employee has a new resident or work county as of January 1, when run in Final mode, this flow updates the following fields on the tax card: • Indiana County of Principal Employment as of January 1 • Indiana County of Residence as of January 1

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Related Topics
- Overview of Begin-of-Year Processing for the US

W-2 Employee Report

This flow creates Forms W-2, W-2GU, and W-2PR suitable for issuing to employees. This flow supports employee year-end forms for the US, Guam, and Puerto Rico.

It uses a combination of live data and data captured by the Archive End-of-Year Payroll Results flow to generate this form.

> **Note:** For the federal, territorial, state, and local EFW2 and EFW2PR files, you must use the Oracle Cloud Third-Party Quarterly Tax Filing Extract to create their fourth quarter file. You submit this file to your third-party tax filing provider. For further info, see Oracle Cloud Human Capital Management for the United States: Third-Party Tax Filing Interface (1594079.1) on My Oracle Support.

The Final mode of this flow applies locks to the appropriate data in the year-end archive.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group
4. Search for and select **W-2 Employee Report**.

Before You Start

You must have properly configured your organization and employees for year-end reporting. For further info, see the following in the Help Center.

- Configure the Form W-2

- Configure the US Territorial Year-End Tax Forms

- Configure Calculation Cards for Year-End Tax Forms

- Configure Calculation Cards for US Territorial Year-End Tax Forms

You must have successfully run the Archive End-of-Year Payroll Results flow.

Optionally, run the W-2 Register report to identify any employees with exceptions.

Ensure your payrolls balance. For further info, see Oracle Cloud Human Capital Management for the US Payroll Reconciliation (2086251.1) on My Oracle Support.

Report Parameters

Payroll Flow

Meaningful name of your payroll flow.

Tax Report Year

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Four-digit reporting year.

Payroll Statutory Unit

Payroll statutory unit (PSU) of the employees you're processing. The flow creates the selected year-end form for the employees belonging to all applicable tax reporting units (TRUs) in this PSU.

For example, if you are creating W-2s, but one of the TRUs in your PSU is for Puerto Rico, the report skips that TRU.

Tax Reporting Unit

TRU and federal Employer Identification Number (EIN) registered name of the employees you're processing. The flow creates the selected year-end form for the employees belonging to this TRU only.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed by payroll, data entry, and reporting. This can be a dynamic payroll relationship group.

Note: Use the Object Groups task to define the payroll relationship group before you can select it here.

Print Instructions

Whether or not the standard employee instructions are included in the output file for each year-end form.

Based on this parameter's settings, you have the option of printing on:

- Purchased paper stock with employee instructions already printed on the back
- Blank paper stock

Year End Form

Select the form you want to generate.

Process Configuration Group

Process configuration group for logging and performance purposes.

Note: When running in Final mode, you must select a process configuration group that has this parameter set to **N**: **XML Data Source For document of records delivery options performance purposes, determines if XML is derived from the database. Default: Y** This ensures the flow properly publishes your year-end forms to the Document Records. Use the Payroll Process Configuration task to set this value.

Employee Inclusion

Restricts form generation to specific employee types. Use this in cases where you want to segregate active and terminated employee print runs to facilitate mailing.

- Active Employees
- Active and Terminated Employees
- Terminated Employees

Reporting Info Data Source

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The Archive End-of-Year Payroll Results flow captures some New York and Puerto Rico W-2 info from the employee Reporting Information Card.

This field provides you with the option to pull this data from the archive or use live data.

Reporting Mode

The testing status of the year-end forms.

Select **Draft** to create a draft of this report for data verification purposes.

Select **Final** to generate the final version of the report. The flow automatically publishes a copy of the form to the Document Records. You must run this flow as Final at least once for year-end reporting.

Running this flow in Final mode performs the locking actions on the archived data. For further info, see Data Locks below.

Report Output

This report produces the following output:

Report name	How you use it
Employee Form	Year-end form suitable for issuing to employees. Depending on the selection you make, these forms are for the US, Guam, or Puerto Rico. The individual employee forms are stored as PDF files in the Document Records and can be viewed through the employees' **Me** page.
Missing W-2PR Control Numbers	Lists any Puerto Rico employee who hasn't been assigned a W-2PR control number. The W-2 Employee Report doesn't produce W-2PRs for employees missing a control number. Use the Assign Control Number for Puerto Rico Employees to generate these numbers for your employees. For further info, see Assign Control Number for Puerto Rico Employees in the Help Center.
Print File	A single master PDF file that contains all year-end forms marked for print delivery. This file is sorted by: 1. PSU 2. TRU This file is formatted to print on 4up perforated paper, with four W-2s or W-2GU per page. W-2PR uses a single form per page. Depending on how you set **Print Instructions**, it might include the standard employee instructions on a separate page. **Note:** This flow excludes any employees with exceptions, such as negative balances or 0 gross wages. Use the W-2 Register report to identify these employees. For terminated employees, this flow overrides the print preference value and enforces print delivery.

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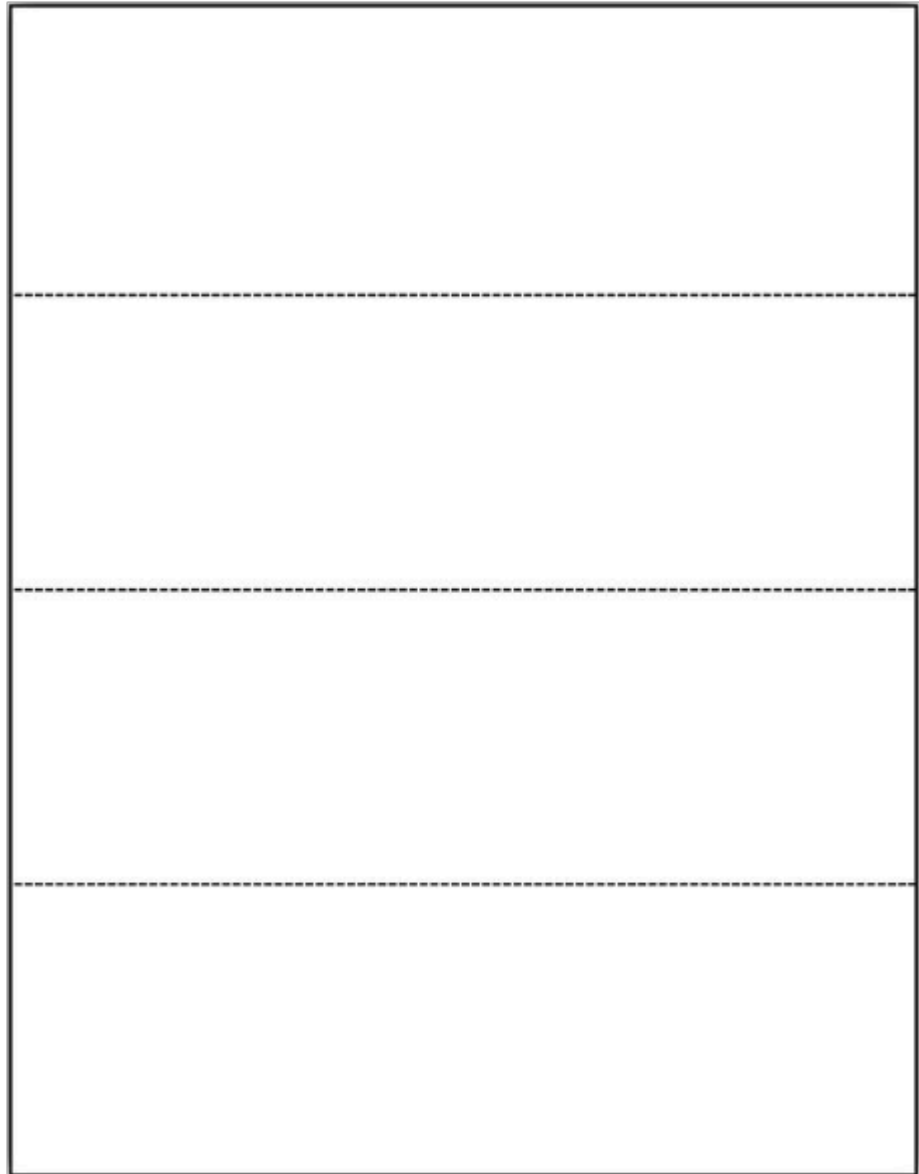
Form W-2 and W-2GU 4up format:

Reporting Mode

To ensure your employee forms include the correct info, run this flow in Draft mode at least once and review the output carefully. After you have confirmed your forms are accurate, rerun it in Final mode.

Your employee forms aren't published to the Document Records until you run this flow in Final mode.

Viewing Form W-2

The employee year-end forms can be viewed in two areas.

Area	How you use it
Document Records task	Document Records stores each employee's W-2 as a PDF file.
	1. From **My Client Groups**, click **Show More**.
	2. Under **Employment**, click **Document Records**.

Area	How you use it
Employee My Details page	Employee forms are available in the Gallery after the publication date specified through the **W-2 Publish** fields on the TRU. Employees can view their W-2s through their **Me** page by selecting **View End-of-Year Documents** in the **Actions** menu.

Note: New employee roles must include the View US End of Year Tax Form privilege. This privilege is attached to the US Employee Portrait Gallery duty role. It grants employees access to the View US End of Year Tax Form task. Without it, employees can't view their year-end form from Gallery.

Rerunning and Rolling Back the Flow

The Final mode of this flow applies data locks on the archived data. If you make changes to your year-end tax data after running the final report, you must release these locks before you can rerun the archive and update the report.

This assumes you haven't yet issued it to your employees or submitted your fourth quarter tax file to your third-party tax-filing provider.

You have the following options.

What you want to do	How you do it
Rerun the flow	1. Make your changes to the tax data. 2. Mark the impacted employees for retry in the W-2 Employee Report flow. 3. Mark the impacted employees for retry in the Archive End-of-Year Payroll Results flow. 4. Retry the Archive End-of-Year Payroll Results flow. 5. Retry the W-2 Employee Report flow.
Roll back the flow	1. Make your changes to the tax data. 2. Roll back the W-2 Employee Report flow.

What you want to do	How you do it

	3. Roll back and rerun the Archive End-of-Year Payroll Results flow to capture your updated data.
	
	If your changes impact relatively few employees, you can instead roll back and rerun the archive for the impacted people.
	
	Note:
	If you made any of these changes, you don't have to rerun the archive.
	
	   ○ Employer address
	
	   ○ Employee mailing address
	
	   ○ Employee document delivery preferences
	
	   ○ Employee birth date
	
	      Puerto Rico only.
	   ○ TRU confirmation number
	
	      Puerto Rico only.
	The W-2 Employee Report flow derives these values from live data.
	
	4. Run the W-2 Employee Report flow.
	
	   ○ If additional checks are necessary, run this flow in Draft mode and repeat your review.
	
	   ○ If the year-end form is ready for employee distribution, run this flow in Final mode and distribute the forms to your employees.

Printing the Year-End Form

As the employer, you can define default print preferences for the year-end forms through the Document Types task. Employees can provide their personal print preference overrides through the **Me** page.

For terminated employees, this flow overrides the print preference value and enforces print delivery.

Data Locks

The Final mode of this flow applies data locks on the archived data. Before making changes, you must do one of the following.

- Roll back the appropriate W-2 Employee Report flow and then roll back the archive.

- Mark the affected employees for retry on this and the archive flows.

Only then can you make the changes.

> **Note:** Take care when rolling back this flow. If you have already distributed the form to the employee or the electronic files submitted to the government authorities, you need to perform additional steps. For further info, see the following in the Help Center.
>
> - Examples of Updating Year-End Tax Data for the US
>
> - Examples of Updating Year-End Tax Data for US Territories

Related Topics
- Configure the Form W-2
- Configure Calculation Cards for US Territorial Year-End Tax Forms
- Correct Your Year-End Form Data
- End-of-Year Tax and Wage Reports for the US
- Examples of Updating Year-End Tax Data for the US

W-2 Register

Use the W-2 Register report to review your year-end data before distributing your Forms W-2, W-2GU, and W-2PR. This flow supports employee year-end forms for the US and Guam.

Use this report for:

- Preprint verification

- Balance verification

- Exception verification

- Identification of employees with 0 or negative totals in specific boxes on the forms

- Identification of Puerto Rico employees missing their control number

- Identification of balance mismatches for Pennsylvania locals

This report analyzes data collected by the Archive End-of-Year Payroll Results flow. Use it to validate payroll data for:

- US states

- District of Columbia

- Guam

- Puerto Rico

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **W-2 Register**.

Before You Start

Successful completion of the Archive End-of-Year Payroll flow. For further info, see Archive End-of-Year Payroll Results for the US in the Help Center.

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Report Parameters

Payroll Flow

Meaningful name of your payroll flow.

Tax Report Year

Four-digit calendar year.

Payroll Statutory Unit

Payroll statutory unit (PSU) of the employees you're processing. The flow analyzes the year-end data of employees belonging to this PSU only.

Year-End Form

Select the form type results you want to review.

Tax Reporting Unit

TRU and federal Employer Identification Number (EIN) registered name of the employees you're processing. The flow analyzes the year-end data of employees belonging to this TRU only.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed by payroll, data entry, and reporting. This can be a dynamic payroll relationship group.

> **Note:** Use the Object Groups task to define the payroll relationship group before you can select it here.

State

To limit the report results to only employees in a state, select it here.

Leaving this field blank reports on all states.

Create Employee Detail Report

Determines if the W-2 Register output includes detailed employee info.

This value	Does this
Pipe-Delimited Output	Creates an output file suitable for viewing in a spreadsheet.
PDF Output	Creates a PDF output file.
Pipe-Delimited and PDF Output	Creates both file types.
None	Creates no output file.

Create Totals Report

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Determines if the W-2 Register output includes info about year-end form totals.

Select **Yes** to generate output for box totals of all employees within a TRU.

Reporting Info Data Source

The Archive End-of-Year Payroll Results flow captures New York and Puerto Rico W-2 info from the employee Reporting Information Card.

This field provides you with the option to pull this data from the archive or use live data.

Process Configuration Group

Process configuration group for logging and performance purposes.

> **Note:** Select a process configuration group that has this parameter set to **N**: **XML Data Source For document of records delivery options performance purposes, determines if XML is derived from the database. Default: Y** This ensures the flow properly publishes your year-end forms to the Document Records. Use the Payroll Process Configuration task to set this value.

Report Output

This report displays the amounts reported in each box of the year-end form for all employees in a specified PSU or TRU for the reporting year. The data is organized by:

- W-2 box number (1 through 20)
- W-2GU box number (1 through 14)
- W-2PR box number (1 through 26)

You can display it at the TRU level, as well as the employee level.

The parameter selections you make when you run the W-2 Register report determine what output is delivered and their file format. This report produces multiple output files.

Report name	How you use it
Employee Detail	For a given reporting year, lists the amounts of each box of the W-2 for every employee in a PSU. The data is organized by W-2 box number (1 through 20), and all boxes are listed, even if they're 0 or blank. Includes the employee's name, Social Security Number, and the individual box totals. This file is sorted by: 1. PSU 2. TRU Based on your elections when you run the flow, this report can be a PDF file, a pipe-delimited spreadsheet file, or both.
Totals	For a given reporting year, lists the total amounts reported in each box of the year-end form for all employees in a TRU. All boxes are listed, even if they're 0 or blank. This file is sorted by:

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Report name	How you use it

	1. PSU
	2. TRU
	The data is organized by TRU type.
	
	US TRUs
	
	• Federal Totals and Information (Boxes 1 through 14)
	• State Totals (Boxes 15, 16, and 17)
	
	  Box 15 is the state.
	• Local Totals (Boxes 18, 19, and 20)
	
	  Box 20 is the locality.
	• Total employees successfully processed
	• Total employees receiving only online W-2s
	• Total employees receiving printed and online W-2s
	• Total amount of paper stock required
	Guam TRUs
	
	• Federal Totals and Information (Boxes 3 through 7 and Box 11, 12, and 14)
	• State Totals and Information (Boxes 1 and 2)
	• Total employees successfully processed
	• Total employees who received a W-2
	Puerto Rico TRUs
	
	• Federal Totals and Information (Box 5 and 20 through 26)
	• State Totals and Information (Boxes 6 through 19)
	• Total employees successfully processed
	• Total employees receiving only online W-2s
	• Total employees receiving printed and online W-2s
	• Total amount of paper stock required

Exceptions	Includes the following.

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Report name	How you use it

	• Exception reporting for all employees, including employees with 0 or negative totals in specific form boxes.
	
	This lists the following as exceptions.
	
	US and DC
	
	   o Any one of the following boxes having a negative value: 1 through 12 and 16 through 19
	
	   o All the following boxes having 0 values: 1 through 12, 16 through 19
	
	   Guam
	
	   o Any one of the following boxes having a negative value: 1 through 7 and 11, 12, and 14
	
	   o All of the following boxes having 0 values: 1 through 7 and 11, 12, and 14
	
	   Puerto Rico
	
	   o Any one of the following boxes having a negative value: 5 through 26
	
	   o All the following boxes having 0 values: 5 through 26
	
	   o **Control Number** box is blank
	
	• TRU totals for those employees that meet the exception criteria. Use them to reconcile the difference between those that were successfully processed and those that weren't.
	
	• Following exception count info.
	
	   o Total employees with zero or negative wages
	
	   o Total employees with error in Year End Archive

Pipe-Delimited Output	Available row types for the US and Guam • Federal • State • Box 12 • Box 14 Available row types for Puerto Rico • Federal • State • Employee box 16 This row type includes values for boxes 16, 17, and 18.
Warnings	This reports info on: • Number of employees whose local balance data doesn't match the individual city and school balances Employee details are provided for this warning. • Total employees with errors in the year-end archive

Related Topics

- Correct Your Year-End Form Data
- End-of-Year Tax and Wage Reports for the US
- Examples of Updating Year-End Tax Data for the US
- Archive End-of-Year Payroll Results for the US
- W-2 Employee Report

W-2c Archive

As the employer, you must create and issue a corrected year-end form if you:

1. Made changes or corrections to your year-end tax data
2. Distributed a Form W-2, W-2GU, or W-2PR

   Or sent a previous corrected year-end form electronic data file to the Social Security Administration (SSA)

   Or used a third-party tax filing provider to generate the previous electronic data file for submission to the SSA

The Form W-2c, W-2cGU, or W-2cPR generation process consists of:

1. Make the necessary data changes.
2. Run the W-2c Archive flow.
3. Run the W-2c Employee report to generate Form W-2c, suitable for issuing to employees electronically or by print.
4. Use the Third-Party Quarterly Tax Filing Extract to create an updated fourth quarter data file, and submit it to your third-party tax-filing provider.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **W-2c Archive**.

Before You Start

Before running the W-2c archive flow, you must have already run the Archive End-of-Year Payroll Results flow and performed at least one of the following.

1. Submitted your fourth quarter data file to your third-party tax-filing provider, and subsequently made changes to your tax data after their deadline for new submissions has passed

   For further info, see Oracle Cloud Human Capital Management for the United States: Third-Party Tax Filing Interface (1594079.1) on My Oracle Support.
2. Submitted an EFW2 or EFW2PR file to the SSA, and subsequently made changes to your tax data
3. Submitted an EFW2c or EFWcPR file to the SSA, and subsequently made further changes to the same data

Flow Parameters

Payroll Flow Name

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Meaningful name of your payroll flow.

Process End Date

Last day of the reporting year, December 31.

Payroll Statutory Unit

Payroll statutory unit (PSU) you're archiving. The flow archives the year-end data of employees belonging to this PSU only.

Tax Reporting Unit

Tax reporting unit (TRU) and federal Employer Identification Number (EIN) registered name you're archiving. The flow archives the year-end data of employees belonging to this TRU only.

Process Start Date

First day of the reporting year, January 1.

Payroll Relationship Group

The W-2c archive flow detects all employees with changed payroll data. However, to limit that list further, select an appropriate payroll relationship group.

> **Note:** Use the Object Groups task to define the payroll relationship group before you can select it here.

Process Configuration Group

Process configuration group for logging and performance purposes.

> **Note:** Select a process configuration group that has this parameter set to **N: XML Data Source For document of records delivery options performance purposes, determines if XML is derived from the database. Default: Y** This ensures the flow properly publishes your year-end forms to the Document Records. Use the Payroll Process Configuration task to set this value.

Archive Results

This flow archives both the employees' old and new changes in the following values.

- Employee year-end balances
- Payroll balances

Related Topics
- Correct Your Year-End Form Data
- End-of-Year Tax and Wage Reports for the US
- Examples of Updating Year-End Tax Data for the US
- W-2c Employee Report

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W-2c Employee Report

As the employer, you must create and issue a corrected year-end form if you:

1. Made changes or corrections to your year-end tax data
2. Sent a Form W-2, W-2GU, or W-2PR

   Or sent a previous corrected year-end form electronic data file to the Social Security Administration (SSA)

   Or used a third-party tax filing provider to generate the previous electronic data file for submission to the SSA

> **Note:** This flow creates the employee form only. For the electronic file, you must use the Third-Party Quarterly Tax Filing Extract to create and submit a corrected fourth quarter file to their third-party tax filing provider.

When run, this flow locks the appropriate data in the W-2c archive.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **W-2c Employee Report**.

Before You Start

Must have successfully run the W-2c Archive flow.

Report Parameters

Payroll Flow Name

Meaningful name of your payroll flow.

Tax Report Year

Four-digit reporting year.

Tax Reporting Unit

Tax reporting unit (TRU) and federal Employer Identification Number (EIN) registered name you're archiving. The flow archives the year-end data of employees belonging to this TRU only.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed by payroll, data entry, and reporting. This can be a dynamic payroll relationship group.

> **Note:** Use the Object Groups task to define the payroll relationship group before you can select it here.

Print Instructions

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Whether or not the standard employee instructions are included in the output file for each form.

Based on this parameter's settings, you have the option of printing on:

- Purchased paper stock with employee instructions already printed on the back
- Blank paper stock

Year-End Form

Select the form you want to generate.

Reporting Info Data Source

The Archive End-of-Year Payroll Results flow captures New York and Puerto Rico W-2 info from the employee Reporting Information Card.

This field provides you with the option to pull this data from the archive or use live data.

Process Configuration Group

Process configuration group for logging and performance purposes.

> **Note:** When running in Final mode, you must select a process configuration group that has this parameter set to **N**: **XML Data Source For document of records delivery options performance purposes, determines if XML is derived from the database. Default: Y** This ensures the flow properly publishes your forms to the Document Records. Use the Payroll Process Configuration task to set this value.

Reporting Mode

The testing status of the forms.

- Select **Draft** to create a draft of this report for data verification purposes.
- Select **Final** to generate the final version of the report. The flow automatically publishes a copy of the form to the Document Records. You must run this flow as Final at least once for year-end reporting.

  Don't run this process in Final mode if you're still planning to generate the W-2c Register. Wait until after you've generated the register.

  > **Note:** If you detect errors in your Final report, you must roll back this flow before correcting the data and rerunning it and the archive.

Report Output

This report produces the following output.

Task	How you use it
Employee W-2c	Corrected year-end form suitable for issuing to employees. This can be Form W-2c, W-2cGU, or W-2cPR. The individual employee forms are stored as PDF files in the Document Records and can be viewed through the employees' **Me** page.

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Task	How you use it
Missing W-2cPR Control Numbers	Lists any Puerto Rico employee who hasn't been assigned a W-2cPR control number. The W-2c Employee Report doesn't produce W-2cPRs for employees missing a control number. You must manually set these control numbers.
Print File	A single master PDF file that contains all forms marked for print delivery. This file is sorted by the TRU. This file is formatted to print on paper, with one form per page. Depending on how you set **Print Instructions**, it might also include the standard employee instructions printed on a separate page.

Viewing the Forms

These forms are accessible in two areas.

Area	How you use it
Document Records task	Document Records stores each employee's W-2c as a PDF file. 1. From **My Client Groups**, click **Show More**. 2. Under **Employment**, click **Document Records**.
Employee My Details page	Employee forms are available in the Gallery after the publication date specified through the **W-2 Publish** fields on the TRU. Employees can view their W-2cs through their **Me** page by selecting **View End-of-Year Documents** in the **Actions** menu.

> **Note:** Custom employee roles must include the View US End of Year Tax Form privilege. This privilege is attached to the US Employee Portrait Gallery duty role. It grants employees access to the View US End of Year Tax Form task. Without it, employees can't view their form from Gallery.

Rerunning and Rolling Back the Flow

Use the roll back functionality in cases where changes are necessary after you have generated the form but before you have issued it to the employee. In most cases, you must also roll back and then rerun the W-2c Archive Process flow to properly capture any changes you make.

> **Note:** In the extremely unlikely event of an error occurring during the W-2c Employee Report flow run, don't roll back the W-2c Archive Process flow.

Printing the Form

As the employer, you can define default print preferences for these forms through the Document Types task. Employees can provide their personal print preference overrides through the **Me** page.

For terminated employees, this flow overrides the print preference value and enforces print delivery.

Data Locks

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The Final mode of this flow applies data locks on the archived data. Before making changes, you must do one of the following.

- Roll back the appropriate W-2c Employee Report flow and then roll back the archive.
- Mark the affected employees for retry on this and the archive flows.

Only then can you make the changes.

> **Note:** Take care when rolling back this flow. If you have already distributed the form to the employee or the electronic files submitted to the government authorities, you need to perform additional steps. For further info, see the following in the Help Center.
> - Examples of Updating Year-End Tax Data for the US
> - Examples of Updating Year-End Tax Data for US Territories

Related Topics
- Correct Your Year-End Form Data
- End-of-Year Tax and Wage Reports for the US
- Examples of Updating Year-End Tax Data for the US
- W-2c Archive

W-2c Register

Use the W-2c Register report to review your year-end data before distributing your Forms W-2c, W-2cGU, and W-2cPR.

Use this report for preprint verification, balance verification, and exception verification. The report identifies employees with 0 or negative totals in specific boxes on the forms.

Run this report before running the W-2c Employee Report in Final mode.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **W-2c Register**.

Before You Start

Successful completion of the Archive End-of-Year Payroll flow. For further info, see Archive End-of-Year Payroll Results for the US in the Help Center.

Successful generation of the year-end form. For further info, see W-2 Employee Report in the Help Center.

Successful archival of corrected payroll data through the W-2c Archive Process flow. For further info, see W-2c Archive Process in the Help Center.

Report Parameters

Payroll Flow

Meaningful name of your payroll flow.

Tax Report Year

Four-digit calendar year.

Payroll Statutory Unit

Payroll statutory unit (PSU) of the employees you're processing. The flow analyzes the year-end data of employees belonging to this PSU only.

Tax Reporting Unit

TRU and federal Employer Identification Number (EIN) registered name of the employees you're processing. The flow analyzes the year-end data of employees belonging to this TRU only.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed by payroll, data entry, and reporting. This can be a dynamic payroll relationship group.

Note: Use the Object Groups task to define the payroll relationship group before you can select it here.

Year-End Form

Select the form type results you want to review.

State

To limit the report results to only employees in a state, select it here.

Leaving this field blank reports on all states.

Create Employee Detail Report

Determines if the W-2c Register output includes detailed employee info.

Field value	What it does
Pipe-Delimited Output	Creates an output file suitable for viewing in a spreadsheet.
PDF Output	Creates a PDF output file.
Pipe-Delimited and PDF Output	Creates both file types.
None	Creates no output file.

Create Totals Report

Determines if the W-2c Register output includes about W-2c totals.

Select **Yes** to generate output for box totals of all employees within a TRU.

Reporting Info Data Source

The Archive End-of-Year Payroll Results flow captures New York and Puerto Rico W-2 info from the employee Reporting Information Card.

This field provides you with the option to pull this data from the archive or use live data.

Process Configuration Group

Process configuration group for logging and performance purposes.

> **Note:** Select a process configuration group that has this parameter set to **N**: **XML Data Source For document of records delivery options performance purposes, determines if XML is derived from the database. Default: Y** This ensures the flow properly publishes your year-end forms to the Document Records. Use the Payroll Process Configuration task to set this value.

Report Output

This report displays the previous and corrected amounts reported in each box of the form for all employees in a specified PSU or TRU for the reporting year. The data is organized by form box number (1 through 20). You can display it at the TRU level, as well as the employee level.

The parameter selections you make when you run the W-2c Register report determine what output is delivered and their file format. This report can produce multiple output files.

Report name	How you use it
Employee Detail	For a given reporting year, lists the previous and corrected amounts of each box of the form for every employee in a PSU or TRU. The data is organized by form box number (1 through 20). It lists all boxes, even if they're 0 or blank.
	Includes the employee's name, Social Security Number, and the individual box totals.
	This file is sorted by:
	1. PSU
	2. TRU
	Based on your elections when you run the flow, this report can be a PDF file, a pipe-delimited spreadsheet file, or both.
Totals	For a given reporting year, lists the total previous and corrected amounts reported in each box of the form for all employees in a PSU or TRU.
	All boxes are listed, even if they're 0 or blank.
	This file is sorted by:
	1. PSU
	2. TRU
	The data is organized by TRU type.
	US TRUs
	• Federal Totals and Information (Boxes 1 through 14)
	• State Totals (Boxes 15, 16, and 17)
	Box 15 is the state.

Report name	How you use it
	• Local Totals (Boxes 18, 19, and 20)
	Box 20 is the locality.
	• Total employees successfully processed
	• Total employees receiving printed and online W-2s
	• Employee Form W-2c counts
	○ Total employees receiving only online W-2s
	○ Total amount of paper stock required
	Guam TRUs
	• Federal Totals and Information (Boxes 3 through 7 and Box 11, 12, and 14)
	• State Totals and Information (Boxes 1 and 2)
	• Total employees successfully processed
	• Total employees receiving printed and online W-2GUs
	• Employee Form W-2GU counts
	○ Total employees receiving only online W-2GUs
	○ Total amount of paper stock required
	Puerto Rico TRUs
	• Federal Totals and Information (Box 5 and 17 through 23)
	• State Totals and Information (Boxes 6 through 16B)
	• Total employees successfully processed
	• Total employees receiving printed and online W-2PRs
	• Employee Form W-2PR counts
	○ Total employees receiving only online W-2PRs
	○ Total amount of paper stock required
Exceptions	Includes the following.

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Report name	How you use it

	• Exception reporting for all employees, including employees with $0 or negative totals in specific form boxes.
	
	This lists the following as exceptions.
	
	US and DC
	
	  o Any one of the following boxes having a negative value: 1 through 12 and 16 through 19
	
	  o All the following boxes having 0 values: 1 through 12, 16, and 17
	
	  Guam
	
	  o Any one of the following boxes having a negative value: 1 through 7 and 12, and 14
	
	  o All the following boxes having 0 values: 1 through 7 and 12, and 14
	
	  Puerto Rico
	
	  o Any one of the following boxes having a negative value: 5 through 26
	
	  o All the following boxes having 0 values: 5 through 26
	
	  o **Control Number** box is blank
	
	• TRU totals for those employees that meet the exception criteria. Use them to reconcile the difference between those that were successfully processed and those that weren't.
	
	• Following exception count:
	
	  o Total employees with zero or negative wages
	
	  o Total employees with errors detected by the Archive End-of-Year Payroll flow

Pipe-Delimited Output	Available row types for the US and Guam • Federal • State • Box 12 • Box 14 Available types for Puerto Rico • Federal • State • Employee box 16 (includes box 17 and 18)

Related Topics

- Archive End-of-Year Payroll Results for the US
- W-2 Employee Report
- W-2c Archive

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