



Clarity[™] Payroll Year-end Checklist

CASELLE[®]

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O Before you get started

Are you using the latest IRS W-2 forms?

Navigate to <http://www.caselle.com/pdf/pr year-end/PayrollTaxReferenceSheet.pdf> to download the IRS Tax Forms Reference Sheet, or turn to page 37. You will need Adobe Acrobat to view the reference sheet.

Each chapter number corresponds to a step in the Payroll Year-end Checklist. Just follow the chapters in order to complete the checklist.

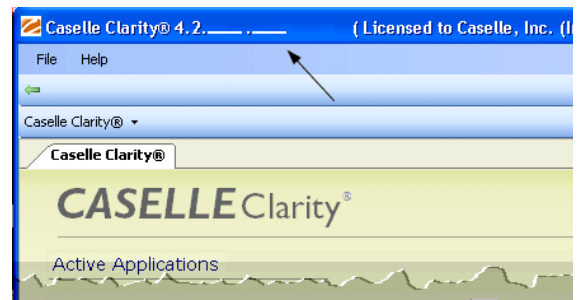
Do you have the latest Caselle release installed and running?

If you're not sure, follow these instructions to view the application version number.

Check the Caselle Software Version Number

1. Open **Caselle Clarity**.
2. The software version number displays in the title bar on the Clarity Main Menu. To close the payroll year, the Caselle software version numbers should all begin with **4.2.137.59** or higher.

Like this...



Important! Complete these steps in order.

You must complete the Payroll Year-end Checklist in order to close the current payroll year.

Tip! Use the Payroll Year-end Checklist to chart your progress.

Print the Payroll Year-end Checklist

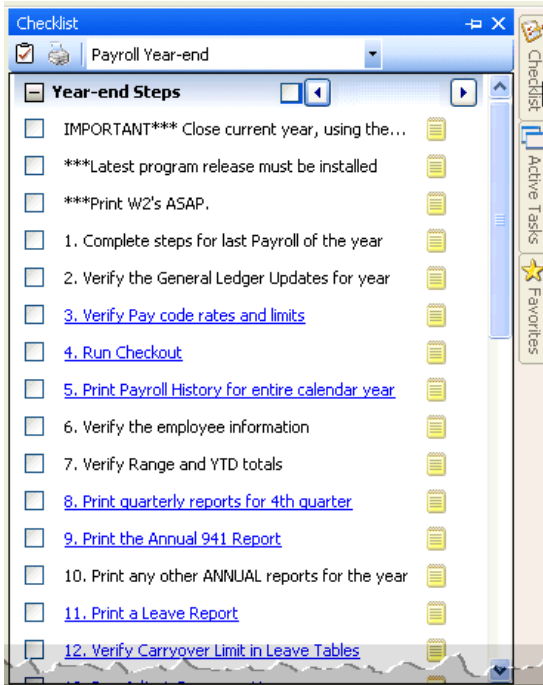
Navigate to <http://www.caselle.com/pdf/pr year-end/ClarityPRYearEndChecklist.pdf> to download the Payroll Year-end Checklist.

Note: Each chapter number in this document corresponds to a step in the Payroll Year-end Checklist.

1 Complete the Pay Period Checklist

Before you begin the Payroll Year-end Checklist, first complete the Pay Period Checklist for the last payroll paid in December.*

***Reminder... Depending on your site's payroll schedule, the last pay period in December might not include the last day of the month. For example:**



| Pay Period | Paycheck Date | Tasks |
|-------------|---------------|---|
| 11/29-12/12 | 12/19 | Last payroll in December: 1. Complete the Pay Period Checklist for this period. 2. Begin the Year-end Steps Checklist. |
| 12/13-12/26 | 1/2 | First payroll in January: 3. Complete the Pay Period Checklist for this period. |

2 Verify the General Ledger Updates

Next, verify with your General Ledger person that all General Ledger updates for the year have been completed properly. If this is your responsibility, you will need to check each journal for duplicate entries.

View Journal Inquiry

1. Open **Clarity General Ledger > Journal Inquiry**.
2. In the Lookup bar, enter the desired journal code. In other words, PC, PB, CDP, CDPT, or the corresponding journal codes used by your site.
3. Click the **Detail** tab.

Journal: PC Payroll Journal Active: Yes

Journal **Detail**

| Reference | Date | Account Number | Account Title | Description | Amount |
|-----------|------------|----------------|--------------------------|----------------------------------|------------|
| 1.0001 | 03/12/2012 | 53-80-110 | Salaries & Wages | PAYROLL TRANS FOR 3/12 PAY PERIO | 1,352.61 |
| 2.0001 | 03/12/2012 | 10-44-110 | Salaries & Wages | PAYROLL TRANS FOR 3/12 PAY PERIO | 2,505.92 |
| 3.0001 | 03/12/2012 | 02-22800 | Misc Deductions Payable | PAYROLL TRANS FOR 3/12 PAY PERIO | -375.00 |
| 4.0001 | 03/12/2012 | 02-22210 | Fica Payable | PAYROLL TRANS FOR 3/12 PAY PERIO | -1,590.45 |
| 5.0001 | 03/12/2012 | 02-22220 | Federal W/H Payable | PAYROLL TRANS FOR 3/12 PAY PERIO | -1,270.08 |
| 6.0001 | 03/12/2012 | 02-22230 | State W/H Payable | PAYROLL TRANS FOR 3/12 PAY PERIO | -759.35 |
| 7.0001 | 03/12/2012 | 02-22100 | Salaries & Wages Payable | PAYROLL TRANS FOR 3/12 PAY PERIO | -16,537.78 |
| 8.0001 | 03/12/2012 | 51-80-110 | Salaries & Wages | PAYROLL TRANS FOR 3/12 PAY PERIO | 1,061.84 |
| 9.0001 | 03/12/2012 | 02-22550 | Deferred Comp/401k Payab | PAYROLL TRANS FOR 3/12 PAY PERIO | -257.40 |
| 10.0001 | 03/12/2012 | 10-42-110 | Salaries & Wages | PAYROLL TRANS FOR 3/12 PAY PERIO | 456.00 |
| 11.0001 | 03/12/2012 | 52-80-110 | Salaries & Wages | PAYROLL TRANS FOR 3/12 PAY PERIO | 668.31 |

Clarity General Ledger > Journal Inquiry > Detail tab

4. Verify that no duplicate entries exist in the journal for any pay periods for the entire year being closed. (Any duplicates should already have been caught

during General Ledger Bank Reconciliation.)

5. Repeat steps 3 and 4 for each of the Payroll journals that your site uses.

Print journals to paper

If you prefer to review the journals on paper rather than on the screen, follow these steps.

Do this...

1. Open **Clarity General Ledger > Reports > Journals**.
2. In the Selection Criteria, double-click on the

Value column heading. Enter the desired journal code (in other words, PC, PB, CDP, or CDPT) in the Enter Value field. Click Accept.

3. Double-click **All** for [Report].Date and set the

4 | Step 2 Verify the General Ledger Updates

beginning and ending dates for the entire calendar year being closed (January–December).

4. Click **Preview** (Ctrl+Q) to preview the report, or **Print** (Ctrl+P) to print the report.

3 Verify Pay Codes Rates/Limits

Make sure that the current rate/limit information is correctly set up in Pay Codes for the Payroll year being closed.

First, check the Social Security Rates/Limits on the Employee and Employer tabs

Important! New Social Security Rates may apply. You must update the Social Security Rates to complete the Payroll Year-end Checklist.

Do this...

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Enter the **Social Security Pay Code** for your site in the Lookup bar. Press **Enter**.
3. Click the **Employee tab > Employee subtab**. Verify that the amount in the **Maximum Wage Limit** field is correct for the Payroll year being closed.
4. Verify the number in the **Amount/Rate/Percent Type** field is correct for the payroll year being closed.
5. Repeat steps 2-4 for any other applicable pay code rates/limits.

Warning! Place the Tax Rate information for the coming year in a safe place. **DO NOT** load the new tax rate information into Payroll until Step 24.

Pay code: 74-00 Social Security Tax

| Pay Code | Employee | Employer | W-2/1099 | Notes |
|---|----------|----------------------|----------|-------|
| Employee | | | | |
| Used in Calculations | | Used for Calculation | | |
| Amount/Rate/Percent type: Percent of amount | | | | |
| Percentage: | | -#.#### % | | |
| Maximum limit: | | .00 | | |
| Maximum wage limit: | | ###,###.00 | | |
| Standard pay hours: | | .00 | | |
| GL account: | | 02-22210 | | |

Employee tab > Employee subtab > Percentage and Maximum Wage Limits

Pay code: 74-00 Social Security Tax

| Pay Code | Employee | Employer | W-2/1099 | Notes |
|---|----------|----------------------|----------|-------|
| Employer | | | | |
| Used in Calculations | | Used for Calculation | | |
| Amount/Rate/Percent type: Percent of amount | | | | |
| Percentage: | | #.#### % | | |
| Maximum limit: | | .00 | | |
| Maximum wage limit: | | ###,###.00 | | |
| Employer allocation method: | | Use transactions | | |
| Debit account: | | EE-DD-130 | | |

Employer tab > Employer subtab > Percentage and Maximum Wage Limits

Second, check the Medicare Rates/Limits on the Employee and Employer tabs

Do this...

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Enter the **Medicare Pay Code** for your site in the Lookup bar. Press **Enter**.
3. Click the **Employee tab > Employee subtab**. Verify that the amount in the **Maximum Wage Limit** field is correct for the Payroll year being closed.
4. Verify the number in the **Amount/Rate/Percent Type** field is correct for the Payroll year being closed.
5. Repeat steps 2-4 for any other applicable pay code rates/limits.

Third, check any other limits that may apply

In other words, look at the Rates/Limits on the Employee and Employer tabs for pay codes for disability, deferred compensation, and so on.

Do this...

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Enter the **appropriate pay code** for your site in the Lookup bar. Press **Enter**.

3. Click the **Employee tab > Employee subtab**. Verify that the amount in the **Maximum Wage Limit** field is correct for the Payroll year being closed.

4. Verify the number in the **Amount/Rate/Percent Type** field is correct for the Payroll year being closed.

4 Run the Employee Checkout

Now that you've verified the rates/limits for the year you're closing, the next step is to run Checkout. This will help you to discover any errors that need to be corrected before you continue.

How do I run Employee Checkout?

Use Checkout to discover any errors that need to be corrected.

Do this...

1. Open **Clarity Payroll > Organization > Checkout**.
2. Run Checkout for **ALL** employees.

| Column | Value | Test |
|--------------------------|-------|--------------|
| Employee.Employee number | All | Entire field |

Checkout prior years

Selection Criteria

3. Verify the **Beginning Date** and **Ending Date**. These dates should default to the year being closed in order to scan and check the entire year's data.

Important! If these dates are incorrect, **DO NOT** change them. Call customer service to address the issue.

Verify Social Security calculation

Verify Medicare calculation

Beginning date: 01/01/YYYY

Ending date: 12/31/YYYY

Clarity Payroll > Organization > Checkout > Beginning/Ending Date Range

4. Click **GO** (Ctrl+G).

5 Print the Payroll History

The Payroll History lists the entire year's activity for each employee, including check numbers and year-to-date totals.

Use this report to balance the Annual 941 report (Step 8). Compare the data on these two reports to ensure that the information is correct, then you can move on to printing the W-2s.

You will also use this report later to compare with the data on the Payroll Conversion report (Step 20-B).

Tip! The Payroll History for the entire year can be quite lengthy. You may wish to start the print job just before you leave the office for the evening or at some other time when printer traffic is low.

How do I print the Payroll History Report?

Print the Payroll History Report for the entire calendar year.

Do this...

1. Open **Clarity Payroll > Reports > Payroll History**.
 2. Select **Payroll History—By Calendar Year** from the Title drop-down list.
 3. Verify that the report dates are correct.
- ◆ Click **Advanced Options** in the Report Dates

area. Change the **Beginning Date** and **Ending Date Type** to **Calendar Year Date**.

Tip! If you need to change the report date range to the prior calendar year, click the large arrow button.

The screenshot shows the 'Payroll History' report configuration window. The title bar indicates 'Caselle Clarity® Payroll History'. The main title is 'Payroll History - by Calendar Year [Caselle Master]'. Below the title are tabs for 'Report Options', 'Columns', 'Sections', and 'Print Settings'. The 'Report Options' tab is active, showing the 'Report dates' section. The 'From' date is '01/01/YYYY' and the 'To' date is '12/31/YYYY'. There are navigation buttons for the date range, including a large right-pointing arrow. Below the date fields are checkboxes for 'Include range totals' and 'Include year-to-date totals'. A yellow box highlights the 'Advanced options...' button.

Payroll History > Report Date Range

4. Next, click **Print** (Ctrl+P).
5. When the **Print Setup** form displays, click **OK**.

Tip! If you need to change the report date range to the prior calendar year, click the large arrow button.

6 Verify the Employee Information

Make sure the employee totals and amounts are correct.

Do this...

1. Review the **Payroll History**.
2. Verify the employee totals and amounts.
3. Are the employee totals and amounts correct?
 - ◆ Yes, the employee totals and amounts are correct. Continue to Step 7.
 - ◆ No, the employee totals and amounts are not

correct. Use **Clarity Payroll > Employees > Enter Manual Checks** to make corrections. Then, repeat reprint the Payroll History and verify the updated employee totals and amounts are correct.

Tip! Do not throw the Payroll History away. State and Federal laws require that you keep payroll data for several years. After you have finished using the Payroll History, you should store this report in your archives.

| Anycity Corporation | | Payroll History - by Calendar Year | | | | | | | | | | Page: 1 | | |
|---|--------------|------------------------------------|-------|-----------------|-------------|-------|------|--------|----|------------|--------|------------|---------|--------|
| Check Issue Dates: 01/01/YYYY to 12/31/YYYY | | | | | | | | | | | | | | |
| Date | Check Number | M | Hours | Gross / Expense | | Taxes | | | | Deductions | | Net / Info | | |
| | | | | PC | Type Amount | PC | Type | Amount | PC | Type | Amount | PC | Type | Amount |
| Austin, George | | | | | | | | | | | | | | |
| 01/08/2012 | 13309 | | 80.00 | 1-00 | GR 1,040.00 | 74-00 | SS | 64.48- | | | 85-00 | N | 865.11- | |
| | | | | | | | | 75-00 | MD | 15.08- | | | | |
| | | | | | | | | 76-00 | FW | 56.48- | | | | |
| | | | | | | | | 77-00 | SW | 38.85- | | | | |
| 01/22/2012 | 13376 | | 80.00 | 1-00 | GR 1,040.00 | 74-00 | SS | 64.48- | | | 85-00 | N | 865.11- | |
| | | | | | | | | 75-00 | MD | 15.08- | | | | |
| | | | | | | | | 76-00 | FW | 56.48- | | | | |
| | | | | | | | | 77-00 | SW | 38.85- | | | | |
| 02/05/2012 | 13412 | | 64.00 | 1-00 | GR 832.00 | 74-00 | SS | 64.48- | | | 85-00 | N | 865.11- | |
| | | | 16.00 | 3-00 | GR 208.00 | 75-00 | MD | 15.08- | | | | | | |
| | | | | | | | | 76-00 | FW | 56.48- | | | | |
| | | | | | | | | 77-00 | SW | 38.85- | | | | |
| 02/19/2012 | 13478 | | 80.00 | 1-00 | GR 1,040.00 | 74-00 | SS | 64.48- | | | 85-00 | N | 865.11- | |
| | | | | | | | | 75-00 | MD | 15.08- | | | | |
| | | | | | | | | 76-00 | FW | 56.48- | | | | |
| | | | | | | | | 77-00 | SW | 38.85- | | | | |
| 03/05/2012 | 13535 | | 80.00 | 1-00 | GR 1,040.00 | 74-00 | SS | 64.48- | | | 85-00 | N | 865.11- | |

7 Verify Year-to-date and Range Totals

Look at the last page(s) of the Payroll History, see the image on the following page. Verify that the Year-to-Date and the Range totals match.

- ◆ No, the totals do not match. Verify the report date range and reprint the report. If the totals on the reprinted report still do not match, call customer service.

Do the Year-to-Date totals and Range totals match?

- ◆ Yes, the totals match. Continue to Step 8.

| Grand Totals: YYYY | | Quarterly Amounts | | Payroll History - by Calendar Year | | | | Page: 26 |
|---|-------|--------------------------------|------|------------------------------------|-----------|-----------|-----------|--------------|
| Range | PC | Title | Type | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Year-to-Date |
| 151,777.32 | 1-00 | Regular Pay | GR | 116,015.05 | 35,762.27 | - | - | 151,777.32 |
| 523.72 | 2-00 | Overtime Pay | GO | 500.09 | 23.63 | - | - | 523.72 |
| 1,308.00 | 3-00 | Vacation Pay | GR | 716.00 | 592.00 | - | - | 1,308.00 |
| 743.75 | 4-00 | Sick Leave | GR | 478.75 | 265.00 | - | - | 743.75 |
| - | 7-00 | Holiday Pay | GR | - | - | - | - | - |
| - | 8-00 | Miscellaneous Pay | GM | - | - | - | - | - |
| 671.52 | 9-00 | Comp Time Pay | GR | 564.31 | 107.21 | - | - | 671.52 |
| - | 20-00 | Misc Reimbursement | E | - | - | - | - | - |
| - | 21-00 | Travel Reimbursement | E | - | - | - | - | - |
| 1,934.20 | 40-00 | 401-K Deduction | R | 1,419.40 | 514.80 | - | - | 1,934.20 |
| 1,532.00 | 65-00 | Credit Union | D | 782.00 | 750.00 | - | - | 1,532.00 |
| - | 70-00 | Miscellaneous Deduction | D | - | - | - | - | - |
| 6,511.02 | 74-00 | Social Security Tax | SS | 7,333.00 | 821.98 | - | - | 6,511.02 |
| 2,247.87 | 75-00 | Medicare Tax | MD | 1,715.01 | 532.86 | - | - | 2,247.87 |
| 9,977.86 | 76-00 | Federal Withholding Tax | FW | 7,444.40 | 2,533.46 | - | - | 9,977.86 |
| 5,946.26 | 77-00 | State Withholding Tax | SW | 4,437.28 | 1,508.98 | - | - | 5,946.26 |
| 126,875.10 | 85-00 | Net Pay | N | 95,143.11 | 31,731.99 | - | - | 126,875.10 |
| - | 86-00 | Direct Deposit | DN | - | - | - | - | - |
| - | 90-00 | State Retirement | I | - | - | - | - | - |
| - | 91-00 | Health Insurance | I | - | - | - | - | - |
| - | 92-00 | Long Term Disability Insurance | I | - | - | - | - | - |
| - | 98-00 | SUTA - State Unemployment Tax | SU | - | - | - | - | - |
| - | 99-00 | Workers Compensation | WC | - | - | - | - | - |
| *** Informational, Tips Reported, and Fringe Benefit type codes not included in Proof *** | | | | | | | | |
| Total Proof | | | | - | - | - | - | - |

8 Print the Quarterly Reports

Print the Quarterly reports required for your site for the fourth quarter:

- ◆ FUTA Report
- ◆ State Combined Report
- ◆ Workers Compensation List
- ◆ Workers Compensation Report
- ◆ 941 Report (more about this later)
- ◆ SUTA Report
- ◆ SUTA Wage List
- ◆ SUTA Worksite Report

Tip! You should have received the official Form 941 and Schedule B forms from the IRS. You may use the corresponding Caselle reports, see the previous list, to copy information to the federal forms. If you would like to print the information directly onto the official forms, contact customer service for instructions.

How do I print the quarterly reports?

Print the quarterly reports for the fourth quarter that are required by your site.

Do this...

1. Open **Clarity Payroll > Reports > [Insert Report Name]**. Select the desired reports from the list.

2. Verify the quarterly Date Range for the selected report. To change the date range to select the quarterly date range:

- ◆ Click **Advanced Options**

The screenshot shows a 'Report dates' dialog box. It has two rows: 'From:' and 'To:'. Each row has a text input field containing 'MM/DD/YYYY', a dropdown arrow, a calendar icon, and two navigation buttons (left and right). Below the 'To:' row, there are two larger navigation buttons (left and right) and a link labeled 'Advanced options...'. A mouse cursor is pointing at the 'Advanced options...' link.

- ◆ Change the **Beginning Date Type** to **Calendar Quarter Date**. Then, change the **Ending Date Type** to **Calendar Quarter Date**.

The screenshot shows a 'Report Dates Advanced' dialog box. It has two rows: 'Beginning date type:' and 'Ending date type:'. Each row has a dropdown menu set to 'Calendar quarter date'. Below the rows are three buttons: 'Help', 'OK', and 'Cancel'. A mouse cursor is pointing at the 'OK' button.

- ◆ Click **OK**.

3. Click **Preview** (Ctrl+Q) to preview the report, or click **Print** (Ctrl+P) to print the report.

4. From the **Printer Form** screen, select the desired printer. Verify the print settings. Click **GO** (Ctrl+G).

9 Print the Annual 941 Report

The Annual 941 Report is one more way to verify that your annual payroll data is in agreement:

- ◆ Compare the Annual 941 Report total with the total of all the Quarterly 941 Reports for the year.
- ◆ Compare the Year-to-Date totals from the 941 Report with the totals found on the Payroll History.

Use the Annual 941 Report to report wages/tips for this quarter, including those paid to qualified new employees on line 5a-5c. The Social Security tax exemption on wages/tips will be figured on lines 6c and 6d and will reduce the tax on line 6e.

How do I print the Annual 941 Report

Print the 941 Report for the entire calendar year.

Do this...

1. Open **Clarity Payroll > Reports > 941 Report**.
2. Change the report Date Range to select the check issue dates for the entire calendar year being closed.

- ◆ Click **Advanced Options** in the date area.
- ◆ From the dialog that appears, select **Calendar Year Date** from the **Beginning Date Type**.
- ◆ Next, select **Calendar Year Date** from the **Ending Date Type**.
- ◆ Click **OK**.

| Employee Number | Name | Social Security Number | Type | Total Wages and Allowances | Not Subject Amount | Subject Amount | Amount Over Limit | Taxable Amount | |
|----------------------|----------------|------------------------|----------|----------------------------|--------------------|----------------|-------------------|----------------|------------|
| 120 | Wilson, Samuel | 555-60-7022 | Fed With | 1,566.08 | .00 | 1,566.08 | .00 | 1,566.08 | |
| | | | Soc Sec | 1,566.08 | .00 | 1,566.08 | .00 | 1,566.08 | |
| | | | Tips | .00 | .00 | .00 | .00 | .00 | |
| | | | Medicare | 1,566.08 | .00 | 1,566.08 | .00 | 1,566.08 | |
| Grand Totals: | | | | Fed With | 155,024.31 | 1,934.20 | 153,090.11 | .00 | 153,090.11 |
| | | | | Soc Sec | 155,024.31 | .00 | 155,024.31 | .00 | 155,024.31 |
| | | | | Tips | .00 | .00 | .00 | .00 | .00 |
| | | | | Medicare | 155,024.31 | .00 | 155,024.31 | .00 | 155,024.31 |

3. Click **Preview** (Ctrl+Q) to preview the report, or click **Print** (Ctrl+P) to print the report.
4. From the Printer Form screen, select the desired printer. Verify the printer settings. Then, click **GO** (Ctrl+G).

10 Print Annual Payroll Reports

Next, print any annual payroll reports for the current year that are required for your site.

For example, these reports might include

- ◆ 12-month Pay Code Transaction reports for all pay codes
- ◆ Employee Master List

How do I print pay code transaction reports?

Print the Pay Code Transaction Report for the entire calendar year.

Do this...

1. Open **Clarity Payroll > Reports > Pay Code**

Transaction Reports.

2. Change the report **Date Range** to select the check issue dates for the entire calendar year being closed.

- ◆ Click **Advanced Options**.

- ◆ When the **Report Dates Advanced** form displays, select **Calendar Year Date** as the **Beginning Date Type**. Next, select **Calendar Year Date** as the **Ending Date Type**, located on the bottom row.

- ◆ Click **OK**.

3. Use the options on the Pay Codes tab to add the pay codes for

- ◆ Social Security Employee Amount,

| Anycity Corporation | | Pay Code Transaction Report - by Name | | | | | Page: 1 |
|---------------------|-------------------|---|------------------|------------------|-------------------|-------------|---------|
| | | Check issue dates: 01/01/YYYY to 12/31/YYYY | | | | | |
| Employee Number | Name | 74-00 | 74-00 | 75-00 | 75-00 | 76-00 | |
| | | Soc Sec Emp Amt | Soc Sec Empr Amt | Medicare Emp Amt | Medicare Empr Amt | FWT Emp Amt | |
| 30 | Austin, George | 1,540.86 | 863.42 | 360.30 | 201.91 | 1,125.41 | |
| 90 | Black, Lane | 824.41 | 888.89 | 192.81 | 207.89 | 280.82 | |
| 75 | Brown, Shawn A | 1,003.53 | 486.08 | 234.70 | 113.68 | 1,719.17 | |
| 110 | Carter, Darrin | 89.28 | 52.08 | 20.88 | 12.18 | .00 | |
| 65 | Curtis, Amber | 557.44 | 466.71 | 130.39 | 109.18 | 74.40 | |
| 80 | Dickens, Amy | 624.92 | 661.11 | 146.18 | 154.64 | 971.18 | |
| 85 | Ellison, Ray | 798.94 | 860.94 | 186.83 | 201.33 | 16.77 | |
| 115 | Gardner, Edward D | 89.28 | 52.08 | 20.88 | 12.18 | .00 | |
| 50 | Gilson, Marvin | 548.02 | 564.20 | 128.16 | 131.95 | 168.42 | |
| 55 | Gordon, Natalie C | 1,256.25 | 710.74 | 296.09 | 166.21 | 2,571.91 | |

- ◆ Social Security Employer Amount,
 - ◆ Medicare Employee Amount,
 - ◆ Medicare Employer Amount, and
 - ◆ FWT Employee Amount.
4. Click **Preview** (Ctrl+Q) to preview the report, or click **Print** (Ctrl+P) to print the report.
 5. From the Printer Form screen, select the desired printer. Verify the settings. Then, click **GO** (Ctrl+G).
 6. Review the printed report.

11 Print a Leave Report

You will use the Leave Report to verify the leave time balances for all employees.

Are the employees' leave time balances correct?

- ◆ Yes, the employees' leave time balance are correct. Continue to Step 12.
- ◆ No, the employees' leave time balance are not correct. Use **Employees > Enter Leave Time Adjustments** to enter a correction.

How do I print a Leave Time report?

Print a Leave Time Report to verify the leave time balances for all employees.

Do this...

1. Open **Clarity Payroll > Reports > Leave Report**.
2. The report Date Range will default to the current pay period.

Explanation: Year-to-Date (YTD) totals will be listed on the current pay period's report. There is no need to change the dates.

| Anycity Corporation | | Leave Report - by Number | | | | | | | | | | Page: 1 |
|---|-------------------|--------------------------|----------------|---------|-----------|---------------|---------------|------------|--------------|-------------|------------------|---------|
| Check Issue Dates: 01/01/YYYY to 12/31/YYYY | | | | | | | | | | | | |
| Employee Number | Name | Pay Code | Pay Code Title | Rate No | Rate Desc | Hours Beg Bal | Hours Accrued | Hours Used | Hours Remain | Hourly Rate | Liability Amount | Msg |
| 5 | Smith, Jacob S | 3-00 | Vacation | 301 | Vac | 71.76 | 108.12 | 20.00 | 159.88 | 19.2308 | 3,074.62 | |
| | | 4-00 | Sick Leave | 401 | S L | 45.56 | 10.78 | 12.00 | 44.34 | 19.2308 | 852.69 | |
| | | 7-00 | Holiday | 701 | Hol | .00 | 80.00 | .00 | 80.00 | 19.2308 | 1,538.46 | |
| | | 9-00 | Comp Time | 901 | Com | 30.00 | 17.50 | 20.00 | 27.50 | 19.2308 | 528.85 | |
| 10 | Rockford, Julie M | 3-00 | Vacation | 301 | Vac | 62.76 | 43.12 | 56.00 | 49.88 | 14.7115 | 733.81 | |
| | | 4-00 | Sick Leave | 401 | S L | 46.56 | 10.78 | 8.00 | 49.34 | 14.7115 | 725.87 | |
| | | 7-00 | Holiday | 701 | Hol | .00 | 80.00 | .00 | 80.00 | 14.7115 | 1,176.92 | |
| | | 9-00 | Comp Time | 901 | Com | 36.74 | 16.50 | 7.50 | 45.74 | 14.7115 | 672.90 | |
| 15 | Morris, Sharon | 3-00 | Vacation | 301 | Vac | 40.88 | 32.34 | .00 | 73.02 | 9.5000 | 693.69 | |
| | | 4-00 | Sick Leave | 401 | S L | 21.56 | 10.78 | 16.00 | 16.34 | 9.5000 | 155.23 | |
| | | 7-00 | Holiday | 701 | Hol | .00 | 80.00 | .00 | 80.00 | 9.5000 | 760.00 | |
| 20 | Spencer, Annette | 3-00 | Vacation | 301 | Vac | 30.68 | 32.34 | .00 | 63.02 | 11.5000 | 724.73 | |
| | | 4-00 | Sick Leave | 401 | S L | 31.81 | 10.78 | 20.50 | 22.09 | 11.5000 | 254.04 | |
| | | 7-00 | Holiday | 701 | Hol | .00 | 80.00 | .00 | 80.00 | 11.5000 | 920.00 | |
| | | 9-00 | Comp Time | 901 | Com | 30.75 | 16.50 | .00 | 47.25 | 11.5000 | 543.38 | |
| 25 | Johnson, Douglas | 3-00 | Vacation | 301 | Vac | 56.68 | 32.34 | 32.00 | 57.02 | 15.6731 | 893.68 | |
| | | 4-00 | Sick Leave | 401 | S L | 53.56 | 10.78 | 8.00 | 56.34 | 15.6731 | 883.02 | |
| | | 7-00 | Holiday | 701 | Hol | .00 | 80.00 | .00 | 80.00 | 15.6731 | 1,253.85 | |

3. Click **Preview** (Ctrl+Q) to preview the report, or click **Print** (Ctrl+P) to print the report.
4. From the Printer Form screen, select the desired printer. Verify the settings. Then, click **OK**.
5. Review the printed report.

12 Verify Carryover Limits

Does your organization use carryover limits?

- ◆ Yes, my organization uses carryover limits. Complete this step.
- ◆ No, my organization does not use carryover limits. Skip to Step 13.

Each Leave Rate may have carryover limits defined. Carryover limits specify the number of hours that may be carried over from the previous year into the next year at year-end.

You should verify the carryover limits for each leave rate that is in use at your organization.

If you want the Payroll application to adjust excess leave time hours at year-end to match the carryover limit, you will need to complete the following steps:

1. Make sure the carryover limit adjustments have been set up in the system.
2. Run Adjust Carryover Limits.

Tip! If the last pay period of the year does not include the last day of the month (for example, when a biweekly pay period ends on December 26), you will need to wait to run Adjust Carryover Limits until you run Payroll for the first pay period of the following year.

How do I set up carryover limit adjustments?

The carryover limit adjustment specifies the number of hours that may be carried over from the previous year to the next year at year-end. You can use these instructions to set up, modify, or verify the carryover limit adjustment.

Do this...

1. Open **Clarity Payroll > Organization > Leave Rates**.
2. Click on **Adjust to Carryover At**. Select the appropriate carryover option to adjust any excess hours accumulated to the Carryover Limit. For example, Calendar Year-end, Anniversary Date, or Fiscal Year-end.

The screenshot shows the 'Adjust to Carryover At' form for a Leave Rate. The form is titled 'Rate number: 301 Vacation - Fixed Hours'. It has three tabs: 'Leave Rate', 'Levels', and 'Notes'. The 'Leave Rate' tab is active. The form contains the following fields:

- Rate number: 301
- Description: Vacation - Fixed Hours
- Abbreviated description: Vac
- Type: Fixed (dropdown menu)
- Adjust to carryover at: None (dropdown menu, highlighted in yellow)
- Initial level date based on: Hire date (dropdown menu)
- Modifier: 100.00%

Clarity Payroll > Organization > Leave Rates > Adjust to Carryover At

3. Click the **Levels tab**. View the Carryover Limit for each leave time rate.

- ◆ Notice that different levels within this Leave Rate may have different Accumulation and Carryover Limits.

Rate number: 301 Vacation - Fixed Hours

Leave Rate Levels Notes

| Level | Description |
|-------|-----------------------------|
| 1 | Vacation-Fixed Hrs - 0-1 yr |
| 2 | Vacation-Fixed Hrs - 2-10 |
| 3 | Vacation-Fixed Hrs - 11+ |

Level

Level number: 1

Description: Vacation-Fixed Hrs - 0-1 yr

Months: 12

Rate / fixed hours: 3.08

Accumulation limit: 120.00

Carryover limit: 80.00

Clarity Payroll > Organization > Leave Rates > Levels tab > Carryover Limit field

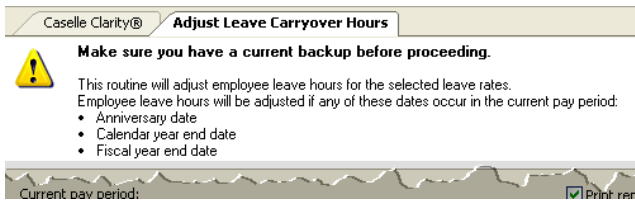
13 Run Adjust Carryover Hours

Perform these steps only if Adjust to Carryover At is set to Calendar Year-end.

Do this...

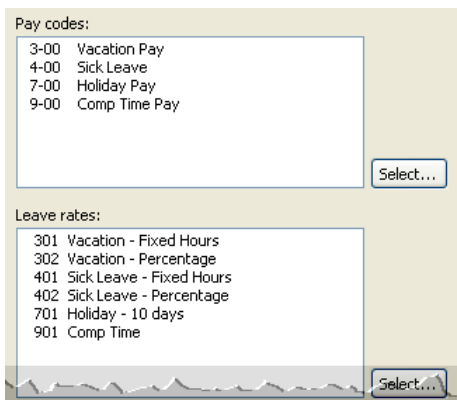
1. Open **Clarity Payroll > Employees > Adjust Leave Carryover Hours**.
2. Read the notice on the screen. Be sure you have a backup of your Payroll files before you continue.

carryover based on the settings for the selected leave time rates, as described on the screen. You may change the Pay Codes and/or Leave Rates, as necessary for your site.



Clarity Payroll > Employees > Adjust Leave Carryover Hours > Warning message

3. This routine will adjust employee leave time



14 Verify ID Numbers for Federal and State

Before you prepare the W-2 forms for your employees, you should verify that the correct identification numbers have been defined in the system:

- ◆ Federal Employer ID Number
- ◆ State Tax ID Number
- ◆ Employee Social Security Numbers

Verify identification numbers

Verify the Federal Employee ID Number and the State Tax ID Number.

Verify the Federal Employer ID Number

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Select the **Federal Withholding Pay Code**.

Clarity Payroll > Organization > Pay Code > Federal Withholding Tax

3. Verify the Federal Identification Number.

Clarity Payroll > Organization > Pay Code > Identification number field

Verify the State Tax ID Number

4. Open **Clarity Payroll > Organization > Pay Codes**.
5. Display the **State Withholding Pay Code**.

Clarity Payroll > Organization > Pay Code > State Withholding Tax

6. Verify the **State Tax ID Number**.

The screenshot shows a 'Pay Code' form with several fields. The 'Identification number' field is highlighted in yellow and contains the text '##.#####'. Other fields include 'Pay code' (77), 'Sub code' (00), 'Title' (State Withholding Tax), 'Abbreviated title' (SWT), 'Type' (State Withholding), 'State' (UT), and 'Calculation order' (16).

Clarity Payroll > Organization > Pay Code > Identification Number field

10. Verify the employee's Social Security Number (SSN).

The screenshot shows a section of the 'Modify Existing Employees' form. The 'Social Security number' field is highlighted in yellow and contains the text '###-##-####'. The field is located below the 'Email' field.

Clarity Payroll > Employees > Modify Existing Employees > Social Security Number field

11. Repeat steps 9-10 for each employee record.

Verify the Employee Social Security Numbers

7. Open Clarity Payroll > Employees > Modify Existing Employees.

8. Display the first employee record.

The screenshot shows the 'Modify Existing Employees' control bar. The 'Employee' tab is selected, and the first record (1 of 26) is displayed. The 'Employee' field shows '5 - Smith, Jacob S' and the 'Social Security number' field shows '555-88-3878'.

Clarity Payroll > Employees > Modify Existing Employees > Record Control bar

9. Click the **Employee** tab.

15 Review Pay Codes

The Used In Calculation designation identifies portions of a pay code that are either subject to certain taxes or exempt from taxes.

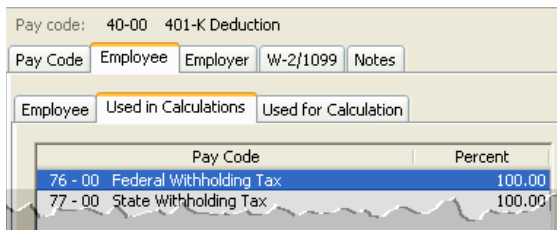
Do this...

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Display the first pay code.

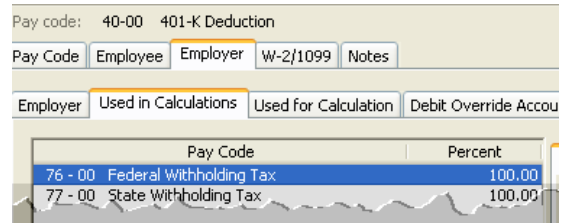


Clarity Payroll > Organization > Pay Codes > Record Control bar

3. On the **Employee tab** or **Employer tab**, review the **Used In Calculation** selections for the pay code.



Clarity Payroll > Organization > Pay Codes > Employee tab > Used in Calculations subtab



Clarity Payroll > Organization > Pay Codes > Employer tab > Used in Calculations subtab

4. Repeat step 3 for each pay code that is in use at your site.

Reminder! Deduction codes will reduce the amount of wages listed in boxes 1, 3, 5 and 16 on the W-2.

16 Verify W-2 and 1099 Setting

The IRS requires organizations to report specific information in Boxes 10, 11, 12, and 14. Contact your accountant/auditor or the IRS to determine if you have amounts that should be reported in these boxes.

Note: Caselle Service staff are not payroll tax experts. We can help you put your payroll tax information into the appropriate boxes, but we CANNOT help you determine what amounts need to be report in each box.

Verify the special pay code flags

For amounts that need to be reported in Boxes 10, 11, 12, or 14, you will need to verify the special pay code flags and check the appropriate boxes in Organization > Pay Codes to place the information for each pay into the correct box on the W-2.

Tip! Your accountant or auditor should advise you on the appropriate code to select for each pay code as well as any other information that my be required for each pay code.

How do I select W-2 Box 12 codes?

The IRS requires organizations to report specific information in Boxes 10, 11, 12, and 14. Contact your accountant/auditor or the IRS to determine if you

have amounts that should be reported in these boxes.

Do this...

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Select the **W-2/1099** tab.
3. Select the appropriate code to describe the pay code amount from the **W-2 Code (Box 12)** drop-down list.

Clarity Payroll > Organization > Pay Codes > W-2/1099 tab

4. Repeat step 3 for each pay code in use at your site with Box 12 requirements.

Tip! Each of these codes and their descriptions, as shown here, can be found by clicking the **What's This? Help button (Ctrl+W) and then clicking on the **W-2 Code (Box 12)** field.**

Box 12 Codes List

This is a list of the codes for filling in Box 12 on the W-2 Form.

A

Uncollected social security or RRTA tax on tips.

B

Uncollected Medicare tax on tips.

C

Taxable cost of group-term life insurance over \$50,000.

D

Elective deferrals to a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement).

E

Elective deferrals under a section 403(b) salary reduction agreement.

F

Elective deferrals under a section 408(k)(6) salary reduction SEP.

G

Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan.

H

Elective deferrals to a section 50(c)(18)(D) tax-exempt organization plan.

J

Nontaxable sick pay.

K

20% excise tax on excess golden parachute pay-

ments.

L

Substantiated employee business expense reimbursements.

M

Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only).

N

Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (former employees only).

P

Excludable moving expense reimbursements paid directly to employee.

Q

Nontaxable combat pay.

R

Employer contributions to an Archer MSA.

S

Employee salary reduction contributions under a section 408(p) SIMPLE plan.

T

Adoption benefits.

V

Income from exercise of nonstatutory stock option(s).

W

Employer contributions (including employee contributions through a cafeteria plan) to an employee's health savings account (HSA).

Y

Deferrals under a section 409A nonqualified deferred compensation plan.

Z

Income under section 409A on a nonqualified deferred compensation plan.

AA

Designated ROTH contributions under a section 401(k) plan.

BB

Designated ROTH contributions under a section 403(b) plan.

CC

HIRE exempt wages and tips (2010 only).

DD

Cost of employer-sponsored health coverage.

EE

Designated ROTH contributions under a governmental section 457(b) plan.

How do I complete W-2 Other Description fields?

Reminder! If you have any questions about the information required on your W-2 forms, consult your accountant/auditor for the specific information required for your site.

Do this...

1. Does your site require a description for Box 14?

Tip! Box 14 descriptions may include the following items: Contributions to Employee Pension Plans, Union Dues, Life or Health Insurance Premium Payroll deductions, Moving Expenses, etc.

- ◆ Yes, my site requires a description for Box 14. Enter it in the W-2 Other Description (Box 14) field. If you need to include the Box 14 amount, select the Include Amounts checkbox.
 - ◆ No, my site does not require a description for Box 14. Continue to the next step.
2. Is the pay code for dependent care? For example, such as a cafeteria plan payroll deduction.
- ◆ Yes, the pay code is for dependent care. Select the Include Amounts for Dependent Care (Box 10) checkbox.
 - ◆ No, the pay code is not for dependent care. Continue to the next step.
3. Are you required to print the total amount of distributions to an employee for a non-qualified deferred compensation plan?
- ◆ Yes, I need to print this information. Select the Include Amounts for Non-Qualified Plan on W-2 (Box 11) checkbox.
 - ◆ No, I do not need this information. Continue to the next step.

17 Review Employee Wage/Job Information

The next step is to review the W-2 settings and Subject To options selected for each employee.

Do this...

1. Open **Clarity Payroll > Employees > Modify Existing Employees**.
2. Display the first employee record.
3. On the **Job tab**, review the W-2 setup selections for the employee.

The screenshot shows the 'Job' tab selected in the software interface. The 'State Unemployment' sub-tab is active. The form displays the following fields and values:

- Work state: UT (dropdown menu) Utah
- Hire date: 07/03/2000 (calendar icon)
- Additional years of service: 0 (input field) Years of service: 12
- Start date: (empty input field) (calendar icon)
- Anniversary date: 07/03/2001 (calendar icon)

A yellow callout box highlights the 'Include on W-2 Form' section, which contains three checkboxes:

- Statutory
- Retirement plan
- Third party sick pay

*Clarity Payroll > Employees > Modify Existing Employees > Job tab
> Job subtab*

4. On the **Wage tab**, verify that the **Subject To** options that are selected for the employee.

Employee Wage Job Allocations Pay Codes Direct Deposit Contacts Attachments Notes

Pay period frequency: Biweekly

Employee type: 941

Estimated annual hours: 2,080.00

Hourly rate: 14.7115

Annual wage: 30,600.00

Pay schedule:

Pay grade:

Pay step:

Subject to:

| Pay Code | Description | Type | Begin Date | End Date | Exemptions | Additional Exemptions | Extra Amount |
|----------|-------------|----------------------|------------|----------|------------|-----------------------|--------------|
| 40-00 | 401-K Ded | Retirement | | | 0 | 0 | 0.00 |
| 74-00 | Soc Sec | Social Security | | | 0 | 0 | 0.00 |
| 75-00 | Medicare | Medicare | | | 0 | 0 | 0.00 |
| 76-00 | FWT | Federal Withholding | | | 2 | 0 | 0.00 |
| 77-00 | SWT | State Withholding | | | 2 | 0 | 0.00 |
| 98-00 | SUTA | State Unemployment | | | 0 | 0 | 0.00 |
| 99-00 | Wrk Comp | Workers Compensation | | | 0 | 0 | 0.00 |

Clarity Payroll > Employees > Modify Existing Employees > Wage tab

5. Repeat steps 3-4 for each employee.

Tip! If you have questions about the W-2 setup and Subject To options that should be used for your site, consult with your account/auditor.

18 Run Checkout

After you have performed all of the previous steps, run the Employee Checkout again. Verify that there are no errors.

IMPORTANT! If there are any errors on the Checkout report, contact Customer Service.

3. Verify the **Beginning Date and Ending Date**. These dates should default to the year being closed in order to scan and check the entire year's data.

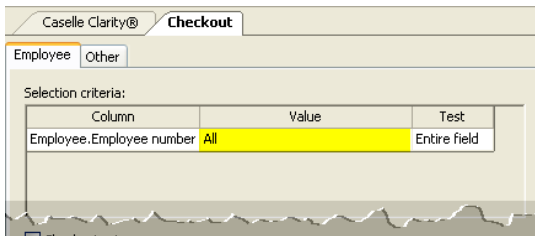
IMPORTANT! If these dates are incorrect, DO NOT change them. Call customer service to address the issue.

How do I run Checkout?

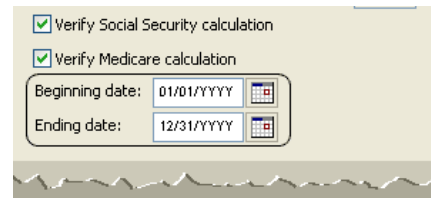
Use Checkout to discover any errors that need to be corrected.

Do this...

1. Open **Clarity Payroll > Organization > Checkout**.
2. Run Checkout for **ALL** employees.



Clarity Payroll > Organization > Checkout > Selection Criteria



Clarity Payroll > Organization > Checkout > Beginning/Ending Date fields

4. Click **GO** (Ctrl+G).

19 Back up Current Year

Before proceeding, perform a backup of the current year payroll files.

Tip! It is a practical idea to have a backup strategy in place in order to prevent accidental data loss. Backups may be performed on the schedule that best suits the needs of your site. Storage options may include tap, Zip®, or Jazz® drives, CD-ROM, etc. For more information on the backup strategy in place at your site, consult with your local IS/IT staff.

How do I back up the Payroll database?

IMPORTANT! These instructions will help you make a temporary copy of your database information. Your IT/IS staff can assist you in making permanent backups.

Do this...

1. Open **Clarity System Management > System Tools > Exchange Data**.
2. Click **Send Data**.
3. Click **Full**.
4. Use the **File Name** field to enter a name for your backup file. Example: AnycityUT.PR0.YearEnd.Backup.
5. Click **Data Path**.

6. Click **Browse**. Use the options in **Browse for Folder** to locate your CSLDATA/BACKUP folder. Click **OK**.

7. Click the **Databases** tab.

8. In the Tasks area, click **Add a Database**. Use the options on the Add Database form to select your server and database. For example, PR0_AnycityUT. Click **OK**.

What if I don't know the server name? Click the Options tab, then click *Load Data to Server*. The server name will display in the *Load Data to Server* field. Remember to switch the form settings back to *Send Data* BEFORE continuing.

9. Click **GO** (Ctrl+G).

10. When the backup is finished, click **Yes** to exit.

20 Run W-2 and 1099 Application

This step contains several tasks that must be completed in order.

- ◆ Step 20-A: Convert W-2 and 1099 information from Payroll
- ◆ Step 20-B: Verify the converted information for each employee
- ◆ Step 20-C: Verify the Organization W-2 and 1099 information
- ◆ Step 20-D: Run W-2 & 1099 Checkout
- ◆ Step 20-E: Print and review sample W-2s, making any necessary changes

Important! If you find errors in the sample W-2s, you will need to make corrections in Payroll. Then, go back to Step 18 and repeat all parts of Steps 19-20 until the sample W-2s are correct.

Tip! When you complete these tasks, the W-2s will be ready for printing. If the actual W-2s will not be printed at this time, they should be printed as soon as possible after performing the year-end steps as possible. You may wish to schedule the print job for a time when printer traffic is low.

20 A: Convert W-2 and 1099 information from Payroll

Run Convert Year-end Tax Information to migrate the Payroll employee information to the W-2 and 1099 Reporting application.

How do I convert Payroll?

1. Open **Clarity Payroll > W-2 and 1099 Reporting**. This will open the Caselle Clarity Government Reporting application.
2. From the **W-2 and 1099 Reporting Main Menu**, select **Convert Year-end Tax Information**.

Clarity Payroll > W-2 and 1099 Reporting > Convert Payroll Information for the Tax Year field

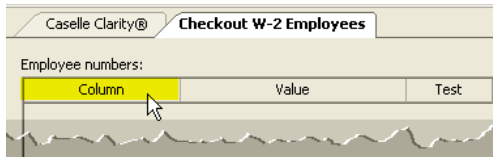
3. Verify the amounts in the **Maximum Wage Limits**.
4. Click **GO** (Ctrl+G).

20 D: Run W-2 and 1099 Checkout

Use W-2 and 1099 Checkout to search for errors in the W-2 and 1099 data.

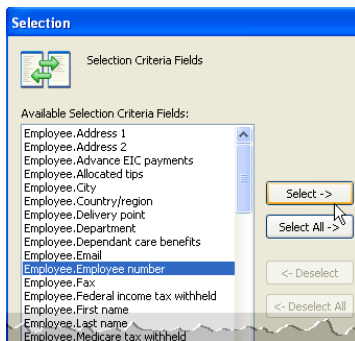
How do I check W-2 employees?

1. Open **Clarity W-2 and 1099 Reporting > Checkout W-2 Employees**.
2. Double-click **Column**.



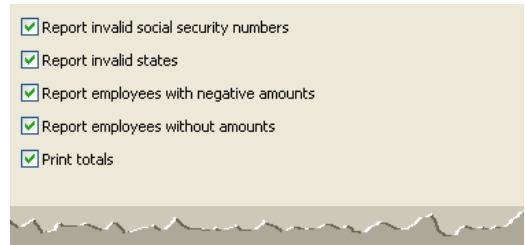
Clarity Payroll > W-2 and 1099 Reporting > Checkout W-2 Employees

3. Select **Employee.Employee Number**. Click **OK**.



Selection form > Employee.Employee Number

4. Select all checkboxes.



Clarity Payroll > W-2 and 1099 Reporting > Checkout W-2 Employee checkboxes

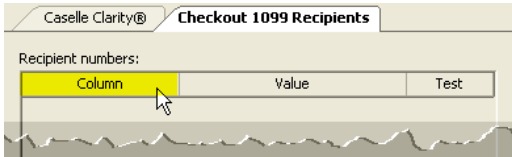
5. Click **GO** (Ctrl+G).
6. Click **Preview** (Ctrl+Q) to preview the report, or click **Print** (Ctrl+P).
7. Review the report for accuracy.

Tip! When you run W-2 & 1099 Checkout, the system checks itself for errors. If the system finds no errors, the note “No W-2/1099 Recipient errors found” will be printed in the lower left-hand corner of the report.

Tip! If there are employees at your site with more than one employee number, and who are receiving multiple W-2s, you may wish to provide them with a single W-2. Note: If a warning displays that there are more pay codes marked for any one box than will fit on a single W-2 for this an employee when you complete Step 20A - Convert from Payroll, then you will not be able to combine the W-2s.) For instructions on combining multiple W-2s, complete the section on How Do I Combine Multiple W-2s. If this does not apply to your site, continue to **Print and Review Sample W-2s.**

How do I check 1099 Recipients?

1. Open **Clarity W-2 and 1099 Reporting > Checkout 1099 Recipients**.
2. Double-click **Column**.



Clarity Payroll > W-2 and 1099 Reporting > Checkout 1099 Recipients

3. Select **Recipient.Account Number**. Click **OK**.
4. Select all checkboxes.
5. Click **GO** (Ctrl+G).
6. Click **Preview** (Ctrl+Q) to preview the report, or click **Print** (Ctrl+P).
7. Review the report for accuracy.

Report.

2. From the **W-2 and 1099 Reporting Main Menu**, select **W-2 Employees**.
3. When prompted, specify the employee number for which you wish to view this employee's record.
4. Display the employee record that you wish to keep for this employee.
5. On the **Wage Information > General** subtab, type the new totals into each of the W-2 fields.
6. Now display the employee record that you wish to discard for this employee.
7. Click **Delete** (Ctrl+D).

Important! If errors in the sample W-2s (see instructions in the next section) require you to make corrections in Payroll and repeat Steps 18-20, you will also need to recombine the multiple W-2s.

How do I combine multiple W-2s?

Use these instructions to merge W-2s when the application creates more than one W-2 for the same employee.

Do this...

1. From the W-2 Conversion Report (created in Step 20-A) find all employee numbers for this employee. Manually combine the totals for each W-2 field for this employee, and make a note of the new totals on the W-2 Conversion

| | | | | | | | |
|----|------------------|----|----------|-----------|-----|----------|----------|
| 25 | Johnson, Douglas | UT | 10461.52 | 13661.52 | .00 | UT | .00 |
| | Douglas Johnson | | 773.04 | No change | .00 | 10461.52 | 13661.52 |
| | 555-74-0721 | | 10461.52 | 13661.52 | .00 | 450.00 | 453.16 |
| | | | 648.64 | 847.04 | .00 | | .00 |
| | | | 10461.52 | 13661.52 | .00 | .00 | .00 |
| | | | 161.68 | 198.08 | .00 | .00 | .00 |
| 30 | Johnson, Douglas | UT | 3200.00 | | .00 | UT | .00 |
| | Douglas Johnson | | .00 | | .00 | 3200.00 | .00 |
| | 555-74-8721 | | 3200.00 | | .00 | 9.15 | .00 |
| | | | 198.40 | | .00 | | .00 |
| | | | 3200.00 | | .00 | .00 | .00 |
| | | | 46.40 | | .00 | .00 | .00 |

20 E: Print and review sample W-2s

Use the W-2s Report to print the W-2 information to plain paper. The W-2s Report will print the information to the correct boxes on the W-2 Form. If the W-2 Forms print correctly, you can print the final W-2 Forms right now or you can wait until later.

How do I print sample W-2s?

1. Open **W-2 and 1099 Reporting > W-2s**.
2. Select the desired form style from the **Report**

Title drop-down list.

3. Load scratch paper in the printer. Now, click **Print** (Ctrl+P).
4. Review the sample W-2s. Verify that the items to be printed on the W-2 form are printing in the correct position/correct boxes.

Tip! If you need to adjust your printer settings, call Customer Service for assistance.

5. If the actual W-2 forms will be printed at this time, load the W-2 forms in the printer. Now, click **Print** (Ctrl+P). If the actual W-2 forms will not be printed at this time, go on to the next step.

| | | | | | |
|---------------------|---------|--------|---------------------|---------|--------|
| 555-68-8888 | 8177.03 | 456.96 | 555-68-8888 | | |
| 87-0302950 | 8177.03 | 343.43 | 87-0302950 | 8177.03 | 456.96 |
| .00 | 8177.03 | 118.56 | ANYCITY CORPORATION | 8177.03 | 343.43 |
| .00 | .00 | .00 | 10 N COMMERCE AVE | 8177.03 | 118.56 |
| ANYCITY CORPORATION | | .00 | PO BOX 123 | .00 | .00 |
| 10 N COMMERCE AVE | | | ANYCITY UT 88888 | .00 | .00 |
| PO BOX 123 | | | 30 | .00 | .00 |
| ANYCITY UT 88888 | | | GEORGE AUSTIN | .00 | |
| 30 | | | 248 HILLTOP DR | | |
| GEORGE AUSTIN | | | ANYCITY UT 88888 | | |
| 248 HILLTOP DR | | | | | |
| ANYCITY UT 88888 | | | | | |
| UT 05-785694 | 8177.03 | | UT 05-785694 | 8177.03 | 313.02 |
| 313.02 | | | | | |
| 555-74-3036 | 8196.12 | 210.68 | 555-74-3036 | | |
| 87-0302950 | 8196.12 | 344.23 | 87-0302950 | 8196.12 | 210.68 |
| .00 | 8196.12 | 118.85 | ANYCITY CORPORATION | 8196.12 | 344.23 |
| .00 | .00 | .00 | 10 N COMMERCE AVE | 8196.12 | 118.85 |
| ANYCITY CORPORATION | | .00 | PO BOX 123 | .00 | .00 |
| 10 N COMMERCE AVE | | | ANYCITY UT 88888 | .00 | .00 |
| PO BOX 123 | | | 90 | .00 | .00 |
| ANYCITY UT 88888 | | | LANE BLACK | .00 | |
| 90 | | | 365 PALISADES DR | | |
| LANE BLACK | | | ANYCITY UT 88888 | | |
| 365 PALISADES DR | | | | | |
| ANYCITY UT 88888 | | | | | |

Tip! If the actual W-2s will not be printed at this time, they should be printed as soon as possible after performing the year-end steps.

Important! If you find errors in the sample W-2s, you will need to make corrections in Payroll. Then go back to Step 18 and repeat all parts of Steps 18-20 until the W-2s are correct.

IRS Tax Forms Reference Sheets

| Tax Forms 2012 Reference Sheet W-2/1099 Descriptions | Business Systems Form Numbers | Safeguard Form Numbers | NELCO | Caselle Format |
|---|----------------------------------|---------------------------|---------------|----------------------------------|
| W-2 Twin Set Employer | X-13 | FORM 7600-3 | TSCW2053 | W-2 Single Wide |
| W-2 Twin Set Employee | X-13A | FORM 7640-3 | TSCW2053 | W-2 Single Wide |
| W-2 3PT 2-Wide Continuous Feed (Sm LH, Lg RH) | X3 | FORM 8801 | 2CW2052 (4PT) | W-2 Double Wide |
| W-2 Wide Mailer (Sm LH, Lg RH) | XC5060 | FORM 7302 | | W-2 Double Wide Mailer |
| W-2 1 Wide Mailer - Mag Media | XM53 | FORM 7505 | MMQMW2D053 | W-2 Single Wide Mailer |
| Laser W-2 Copy A Employers Federal | LW2A | FORM 5201 | BW2FED05 | W-2 Single Wide |
| Laser W-2 Copy B Employees Federal | LW2B | FORM 5202 | BW2EEB05 | W-2 Single Wide |
| Laser W-2 Copy C Employees Record | LW2C | FORM 5203 | BW2EEC05 | W-2 Single Wide |
| Laser W-2 Copy 2 Employees State-Local | LW22 | FORM 5203 | BW2EE205 | W-2 Single Wide |
| Laser W-2 Copy 1/D Employers | LW21D | FORM 5204 | BW2ERD05 | W-2 Single Wide |
| Laser W-2 3-Up Employee Copy | L3UP | FORM 5210 | BW23UP05 | W-2 Laser 3-Up |
| Laser W-2 4-Up Box Employee Copy | L4UP | FORM 5205 | BW24UP05 | W-2 Laser 4-Up Box |
| Laser W-2 Pressure Seal 4-Up Box Employee Copy | FORM 1287 | FORM 5224 | 80481 | W-2 Pressure Seal 4-Up Box |
| 1099 Misc 4PT Mailer | PTMM4 | FORM 2134 | PAMIS054 | 1099 Miscellaneous |
| 1099 Misc 4PT Carbonless | TCM4 | FORM 7154 | CMIS054 | 1099 Miscellaneous |
| 1099 Int 4PT Carbonless | TC-14 | FORM 7150 | CINT054 | 1099 Interest |
| 1099 Div 4PT Carbonless | TC-D4 | FORM 7152 | CDIV054 | 1099 Dividend |
| 1099 R 4PT Carbonless | TC-R4 | FORM 7159 | CR054 | 1099 Retirement |
| Laser 1099 Misc Copy A Fed | LMA | FORM 5110 | BMISFED05 | 1099 Miscellaneous |
| Laser 1099 Misc Copy B Recipient | LMB | FORM 5111 | BMISREC05 | 1099 Miscellaneous |
| Laser 1099 Misc Copy C Payer/State | LMC | FORM 5112 | BMISPAY05 | 1099 Miscellaneous |
| Laser 1099 Misc Copy 2 Recipients State | LM2 | FORM 5112 | BMIS205 | 1099 Miscellaneous |
| Laser 1099 Pressure Seal Misc Copy 2 / Copy B | FORM 353 | FORM 5113 | 80487 | 1099 Miscellaneous Pressure Seal |
| Laser 1099 Div Fed Copy A | LDA | FORM 5130 | BDIVFED05 | 1099 Dividend |
| Laser 1099 Div Recipient Copy B | LDB | FORM 5131 | BDIVREC05 | 1099 Dividend |
| Laser 1099 Div Payer/State | LDC | FORM 5132 | BDIVPAY | 1099 Dividend |
| Laser 1099 Int Fed Copy A | LIA | FORM 5120 | BINTFED05 | 1099 Interest |
| Laser 1099 Int Recipient Copy B | LIB | FORM 5121 | BINTREC05 | 1099 Interest |
| Laser 1099 Int Payer/State | LIC | FORM 5122 | BINTPAY05 | 1099 Interest |
| Laser 1099 R Fed Copy A | LRA | FORM 5140 | BRFED05 | 1099 Retirement |
| Laser 1099 R 4-Up Box Recipient Copy B,C,2,2 | LR4 | FORM 5175 | BR4UP05 | 1099 Retirement 4-Up Box |

21 Report W-2 Information to the IRS

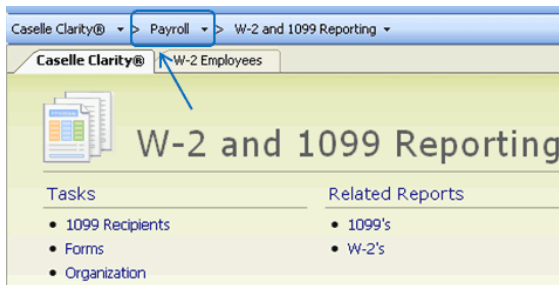
Do you have more than 250 employees at your site?

- ◆ Yes, there are more than 250 employees at my site. You may be required to submit your W-2 information electronically.
- ◆ No, there are less than 250 employees at my site. Submit your W-2 information according to the instructions that have been provided to you by the IRS.

Tip! If you need to submit W-2 information using Electronic W-2/1099 and the W-2 and 1099 Reporting > Create Electronic W-2 File option is not available, then you will need to contact Caselle Sales to purchase this module.

22 Exit the W-2 and 1099 Application

When the W-2 conversion is complete, click the Payroll link in the breadcrumbs list to leave the W-2 and 1099 Reporting application and return to the Payroll main menu. Or click on the Caselle Clarity Applications > Payroll.



Link to Payroll Breadcrumbs

Important!

Be sure ALL current year payroll reports and updates to the General Ledger have been completed BEFORE proceeding to the next step.

23 Perform Year-end Closing

Once you have completed the previous steps, performing the Year-end Closing is simple.

Do this...

1. Open **Clarity Payroll > Organization > Close Year-end**.
2. Verify the new Current Year listed on the screen. The year-end closing will close out the previous year and set the system to the new current year.

Important! If your system does not display the correct new year (2013), contact Customer Service.

3. Click **GO** (Ctrl+G).
4. When the Year-end Closing is complete, a dialog box will appear. Click **OK** to close this dialog box.

Final Steps

Running the Year-end Closing is the last official step in the Year-end Closing Checklist.

If you haven't already printed the actual W-2s, you should print them as soon as possible after completing the Year-end Checklist.

The next steps will help you get Payroll ready for the new year.

24 Load New Tax Rates

In this step, you will enter the Federal and (if applicable) State tax rates for the new year.

Tip! Not all states have State Withholding Tax Rates. For those that do, modifications to the rates and notification of changes to employers may be handled differently by each state. For more information about your state's withholding tax rates and any changes that may have been made for the new year, you will need to contact the appropriate state agency. (In other words, the State Tax commission for your state, etc.)

Load new Federal tax rates

This is a two step process. First, you need to enter the new Federal Social Security rates. Then, you need to enter the new federal withholding tax rates.

Where are the new Federal tax rates? The new Federal tax rates are not available. Click [here](#) to download the 2012 rates.

First, enter the new Federal Social Security rates

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Select the **Social Security pay code** in use at your site.

3. On the **Employee tab > Employee subtab**:

- ◆ Enter the **Maximum Wage Limit** for the new year.
- ◆ Enter the new **Social Security Rate Percentage** for employee and employer.

Where can I find the Maximim Wage Limit and Social Security Rate Percentage for Employees and Employers? Check the IRS.GOV website.

Important! The Social Security Rate may change. Caselle will post changes to the Social Security Rate on CIMS as soon as the new percentages are available.

Pay code: 74-00 Social Security Tax

Pay Code Employee Employer W-2/1099 Notes

Employee Used in Calculations Used for Calculation

Amount/Rate/Percent type: Percent of amount

Percentage: ##### %

Maximum limit: .00

Maximum wage limit: ###,###.00

Standard pay hours: .00

GL account: 02-22210 Fica Payable

Clarity Payroll > Organization > Pay Codes > Employee tab > Employee subtab > Percentage and Maximum Wage Limit field

4. On the **Employer tab** > **Employer subtab**, repeat Step 3.

Clarity Payroll > Organization > Pay Codes > Employer tab > Employer subtab > Percentage and Maximum Wage Limit field

Note: The Federal tax rates shown on these sample illustrations come from IRS Publication 15 -Circular E, Employer's Tax Guide. If you do not have a copy of this publication, you may wish to request one from the IRS for your records.

Earned Income Credit (EIC): The Earned Income Credit (EIC) was discontinued after December 31, 2010.

Second, enter the new federal withholding tax rates

1. Open **Clarity Payroll** > **Organization** > **Calculation Tables**.

2. Enter **Federal—Single** in the **Calculate**

Table Name field.

3. Enter the Federal Withholding Rates table information for the Single status.

4. On the **Modifiers tab**, enter the **FWT Exemption Amount** for **the new year**.

5. Enter the **Federal—Married** in the **Calculate Table Name** field.

6. Enter the new Federal Withholding Rates table information for the Married status.

7. On the **Modifiers tab**, enter the **FWT Exemption Amount** for **the new year**.

Load new state tax rates

Load the new state tax rates in the Calculation Tables.

Where are the new state tax rates? Use the Internet browser to navigate to www.caselle.com/pdf/PR4_2012XX_StateTaxRates.pdf. Substitute the two-letter state code for XX. If the new state tax rates are not available on www.caselle.com, check the State tax services for the new tax rates.

| Tasks | Over | Not Over | Tax Amount | Tax Rate |
|--------------------------|------------|------------|------------|----------|
| Add a new rate | ###,###.00 | ###,###.00 | ###,###.00 | ###% |
| Remove the selected rate | ###,###.00 | ###,###.00 | ###,###.00 | ###% |
| | ###,###.00 | ###,###.00 | ###,###.00 | ###% |
| | ###,###.00 | ###,###.00 | ###,###.00 | ###% |
| | ###,###.00 | ###,###.00 | ###,###.00 | ###% |
| | ###,###.00 | ###,###.00 | ###,###.00 | ###% |
| | ###,###.00 | ###,###.00 | ###,###.00 | ###% |
| | ###,###.00 | ###,###.00 | ###,###.00 | ###% |

Rate

Over: .0000

Not over: .0000

Tax amount: .0000

Tax rate: 0%

Do this...

1. If your state has a State Withholding Exemption rate, open **Clarity Payroll > Organization > Calculation Tables**.
2. Enter the 2-character abbreviation for your state in the **Calculation Table Name** search field. Press **Enter**.
3. Click the **Modifiers tab**. Review the tax rate information on this page for the new year.

Note: The withholding rates shown in these sample illustrations are for the State of Utah. Enter the appropriate state abbreviation and withholding rates for your state.

4. Repeat step 2 and 3 for each Marital Status.

25 Print a New Prelist Worksheet

Use the Prelist Worksheet to gather information from the employee timesheets and prepare it to enter into Payroll.

Do you use a Prelist Worksheet at your site?

◆ Yes, my site uses a Prelist Worksheet. Print a

new Prelist Worksheet. Open **Clarity Payroll > Reports > Payroll Prelist Worksheet.**

◆ No, my site does not use a Prelist Worksheet. Continue to the next step.

| Employee Name | Employee Number | Department | Job Class | Subject to Retirement | EIC Status | Fx | Federal Status | Sx | State Status | Payroll Type | Pay Period Frequency |
|--------------------------|-----------------|----------------|-----------|-----------------------|-------------|----|----------------|--------------|--------------|---------------|----------------------|
| Administration | | | | | | | | | | | |
| Morris, Sharon | | | | | | | | | | | |
| | 15 | Administration | | No | | | 1 | Single - FWT | 1 | Single - Utah | Hourly Btweekly |
| GL Allocation: | 10-44-000 | 40.00% | | GL Allocation: | 10-42-000 | | 60.00% | | | | |
| 1-00 | Regular | 80.00hr | 100.0000 | %H | [9.50] | | 2-00 | Overtime | | 150.0000 | %H [14.25] |
| 3-00 | Vacation | | 100.0000 | %H | [9.50] | | 4-00 | Sick Leave | | 100.0000 | %H [9.50] |
| 7-00 | Holiday | | 100.0000 | %H | [9.50] | | 8-00 | Misc Pay | | .0000 | \$A [0.00] |
| 65-00 | Crtd Union | | 50.0000- | \$A | [50.00-] | | 74-00 | Soc Sec | | 4.2000- | %A [31.9200-] |
| 75-00 | Medicare | | 1.4500- | %A | [11.0200-] | | 76-00 | FWT | | .0000 | CA [0.00] |
| 77-00 | SWT | | .0000 | CA | [0.00] | | 85-00 | Net Pay | | .0000 | \$A [0.00] |
| 90-00 | Retirement | | .0000 | | [0.00] | | 91-00 | Health | | .0000 | [0.00] |
| 92-00 | LTD Ins | | .0000 | | [0.00] | | 98-00 | SUTA | | .0000 | [0.00] |
| 99-00 | Wrk Comp | | .0000 | | [0.00] | | | | | | |
| Rockford, Julie M | | | | | | | | | | | |
| | 10 | Administration | | Yes | | | 2 | Married - FW | 2 | Married - Uta | Salary Btweekly |
| GL Allocation: | 51-80-000 | 10.00% | | GL Allocation: | 10-44-000 | | 90.00% | | | | |
| 1-00 | Regular | 80.00hr | 100.0000 | %A | [1,176.923] | | 3-00 | Vacation | | .0000 | \$A [0.00] |
| 4-00 | Sick Leave | | .0000 | \$A | [0.00] | | 7-00 | Holiday | | .0000 | \$A [0.00] |
| 8-00 | Misc Pay | | .0000 | \$A | [0.00] | | 9-00 | Comp Time | | .0000 | \$A [0.00] |
| 40-00 | 401-K Ded | | 125.0000- | \$A | [125.00-] | | 74-00 | Soc Sec | | 4.2000- | %A [49.4308-] |
| 75-00 | Medicare | | 1.4500- | %A | [17.0654-] | | 76-00 | FWT | | .0000 | CA [0.00] |
| 77-00 | SWT | | .0000 | CA | [0.00] | | 85-00 | Net Pay | | .0000 | \$A [0.00] |
| 90-00 | Retirement | | .0000 | | [0.00] | | 91-00 | Health | | .0000 | [0.00] |
| 92-00 | LTD Ins | | .0000 | | [0.00] | | 98-00 | SUTA | | .0000 | [0.00] |
| 99-00 | Wrk Comp | | .0000 | | [0.00] | | | | | | |

Does your site use Caselle's Timekeeping application?

- ◆ Yes, my site uses Caselle Timekeeping. Do not print a Prelist Worksheet. Caselle Timekeeping will automatically transfer the employee hours to the Payroll application.
- ◆ No, my site does not use Caselle Timekeeping. You should print a new Prelist Worksheet.

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