

CASELLE

Payroll

2022 Year-end Checklist



User Guide



Introduction

Payroll Year-end Checklist

Follow the instructions to close the current payroll year. During this process, you'll verify the payroll information, print W-2s, and update the Payroll application for the next year. You need to wait until the last payroll period for the month of December is closed.

But you don't have to wait until the last payroll period is closed to start verifying and balancing payroll, see the help topic titled [How do I pre-balance Payroll Year-end Reports?](#)

Current revision: The links to the 2021 Payroll Year-end Webinar will be replaced with the 2022 Payroll Year-end Steps Webinar when the 2022 Payroll Year-end Steps Webinar is published.

Payroll Year-end Webinar

Watch the 2022 Payroll Year-end Webinar (1h40m05s) [\[MP4\]](#).

Step 0-1, Get started (00h01m23s) [\[MP4\]](#)

Step 2, Verify pay codes (00h20m14s) [\[MP4\]](#)

- Step 2A-D, Verify and review pay codes (00h20m45s)
- Step 2E, Run checkout (00h33m08s)

Step 3, Verify YTD information (00h44m33s) [\[MP4\]](#)

- Step 3A, Verify GL updates (00h44m05s)

- Step 3B, Print payroll history for calendar year (00h46m05s)
- Step 3C, Print annual 941 report (00h49m35s)
- Step 3D, Print employee tax summary (00h52m06s)
- Step 3E, Verify reports (00h52m51s)
- Step 3F, Print additional annual reports (00h57m41s)

Step 4, Verify employee information (01h01m22s) [\[MP4\]](#)

- Step 4A, Review employee settings (01h01m27s)
- Step 4B, Run employee checkout again (01h03m41s)

Step 5, Verify leave time information (01h04m32s) [\[MP4\]](#)

Step 6, Print W-2s (01h10m45s) [\[MP4\]](#)

- Step 6A, Back up the current year (01h11m24s)
- Step 6B, Convert year-end tax information (01h12m40s)
- Step 6C, Check the conversion report (01h17m42s)
- Step 6D, Verify the organization's W-2 information (01h20m05s)
- Step 6E, Run checkout W-2 employees (01h22m28s)
- Step 6F, Print sample W-2s (01h23m47s)
- Step 6G, 6H, and 6I, Print W-2s now or wait? (01h28m54s)
- Step 6I, Create electronic W-2 file (01h30m56s)

Step 7, Finishing up (01h31m59s) [\[MP4\]](#)

- Step 7A, Close the payroll year (01h31m59s)
- Step 7B, Update federal and state tax rates (01h33m20s)

Questions and Answers, (01h38m08s) [\[MP4\]](#)

What to do while you're waiting...

A few of you may be anxious to start working on the Payroll Year-end Checklist. While you wait to finish the checklist for the last payroll of the year, you can start balancing the reports that you'll use to complete the Payroll Year-end Checklist. The balancing process will help you verify and fix errors in the Social Security and Medicare amounts for the employee portion and employer portion. [More](#)

[Quick Start](#)

[Step 1. Before you get started](#)

Step 2. Verify the pay code information

Step 3. Verify year-to-date information

Step 4. Verify employee information

Step 5. Verify leave time information

Step 6. Print W-2s

Step 7. Finishing up

Troubleshooting

202111, 2022Nov08

What's new?

Payroll Year-end Checklist

These items have changed in the Payroll Year-end Checklist 2022.

- Quick Start. You'll find the condensed version of the Payroll Year-end Checklist. For the Payroll expert users, these are the steps to review the payroll information and print W-2s. If you run into trouble, click the link (you'll find one in each section) to open the detailed instructions.
- Step 2B. Checkout has been moved to the end of step 2. It's now Step 2E.
- Step 2C, Verify Pay Codes and Step 2D, Verify W-2 Box 10, 11, 12, and 14 Settings will use the new Pay Codes List to look at the pay code information. Using the new report will take less time than looking up the pay code information in the pay codes table.
- Step 7B, Update Federal and State Tax Rates. Combines Step 7B, 7B(1), and 7B(2).
- Error report. This is the Checkout error report.

Quick Start

Payroll Year-end Steps Checklist

This section is for those of you who have completed the year-end steps checklist before or for those of you who want a really short summary of the steps that your about to complete. If you open the PDF on your computer, you'll find a short paragraph or two to explain each step. If you need additional instructions, there's a link in each section that will take you to more detailed instructions.

What if this is my first time closing the payroll year?

Follow the instructions in the Payroll Year-end Checklist and watch the Payroll Year-end Webinar. The easiest way to follow the instructions is to use a second monitor to display the Payroll help project and use a primary monitor to run Connect Payroll.

What if I need additional assistance? Contact customer support at (800) 228-9851 to request one on one assistance.

Step 1. Before You Get Started

Before you begin the Payroll Year-end Checklist, you will need to close the last payroll of the year, install the latest Connect release, install the latest Payroll Year-end Checklist XML, and print quarterly reports for the fourth quarter.

[\[More\]](#)

1a. Close the last payroll of the year. [\[More\]](#)

1b. Install the latest version of Connect. [System Management > Installation > Install Program Updates | [More\]](#)

1c. Print quarterly reports for the 4th quarter. [Payroll Reports menu, see also your *Each Pay Period* checklist | [More\]](#)

1d. Install the Payroll Year-end Checklist XML. [[XML](#) | [More\]](#)

Step 2. Verify the Pay Code Information

Carefully review the information stored in the Pay Codes table. Run Checkout to search the Payroll database for errors and make corrections. Verify the ID numbers on federal and state pay codes. Review the subject to pay codes. Last, verify the W-2 box 10, 11, 12, and 14 settings.

[\[More\]](#)

2a. Verify pay code rates and limits. [Connect Payroll > Organization > Pay Codes | [More\]](#)

2b. Verify ID numbers for federal and state pay codes. [Payroll Organization > Pay Codes | [More\]](#)

2c. Review the *subject to* pay codes. [Payroll Reports > Pay Code List | [More](#)]

2d. Verify W-2 Box 10, 11, 12, and 14 settings. [Payroll Reports > Pay Code List | [More](#)]

2e. Run checkout. [Connect Payroll > Employees > Checkout | [More](#)]

Step 3. Verify Year-to-Date Information

Review payroll transactions for the calendar year. Print and review the following reports for the calendar year: Payroll History Report, Annual 941 Report, and Employee Tax Summary Report. Verify the totals and then print any annual reports that need to be printed for your organization.

[\[More\]](#)

3a. Verify the general ledger updates for the calendar year. [Connect General Ledger > Journal Inquiry | [More](#)]

3b. Print payroll history for the calendar year. [Connect Payroll > Reports > Payroll History Report | [More](#)]

3c. Print the annual 941 report for the calendar year. [Connect Payroll > Reports > 941 Report | [More](#)]

3d. Print employee tax summary for the calendar year. [Connect Payroll > Reports > Employee Tax Summary | [More](#)]

3e. Verify reports. [Steps 3b, 3c, and 3d | [More](#)]

3f. Print additional annual reports for the calendar year. (Optional) [\[More\]](#)

Step 4. Verify Employee Information

Review the following options for each employee record: Social Security number; employee pay codes, and employee options for the W-2 Form. When you finish reviewing employee records, run Employee Checkout to search for errors and make corrections.

[\[More\]](#)

4a. Review the employee settings. [Connect Payroll > Employees > Modify Existing Employees | [More](#)]

4b. Run employee checkout again. [Connect Payroll > Employees > Checkout | [More](#)]

Step 5. Verify Leave Time Information

You need to verify leave time information if your organization uses carryover limits that limit the number of leave hours an employee can carry into next year. Start by printing the Leave Report to verify the carryover limit by leave rate. If everything looks good, adjust carryover hours and then print the Leave Report again to verify new leave balances.

[\[More\]](#)

- 5a. Print the leave report. [Connect Payroll > Reports > Leave Report | [More](#)]
 - 5b. Verify carryover limit in the leave rates. [Leave Report from 5a | [More](#)]
 - 5c. Run adjust carryover hours. [Connect Payroll > Employees > Adjust Leave Carryover Hours | [More](#)]
 - 5d. Verify new leave balances. [Connect Payroll > Reports > Leave Report | [More](#)]
-

Step 6. Print W-2s

Back up the changes that you have made to the Payroll database and then convert the Payroll information so to include it in the Government Reporting application. Verify the converted information in the Government Reporting application is correct. If you find any errors, you will need to correct them in the Payroll application and Government Reporting application. When the converted information is ready, print the W-2s and then create the electronic W-2 file.

[\[More\]](#)

- 6a. Back up the current year's payroll data. Connect System Management > System Tools > Send Databases | [More](#)
 - 6b. Convert year-end tax information. Connect Payroll > Government Reporting > Convert Year End Tax Information | [More](#)
 - 6c. Check the conversion printout. [More](#)
 - 6d. Verify the organization's W-2 information. Connect Government Reporting > Organization | [More](#)
 - 6e. Run checkout W-2. Connect Government Reporting > Checkout W-2 Employees | [More](#)
 - 6f. Print sample W-2s to scratch paper. Connect Government Reporting > W-2s/W-3s | [More](#)
 - 6g. Enter corrections in the payroll system. [More](#)
 - 6h. Print actual W-2s. Connect Government Reporting > W-2s/W-3s | [More](#)
 - 6i. Create the electronic W-2 file. Connect Government Reporting > Create Electronic W-2 | [More](#)
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Step 7. Finishing Up

Do not begin step 7 until you have printed all payroll reports for the tax year and you have updated all transactions for the tax year to the General Ledger application. Step 7 updates the new federal and state state rates so the Payroll application is ready for the new year.

[\[More\]](#)

- 7a. Close the payroll year. Connect Payroll > Organization > Close Year-end | [More](#)
 - 7b. Update new federal and state tax rates. Connect Payroll > Organization > Pay Codes | [More](#)
-

Other Resources

[Box 12 Codes List](#)

[IRS Tax Forms Reference Sheet](#)

Troubleshooting

[Payroll Year-end FAQs](#)

[More](#)

202211, 2022Sep

While You're Waiting to Close the Last Pay Period...



A few of you may be anxious to start working on the Payroll Year-end Checklist. While you wait to finish the checklist for the last payroll of the year, you can start balancing the reports that you'll use to complete the Payroll Year-end Checklist. The balancing process will help you verify and fix errors in the Social Security and Medicare amounts for the employee portion and employer portion.

First, print 941 Report, Employee Tax Summary, and Pay Code Transaction Report

When you set up the report, change the report date range to select Quarterly. You want to print the report for the **calendar year (01/01/YYYY to 12/31/YYYY)**.

[More](#)

Second, verify the Social Security and Medicare amounts on the Pay Code Transaction Report

This step will check if the Social Security and Medicare amounts paid by the employee and employer are correct. The *Pay Code Transaction Report* will tell you the amount that is recorded as the Social Security or Medicare amount. You can use this report to find out how much should be recorded as the employee or employer contribution to Social Security or Medicare.

If the Social Security or Medicare amounts do not match, it means an incorrect amount is recorded and it needs to be corrected before the reports will balance. Start by checking the Social Security amounts and then check the Medicare amounts.

[More](#)

Third, verify the Federal Social Security and Medicare amounts match

Check if the Social Security and Medicare amounts for the employee and employer on the 941 Report (1/1/YYYY to 12/31/YYYY) match the Social Security and Medicare amounts on the Pay Code Transaction Report (1/1/YYYY to 12/31/YYYY).

[More](#)

How do I pre-balance Payroll Year-end Reports?

You can take these preliminary steps to balance the Payroll Year-end Reports: 941 Report, Employee Tax Summary, and Pay Code Transaction Report. Balancing the Payroll Year-end Reports is not required but it will make it easier for you to complete the Payroll Year-end Checklist. It will also help with taxes, printing W-2s, and closing year end. And when you do complete the Payroll Year-end Checklist, pre-balancing these reports will limit the search range to the last pay period.

Important! The 941 Report calculates taxes differently from the Employee Tax Summary and Pay Code Transaction Report. The report totals will differ by a couple of pennies. When you balance these reports, it's acceptable for the report totals to be a couple of pennies off.

When should I pre-balance Payroll Year-end Reports?

Complete this step before you run the last payroll in the calendar year. This step is not mandatory. However, it will make it easier to finishing the Payroll Year-end Checklist.

How much time will I need?

That depends. If the Payroll Each Pay Period checklist has been completed for each pay period, then balancing these reports should be straightforward. If the Payroll Each Pay Period checklist has not been completed each pay period, you may need to allow additional time for troubleshooting.

First, print 941 Report, Employee Tax Summary, and Pay Code Transaction Report

When you set up the report, change the report date range to select Quarterly. You want to print the report for the **calendar year (01/01/YYYY to 12/31/YYYY)**.

[Print the Annual 941 Report](#)

[Print the Employee Tax Summary](#)

[Print the Pay Code Transaction Report](#)

Second, verify the Social Security and Medicare amounts on the Pay Code Transaction Report

This step will check if the Social Security and Medicare amounts paid by the employee and employer are correct.

The *Pay Code Transaction Report* will tell you the amount that is recorded as the Social Security or Medicare amount. You can use this report to find out how much should be recorded as the employee or employer contribution to Social Security or Medicare.

If the Social Security or Medicare amounts do not match, it means an incorrect amount is recorded and it needs to be corrected before the reports will balance. Start by checking the Social Security amounts and then check the Medicare amounts.

[Check the Social Security amounts](#)

[Check the Medicare amounts](#)

Check the Social Security amounts

The grand totals for the Social Security Employee and Employer amounts print at the end of the report. Make sure both columns show the same total.

Anycity Corporation		Pay Code Transaction Report - IRS Tax Year End				Page: 1
		Check issue dates: 1/1/YYYY - 12/31/YYYY				MMM DD, YYYY HH:MM
Employee Number	Name	74-00 Soc Sec Emp Amt	74-00 Soc Sec Empr Amt	75-00 Medicare Emp Amt	75-00 Medicare Empr Amt	76-00 FWT Emp Amt
30	Austin, George	453.48	453.48	106.05	106.05	400.48
90	Black, Lane	454.69	454.69	106.34	106.34	185.35
75	Brown, Shawn A	486.08	486.08	113.68	113.68	915.53
110	Carter, Darrin	22.32	22.32	5.22	5.22	.00
85	Curtis, Amber	248.74	248.74	58.17	58.17	73.60
80	Dickens, Amy	326.97	326.97	76.48	76.48	530.57
85	Ellison, Ray	434.00	434.00	101.50	101.50	26.25
115	Gardner, Edward D	22.32	22.32	5.22	5.22	.00
50	Gilson, Marvin	283.82	283.82	68.37	68.37	102.41
55	Gordon, Natalie C	367.22	367.22	85.89	85.89	781.41
95	Granger, Benjamin R	505.25	505.25	118.16	118.16	529.79
130	Harrison, Jason	22.32	22.32	5.22	5.22	.00
45	Hobson, Maurice	471.86	471.86	110.35	110.35	346.32
25	Johnson, Douglas	567.56	567.56	132.72	132.72	676.41
125	Johnson, Kelly H	22.32	22.32	5.22	5.22	.00
60	McNeil, Annie	111.59	111.59	26.09	26.09	27.59
15	Morris, Sharon	329.84	329.84	77.14	77.14	581.91
105	Price, Gordon	434.00	434.00	101.50	101.50	244.30
70	Rayburn, Susie	178.56	178.56	41.76	41.76	.00
40	Roberts, Dale B	473.44	473.44	110.74	110.74	448.78
10	Rockford, Julie M	542.50	542.50	126.91	126.91	721.41
35	Slade, Randy L	550.83	550.83	128.80	128.80	636.09
5	Smith, Jacob S	891.51	891.51	181.74	181.74	649.33
20	Spencer, Annette	399.28	399.28	93.38	93.38	858.97
100	Watson, Lamont	93.00	93.00	21.75	21.75	.00
120	Wilson, Samuel	74.40	74.40	17.40	17.40	.00
Grand Totals:		28	8,567.90	2,003.80	2,003.80	8,736.50

Social Security totals on the Pay Code Transaction Report - IRS Tax Year

Does the Social Security Employee total match the Social Security Employer total?

- **Yes, the Social Security amounts match.** That's great news, you're ready for the next step.
- **No, the Social Security amounts DO NOT match.** You need to review the employee settings to find the incorrect Social Security entry. Start your search by finding the employee with the incorrect Social Security amount and then find the date when the incorrect Social Security amount was recorded. Then, correct the entry, recalculate the employee's benefits, and then rerun the Pay Code Transaction Report, Employee Tax Summary Report, and 941 Report for the calendar year.

Check the Medicare amounts

Check the Medicare totals at the end of the Pay Code Transaction Report. Make sure both columns show the same total.

Anycity Corporation		Pay Code Transaction Report - IRS Tax Year End			Page: 1	
		Check issue dates: 1/1/YYYY - 12/31/YYYY			MMM DD, YYYY HH:MM	
Employee Number	Name	74-00 Soc Sec Emp Amt	74-00 Soc Sec Empr Amt	75-00 Medicare Emp Amt	75-00 Medicare Empr Amt	76-00 FWT Emp Amt
30	Austin, George	453.48	453.48	106.05	106.05	400.48
90	Black, Lane	454.69	454.69	106.34	106.34	185.35
75	Brown, Shawn A	486.08	486.08	113.68	113.68	915.53
110	Carter, Darrin	22.32	22.32	5.22	5.22	.00
85	Curtis, Amber	248.74	248.74	58.17	58.17	73.60
80	Dickens, Amy	326.97	326.97	76.48	76.48	530.57
85	Ellison, Ray	434.00	434.00	101.50	101.50	26.25
115	Gardner, Edward D	22.32	22.32	5.22	5.22	.00
50	Gilson, Marvin	283.82	283.82	68.37	68.37	102.41
55	Gordon, Natalie C	367.22	367.22	85.89	85.89	781.41
95	Granger, Benjamin R	505.25	505.25	118.16	118.16	529.79
130	Harrison, Jason	22.32	22.32	5.22	5.22	.00
45	Hobson, Maurice	471.86	471.86	110.35	110.35	346.32
25	Johnson, Douglas	567.56	567.56	132.72	132.72	676.41
125	Johnson, Kelly H	22.32	22.32	5.22	5.22	.00
60	McNeil, Annie	111.59	111.59	26.09	26.09	27.59
15	Morris, Sharon	329.84	329.84	77.14	77.14	581.91
105	Price, Gordon	434.00	434.00	101.50	101.50	244.30
70	Rayburn, Susie	178.56	178.56	41.76	41.76	.00
40	Roberts, Dale B	473.44	473.44	110.74	110.74	448.78
10	Rockford, Julie M	542.50	542.50	126.91	126.91	721.41
35	Slade, Randy L	550.83	550.83	128.80	128.80	636.09
5	Smith, Jacob S	891.51	891.51	181.74	181.74	649.33
20	Spencer, Annette	399.28	399.28	93.38	93.38	858.97
100	Watson, Lamont	93.00	93.00	21.75	21.75	.00
120	Wilson, Samuel	74.40	74.40	17.40	17.40	.00
Grand Totals:		28	8,567.90	2,003.80	2,003.80	8,736.50

Medicare totals on the Pay Code Transaction Report - IRS Tax Year

Does the Medicare Employee total match the Medicare Employer total?

- **Yes, the Medicare amounts match.** That's great news, you're ready for the next step.
- **No, the Medicare amounts DO NOT match.** You need to review the employee settings to find the incorrect Medicare entry. Start your search by finding the employee with the incorrect Medicare amount and then find the date when the incorrect Medicare amount was recorded. Then, correct the entry, recalculate the employee's benefits, and then rerun the Pay Code Transaction Report, Employee Tax Summary Report, and 941 Report for the calendar year.

Third, verify the Federal Social Security and Medicare amounts match


Check if the Social Security and Medicare amounts for the employee and employer on the 941 Report (1/1/YYYY to 12/31/YYYY) match the Social Security and Medicare amounts on the Pay Code Transaction Report (1/1/YYYY to 12/31/YYYY).

The *Employee Tax Summary Report* will show you what the Social Security and Medicare totals should be.

- Compare Social Security wages
- Compare Medicare wages

Compare the Social Security wages on the 941 Report and Employee Tax Summary Report

Write down or make a note of the total from Line 5a Taxable Social Security Wages on the 941 Report. (There's a worksheet at the end of each section to help you track and compare amounts.)

Ancycity Corporation		941 Report		Page: 1
Federal Id: 87-0302950		Check Issue Dates: 01/01/2022 to 12/31/2022		Dec 01, 2022 05:02PM
		Form 941		
1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)			0
2	Wages, tips, and other compensation			643,352.98
3	Federal income tax withheld from wages, tips, and other compensation			53,366.27
4	If no wages, tips, and other compensation are subject to social security or Medicare tax			<input type="checkbox"/> Check and go to line 6.
		Column 1	Column 2	
5a	Taxable social security wages	649,803.67	80,575.66	
5ai	Qualified sick leave wages	.00	.00	
5a(ii)	Qualified family leave wages	.00	.00	
5b	Taxable social security tips	.00	.00	
5c	Taxable Medicare wages & tips	649,803.67	18,844.31	
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	.00	.00	
5e	Total social security and Medicare taxes. Add Column 2 from lines 5a, 5a(i), 5a(ii), 5b, 5c and 5d			99,419.97
5f	Section 3121(q) Notice and Demand - Tax due on unreported tips (see instructions)			.00
6	Total taxes before adjustments (add lines 3, 5e, and 5f)			152,786.24
7	Current quarter's adjustments for fractions of cents			.93
8	Current quarter's adjustments for sick pay			.00
9	Current quarter's adjustments for tips and group-term life insurance			.00
10	Total taxes after adjustments. Combine lines 6 through 9			152,787.17
11a	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974			.00
11b	Nonrefundable portion of credit for qualified sick and family leave wages for leave taken before April 1, 2021			.00
11c	Reserved for future use			

941 Report, Taxable Social Security wages

Next, use the Pay Code Transaction Report to total the Social Security Amount paid by the employees and employer.

$$\text{Social Security Employee Amount} + \text{Social Security Employer Amount} = \text{Taxable Social Security Wages}$$

Anycity Corporation		Pay Code Transaction Report - IRS Tax Year End			Page: 1	
		Check issue dates: 1/1/YYYY - 12/31/YYYY			MMM DD, YYYY HH:MM	
Employee Number	Name	74-00 Soc Sec Emp Amt	74-00 Soc Sec Empr Amt	75-00 Medicare Emp Amt	75-00 Medicare Empr Amt	76-00 FWT Emp Amt
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Grand Totals:		28	8,567.90	2,003.80	2,003.80	8,736.50

Social Security Employee Amount and Social Security Employer Amount on the Pay Code Transaction Report

Federal Social Security Amounts

	Pay Code Transaction Report	941 Report
Social Security Amount		
Remember, the Pay Code Transaction Report and 941 Report calculate this amount differently. The total may be off by a couple of pennies.	SS Emp Amt + SS Empr Amt = Taxable SS Wages	Line 5a: Taxable Social Security Wages

Compare the Federal Medicare wages on the 941 Report and Employee Tax Summary Report

Write down or make a note of the total from Line 5c Taxable Medicare Wages & Tips on the 941 Report.

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)			26
2	Wages, tips, and other compensation			136,515.28
3	Federal income tax withheld from wages, tips, and other compensation			8,736.50
4	If no wages, tips, and other compensation are subject to social security or Medicare tax			<input type="checkbox"/> Check and go to line 6.
		<u>Column 1</u>	<u>Column 2</u>	
5a	Taxable social security wages	138,192.08	17,135.82	
5b	Taxable social security tips	.00	.00	
5c	Taxable Medicare wages & tips	138,192.08	4,007.57	
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	.00	.00	
5e	Add Column 2 from lines 5a, 5b, 5c and 5d			21,143.39
5f	Section 3121(q) Notice and Demand - Tax due on unreported tips (see instructions)			.00
6	Total taxes before adjustments (add lines 3, 5e, and 5f)			29,879.89
7	Current quarter's adjustments for fractions of cents			.01
8	Current quarter's adjustments for sick pay			.00
9	Current quarter's adjustments for tips and group-term life insurance			.00
10	Total taxes after adjustments. Combine lines 6 through 9			29,879.90
11	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974			.00
12	Total taxes after adjustments and credits. Subtract line 11 from line 10			29,879.90
13	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, 944-X (PR), or 944-X (SP) filed in the current quarter			.00
14	Balance due. If line 12 is more than line 13, enter the difference and see instructions			29,879.90
15	Overpayment. If line 13 is more than line 12, enter the difference	.00		Check one: <input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.

Taxable Medicare Wages & Tips on the 941 Report

Next, use the Pay Code Transaction Report to total the Medicare Amount paid by the employees and employer.

$$\text{Medicare Employee Amount} + \text{Medicare Employer Amount} = \text{Taxable Medicare Wages}$$

Anycity Corporation		Pay Code Transaction Report - IRS Tax Year End			Page: 1	
		Check issue dates: 1/1/YYYY - 12/31/YYYY			MMM DD, YYYY HH:MM	
Employee Number	Name	74-00 Soc Sec Emp Amt	74-00 Soc Sec Empr Amt	75-00 Medicare Emp Amt	75-00 Medicare Empr Amt	76-00 FWT Emp Amt
30	Austin, George	453.48	453.48	106.05	106.05	400.48
90	Black, Lane	454.69	454.69	106.34	106.34	185.35
75	Brown, Shawn A	486.08	486.08	113.68	113.68	915.53
110	Carter, Darrin	22.32	22.32	5.22	5.22	.00
85	Curtis, Amber	248.74	248.74	58.17	58.17	73.60
80	Dickens, Amy	326.97	326.97	76.48	76.48	530.57
85	Ellison, Ray	434.00	434.00	101.50	101.50	26.25
115	Gardner, Edward D	22.32	22.32	5.22	5.22	.00
50	Gilson, Marvin	283.82	283.82	68.37	68.37	102.41
55	Gordon, Natalie C	367.22	367.22	85.89	85.89	781.41
95	Granger, Benjamin R	505.25	505.25	118.16	118.16	529.79
130	Harrison, Jason	22.32	22.32	5.22	5.22	.00
45	Hobson, Maurice	471.86	471.86	110.35	110.35	346.32
25	Johnson, Douglas	567.56	567.56	132.72	132.72	676.41
125	Johnson, Kelly H	22.32	22.32	5.22	5.22	.00
60	McNeil, Annie	111.59	111.59	26.09	26.09	27.59
15	Morris, Sharon	329.84	329.84	77.14	77.14	581.91
105	Price, Gordon	434.00	434.00	101.50	101.50	244.30
70	Rayburn, Susie	178.56	178.56	41.76	41.76	.00
40	Roberts, Dale B	473.44	473.44	110.74	110.74	448.78
10	Rockford, Julie M	542.50	542.50	126.91	126.91	721.41
35	Slade, Randy L	550.83	550.83	128.80	128.80	636.09
5	Smith, Jacob S	891.51	891.51	181.74	181.74	649.33
20	Spencer, Annette	399.28	399.28	93.38	93.38	858.97
100	Watson, Lamont	93.00	93.00	21.75	21.75	.00
120	Wilson, Samuel	74.40	74.40	17.40	17.40	.00
Grand Totals:		28	8,567.90	2,003.80	2,003.80	8,736.50

Medicare Employee Amount and Medicare Employer Amount on the Pay Code Transaction Report

Federal Medicare Amounts

	Pay Code Transaction Report	941 Report
Medicare Amount		
Remember, the Pay Code Transaction Report and 941 Report calculate this amount differently. The total may be off by a couple of pennies.	Medicare Emp Amt + Medicare Empr Amt = Taxable Medicare Wages	Line 5c: Taxable Medicare Wages & Tips

What about employees who have exceeded or will exceed the maximum contribution limit?

If 401k, 457, HSA, or Flex Spending Accounts have limits, you may want to print a Pay Code Transaction Report for employees who are approaching the contribution limit. You'll want to use it to verify contribution amounts. That way, you can redistribute the excess contribution before the last payroll check is printed. Redistributing a contribution is much easier to do than printing a supplemental check later.

201708, 13Dec2017

What if the 941 Report does not match the Pay Code Transaction Report?

The employee contribution should match the employer contribution for Social Security and Medicare. If the employee contribution does not match the employer contribution, check to see if the employee was terminated. The 941 Report requires that the termination date is recorded as the last day the employee received a payroll check.

Example: If an employee was terminated on October 10th but the employee didn't receive their final payroll check until October 20th, the employee's terminate date that is recorded in Payroll should be October 20th. It's important to use the final payroll check date as the termination date because the Pay Code Transaction Report uses the transactions that are tied to the employee's final payroll check while the 941 Report uses the employee's termination date to calculate amounts.

If the termination date occurs before the employee's last payroll check, the 941 Report will not include the employee's last payroll check and any other transactions that occurred after the termination date.

That's why the termination date needs to match the date on the employee's last payroll check.

201708, 13Dec2017

What if the employee is exempt from Federal and State withholdings and their pay code is inactive?

If the 941 Federal Tax Amount does not match the Pay Code Transaction Amount or the Employee Tax Summary Amount, check to see if there's a pay code at the employee level (Payroll > Employees > Modify Existing Employees) that is set to *do not calculate*. When an employee pay code is set to *do not calculate*, the 941 Report will exclude it from the report. You need to change the ARP type to calculate a zero amount so the employee pay code will be included in the 941 Report.

Do this...

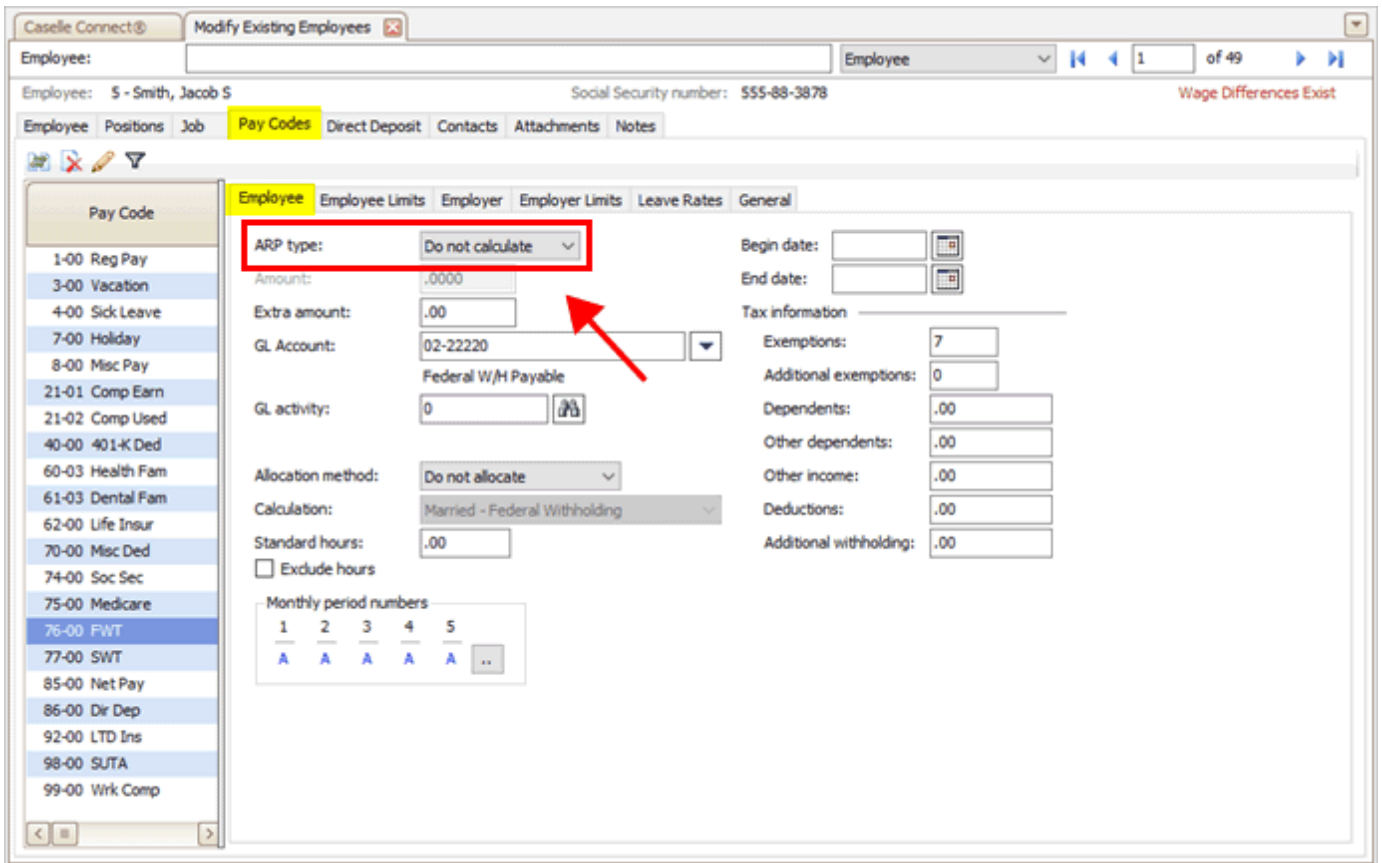
1. Open Payroll > Employees > Modify Existing Employees.
2. Click to select the Pay Codes tab and then double-click on the pay code that is showing on the 941 Report.

This screenshot shows the FWT pay code as an example. To edit a SWT pay code, substitute the SWT pay code for the FWT pay code. Double-clicking any pay code will open the pay code screen in edit mode so you can view the ARP type.

Pay Code		Employee ARP		Employee Pay Period Amt/Rate	Monthly Pay Periods 1-5	Employer ARP		Employer Pay Period Amt/Rate	Monthly Pay Periods 1-5	Leave Rate
1-00 Reg Pay	GR	100.0000	%A	4053.8462	A A A	.0000		.0000		
3-00 Vacation	GR	.0000	\$A	.0000	A A A	.0000		.0000		301
4-00 Sick Leave	GR	.0000	\$A	.0000	A A A	.0000		.0000		401
7-00 Holiday	GR	.0000	\$A	.0000	A A A	.0000		.0000		701
8-00 Misc Pay	GM	.0000	\$A	.0000	A A A	.0000		.0000		
21-01 Comp Earn	GO	.0000	\$A	.0000	A A A	.0000		.0000		
21-02 Comp Used	GR	.0000	\$A	.0000	A A A	.0000		.0000		901
40-00 401-K Ded	D	-5.0000	%A	-202.6923	A A A	3.0000	%A	121.6154	A A A	
60-03 Health Fam	D B	-150.0000	\$A	-150.0000	A A	1200.0000	\$A	1200.0000	A	
61-03 Dental Fam	D	-12.5000	\$A	-12.5000	A A	50.0000	\$A	50.0000	A	
62-00 Life Insur	D	-21.0000	\$A	-21.0000	A A	3.0000	\$A	3.0000	A A	
70-00 Misc Ded	D B	.0000	\$A	.0000	A A A	.0000		.0000		
74-00 Soc Sec	SS	-6.2000	%A	-251.3385	A A A A A	6.2000	%A	251.3385	A A A A A	
75-00 Medicare	MD	-1.4500	%A	-59.7808	A A A A A	1.4500	%A	59.7808	A A A A A	
76-00 FWT	FW	.0000	CA	.0000	A A A A A	.0000		.0000		
77-00 SWT	SW	.0000	EA	.0000	A A A A A	.0000		.0000		
85-00 Net Pay	N	.0000	\$A	.0000	A A A A A	.0000		.0000		
86-00 Dir Dep	DN	.0000	\$A	.0000	A A A A A	.0000		.0000		
92-00 LTD Ins	I	.0000		.0000		.6000	%A	24.3231	A A A A A	
98-00 SUTA	SU	.0000		.0000		.3700	%A	14.9992	A A A A A	
99-00 Wrk Comp	WC	.0000		.0000		.0000	%A	.0000	A A A A A	

Modify Existing Employees > Pay codes tab: Double-clicking a pay code

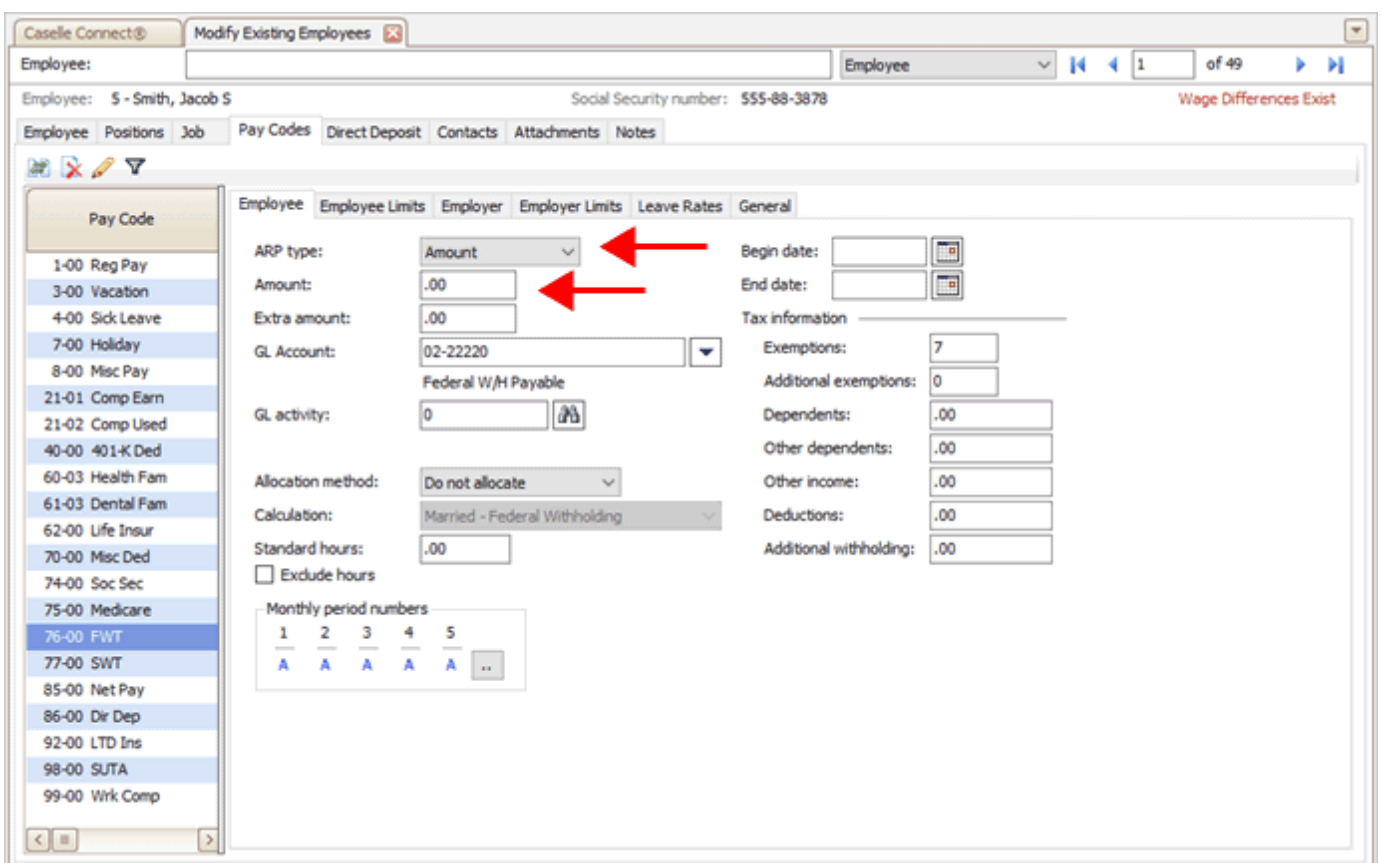
3. On the Employee tab, check the ARP Type.



ARP Type is set to Do Not Calculate on an employee pay code

If the employee pay code is set to *do not calculate*, you'll need to change the ARP Type to *amount* and enter 0 (zero) as the Amount.

Why switch the ARP type to Amount? Switching the ARP Type to Amount and calculating a zero amount will not cause any errors... if the employee's pay code has been set to *do not calculate* for the entire calendar year. Switching the ARP Type to Amount and calculating a zero amount WILL allow the amount to show on the 941 Report.



ARP Type is set to Amount on an employee's pay code

4. Click Save  (CTRL+S).

When you run the 941 Report, it will include the employee pay code.

202111, 2021Sep07

Which report shows terminated employees?

To review the employee termination dates, you can print the Employee List for terminated employees. You can use the terminated employees report to verify that all of the employees who were employed by the organization for the entire calendar year are also included on the Employee Tax Summary Report and Pay Code Transaction Report.

Employee List for terminated employees (recommended)

1. Open Connect Payroll > Employees > Employee List.
2. Click to select the Include Terminated Employees checkbox.

Casele Connect Employee List

Definition: Employee List - Detail by Employee Name [Casele Master] Filter: All 1 of 4

Report Options Columns Print Settings

Include terminated employees ←

Include inactive positions

Include inactive pay codes

Selection criteria:

Column	Value	Compare
Employee.Employee number	{prompt for value}	Entire field

Report order:

Section: Main

Column	Sort	Title	Total	Line	Page	Use
Employee.Name	Ascending					Entire field

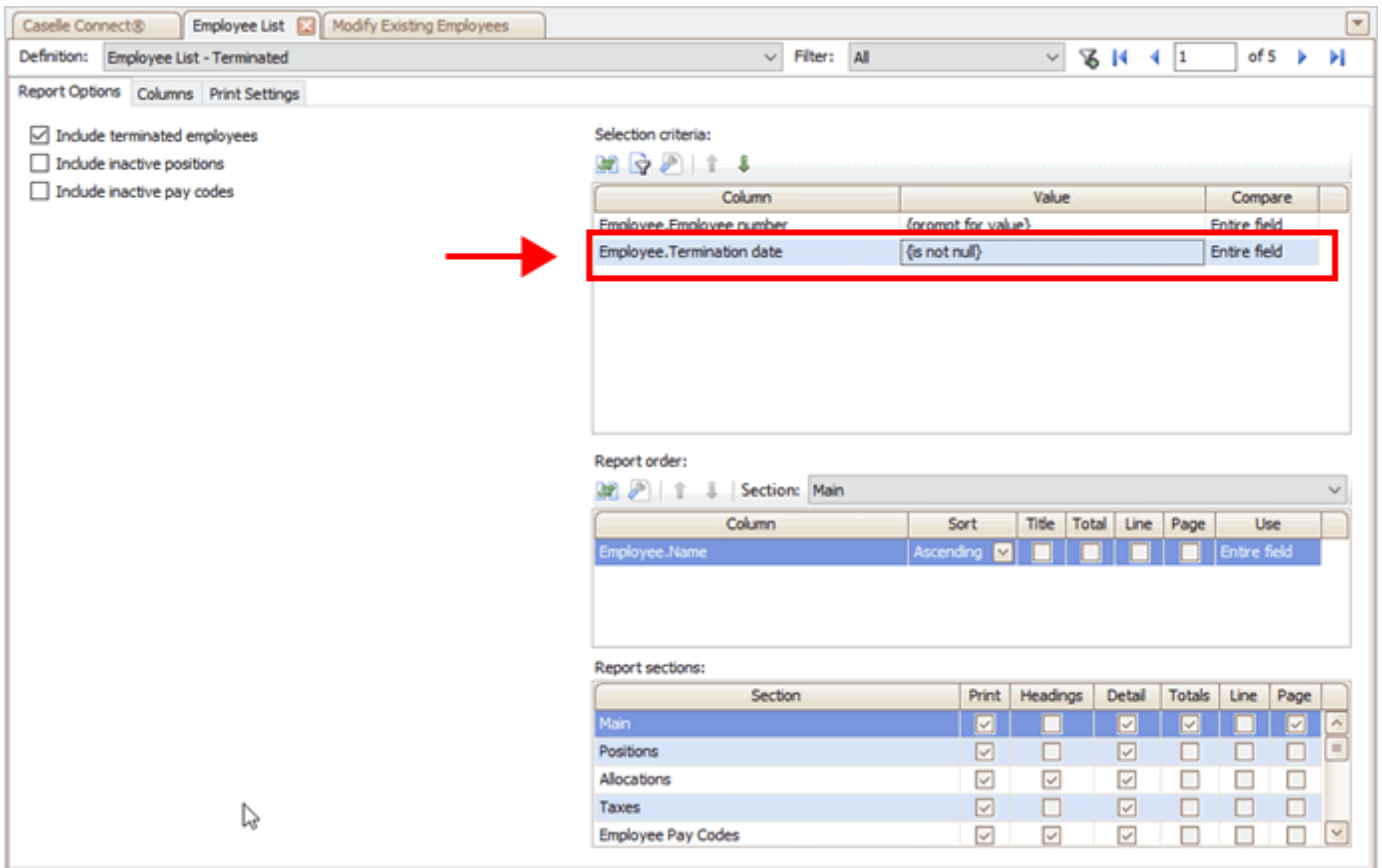
Report sections:

Section	Print	Headings	Detail	Totals	Line	Page
Main	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Positions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allocations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taxes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Pay Codes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee List - Include terminated employees checkbox

3. Set up the Selection Criteria to include *Employee.Terminate date {is not null}*.

Add the Employee.Termination date variable to the selection criteria and then set the value to {Is not null}. The report will only include employees who have a termination date recorded in the employee record.



Selection criteria

4. Click Print  (CTRL+P).

Save the report for later. You may need it to verify the terminated employees who are included on the Employee Tax Summary Report and the Pay Code Transaction Report.

202111, 2021Sep17

Step 1. Before you get started



Complete this step to set up the Payroll application so you're ready to start working the Payroll Year-end Checklist.

Complete these steps in order

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

Install the latest version of Connect

Do install the latest version of Connect. It has changes to the W-2 Form, changes to the tax tables, and the Pay Code list.

Print the quarterly reports for the 4th quarter

Print the quarterly reports required for your site for the fourth quarter; include federal and state quarterly reports.

Print W-2s as soon as possible

When you've finished the Payroll Year-end Checklist, print the W-2s as soon as possible. Ideally, you should print W-2s as soon you finish the last payroll of the year and before you begin the first payroll of the new year. Click here to watch a video clip on [why it's important to print the W-2s as soon as possible](#) (0m45s).

Wait to load new tax rates

DO NOT load the new tax rate information until **AFTER** the Payroll Year-end Checklist is finished.

Watch a video

Step 0-1 in the 2022 Payroll Year-end Checklist Webinar. [\[MP4\]](#)

A. Close the last payroll of the year

Follow the Each Pay Period steps checklist in the Payroll application to close the last payroll of the year. You should finish the checklist for the last pay period of the year before you start working on the Payroll Year-end Checklist.

What can I do while I'm waiting for the last payroll of the year to close? While you're waiting for the last payroll to close, you can get a head start by pre-balancing the year-end reports. To learn more, see [How do I pre-balance Payroll Year-end Reports?](#)

B. Install the latest version of Connect

The latest version of Connect will include changes to the government forms, federal reports, state reports, and updates to help you complete the Payroll Year-end Checklist. If you're not sure if you're running the latest release, follow the instructions in [How do I check the Connect version number?](#) to view the application version number.

[How do I install Connect updates?](#)

C. Print quarterly reports for the 4th quarter

Print the quarterly reports required for your site for the fourth quarter; include the federal and state quarterly reports.

[How do I print quarterly reports for the 4th quarter?](#)

D. Install the Payroll Year-end Checklist XML

There are a few changes to the Payroll Year-end Checklist for 2022. You should download and install the updated XML. Right-click on the link and then select *Save Link As* or *Save Target As* to save the XML to your computer.

[Payroll Year-end Checklist XML - 2022](#)

Related tasks

- To add the new electronic checklist, see the help topic titled [How do I import an electronic checklist?](#)
- To print the Payroll Year-end Checklist XML PDF, click [here](#). This is what you see in the fly-out menu when you use the electronic checklist in the Connect console.
- To print the Payroll Year-end Checklist Instructions PDF, click [here](#). This is a printer-friendly version.

202111, 2021Sep07

Step 2. Verify the pay code information

Step 0

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Carefully review the information stored in the Pay Codes table. The application uses the pay codes stored in the Pay Code table to calculate employee and employer amounts on quarterly reports, annual reports, W-2s, and so on.

Watch a video

Step 2 in the 2022 Payroll Year-end Checklist Webinar. [\[MP4\]](#)

Getting started with verifying pay code rates and limits

- 2a. [Verify pay code rates and limits](#)
- 2b. [Verify ID numbers for federal and state pay codes](#)
- 2c. [Review the *subject to* pay codes](#)
- 2d. [Verify W-2 Box 10, 11, 12, and 14 settings](#)
- 2e. [Run Checkout](#)

2a. Verify pay code rates and limits

Start by reviewing the rates and limits for the employee and employer portions on the Social Security and Medicare pay codes that the Payroll application will use to calculate amounts to close the payroll year. And then, review the rates and limits for the employee and employer portions on pay codes that use a rate or limit to calculate an amount.

You'll need to...

- [Check the Social Security Rates/Limits](#)
- [Check the Medicare Rates/Limits](#)
- [Check other limits that may apply](#)

2022 Federal Withholding Tax... Click this link to view the 2022 Federal Withholding Tax [[Publication 15-T\(2022\)](#)] [[IRS provides tax inflation adjustments for tax year 2022](#)]

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

Look up the Social Security pay code to review the rates and limits are correct for the employee and employer. You can use the pay code list or the pay codes table in the Payroll application.

[Use the pay code list to verify social security rates/limits](#)

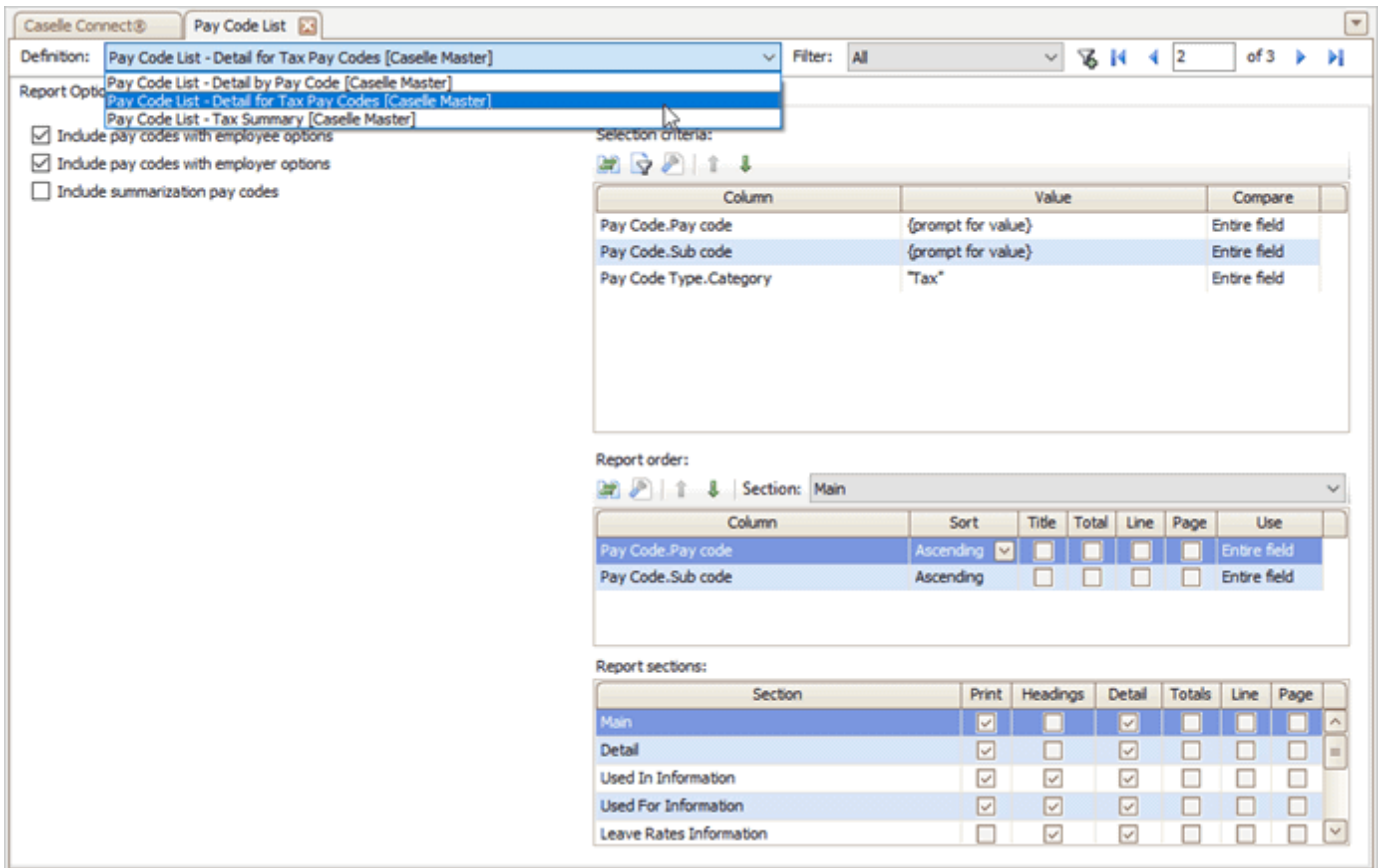
[Use the pay codes table to verify social security rates limits](#)

On the report...

1. Open Connect Payroll > Reports > Pay Code List.

What if I can't click Pay Code List in the Reports menu? You will need user rights to open the Pay Code List. Go to Setup/Modify User Rights to give user rights to the Pay Code List.

2. Use the Definition menu to select Pay Code List - Detail for Tax Pay Codes [Caselle Master].



Pay Code List, Definition menu

3. Click Print  or Print Preview .

You will be using this report to verify the pay codes for social security, medicare, as well as pay codes that are subject to tax. It may be helpful to print the report or save the report to your computer.

4. Use the report to verify the social security maximum wage limit and percentage.

Anycity Corporation		Pay Code List - Detail for Tax Pay Codes				Page: 1
						MMM DD, YYYY HH:MM
Report Criteria:						
Includes pay codes with employee options						
Includes pay codes with employer options						
Pay Code Type.Category = "Tax"						
Pay Code:	74-00	Type:	Social Security	Add On New Employee:	Yes	
Title:	Social Security Tax	Abbreviated Title:	Soc. Sec	Allow Employee Options:	Yes	
State:		<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Check the percentage on the pay code for the employee and employer portion. </div>			Allow Employer Options:	Yes
Calculation Order:	27				Allow Payout Payments:	No
<u>Employee</u>			<u>Employer</u>			
ARP Type:	Percent of amount	ARP Type:	Percent of amount			
ARP:	6.20-	ARP:	6.20			
GL Account:	02-22210	GL Debit Account:	FF-DD-130			
GL Activity:	0	GL Credit Account:	02-22210			
Allocation Method:	Do not allocate	Allocation Method:	Use transactions			
Maximum Limit:	.00	Maximum Limit:	.00			
Annual Limit:	.00	Annual Limit:	.00			
Minimum Wage Limit:	.00	Minimum Wage Limit:	.00			
Maximum Wage Limit:	128,700.00	Maximum Wage Limit:	128,700.00			
<u>Used In Information</u>						
Pay Code	Employee Title	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Check the maximum wage limit on the pay code for the employee and employer portion. </div>			Employer Title	Percent
80-01	Creditor Garnishment	100.00				
<u>Used For Information</u>						
Pay Code	Employee Title	Percent	Pay Code	Employer Title	Percent	
1-00	Regular Pay	100.00	1-00	Regular Pay	100.00	
3-00	Vacation Pay	100.00	3-00	Vacation Pay	100.00	
4-00	Sick Leave	100.00	4-00	Sick Leave	100.00	
7-00	Holiday Pay	100.00	7-00	Holiday Pay	100.00	
8-00	Miscellaneous Pay	100.00	8-00	Miscellaneous Pay	100.00	
20-00	Overtime Pay	100.00	20-00	Overtime Pay	100.00	
21-01	Comp Time Earned	100.00	21-01	Comp Time Earned	100.00	
21-02	Comp Time Used	100.00	21-02	Comp Time Used	100.00	
60-01	Health Insurance - Single	100.00	60-01	Health Insurance - Single	100.00	
60-02	Health Insurance - Dependent	100.00	60-02	Health Insurance - Dependent	100.00	
60-03	Health Insurance - Family	100.00	60-03	Health Insurance - Family	100.00	
61-01	Dental - Single	100.00	61-01	Dental - Single	100.00	
61-02	Dental - Dependent	100.00	61-02	Dental - Dependent	100.00	
61-03	Dental - Family	100.00	61-03	Dental - Family	100.00	
<u>W2 and 1099</u>						
W2 Code	W2 Other Description	Include Amounts	W2 Local Tax Code	Dependant Care (Box 10)	Non Qualified Plan (Box 11)	
		No		No	No	

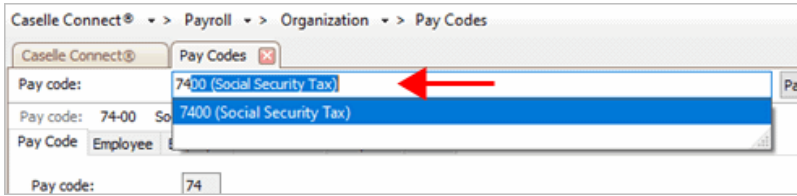
Pay Code List - Detail for tax pay codes, Social Security Tax pay code

In the application...

1. Open Connect Payroll > Organization > Pay Codes.

2. Use the Pay Code box to enter the Social Security Pay Code, and then press Enter.

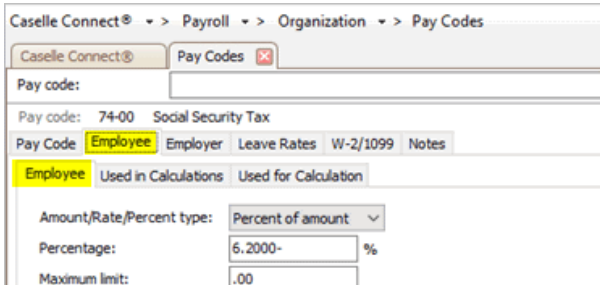
Example: 74-00 Social Security



Lookup bar

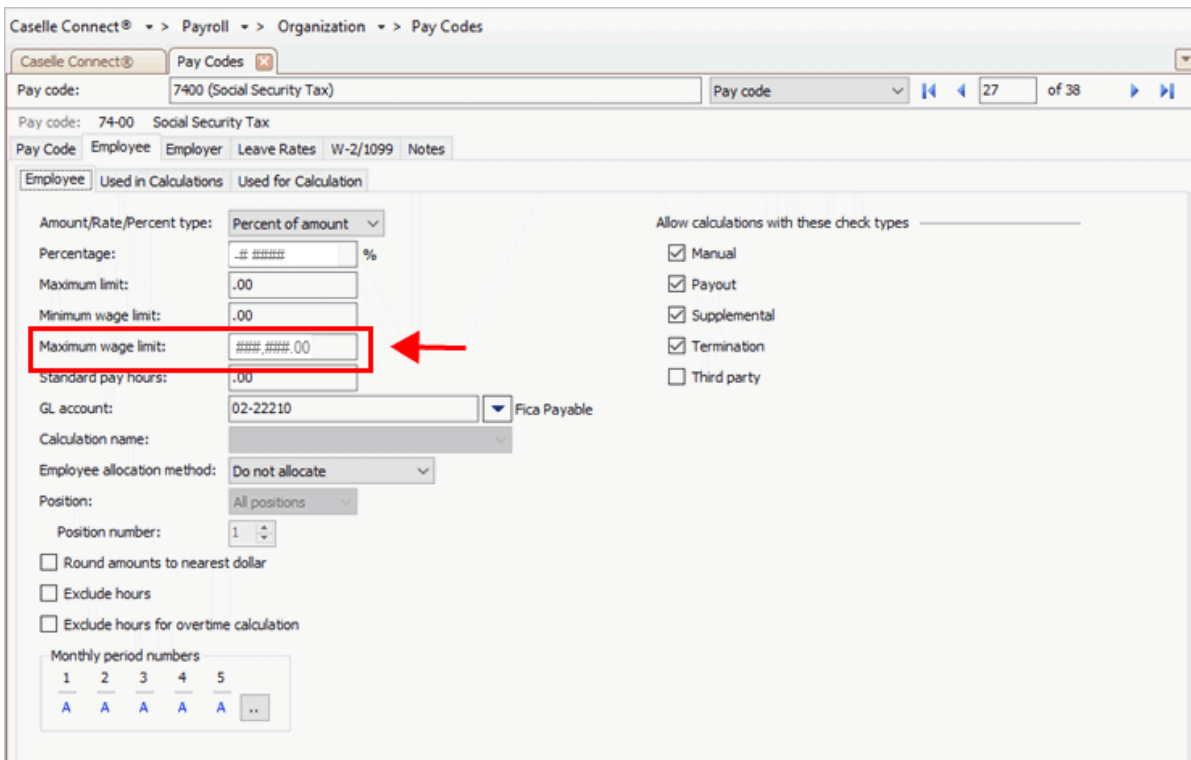
3. Check the rates and limits on the employee portion of the Social Security pay code.

Click the Employee tab > Employee subtab.



Employee tab > Employee subtab

Verify the amount in the Maximum Wage Limit box is correct for the payroll year being closed.



Employee tab > Maximum Wage Limit field

Verify the percentage in the Percentage box is correct for the payroll year being closed.

Employee tab > Percentage field

4. Check the rates and limits on the employer portion of the Social Security pay code.

Click the Employer tab > Employer subtab.

Employer tab > Employer subtab

Verify the amount in the Maximum Wage Limit box is correct for the payroll year being closed.

Caselle Connect® > Payroll > Organization > Pay Codes

Pay code: 7400 (Social Security Tax) Pay code 27 of 38

Pay code: 74-00 Social Security Tax

Pay Code Employee Employer Leave Rates W-2/1099 Notes

Employer Used in Calculations Used for Calculation Debit Override Account

Amount/Rate/Percent type: Percent of amount

Percentage: - #.##### %

Maximum limit: .00

Minimum wage limit: .00

Maximum wage limit: #####.00

Employer allocation method: Use transactions

Debit account: FF-DD-130 Partial Account

Credit account: 02-22210 Fica Payable

Calculation name:

Allow calculations on unpaid employee

Monthly period numbers

1	2	3	4	5	..
A	A	A	A	A	..

Allow calculations with these check types

- Manual
- Payout
- Supplemental
- Termination
- Third party

Employer tab > Maximum Wage Limit field

Verify the number in the Percentage box is correct for the payroll year being closed.

Caselle Connect® > Payroll > Organization > Pay Codes

Pay code: 7400 (Social Security Tax) Pay code 27 of 38

Pay code: 74-00 Social Security Tax

Pay Code Employee Employer Leave Rates W-2/1099 Notes

Employer Used in Calculations Used for Calculation Debit Override Account

Amount/Rate/Percent type: Percent of amount

Percentage: - #.##### %

Maximum limit: .00

Minimum wage limit: .00

Maximum wage limit: #####.00

Employer allocation method: Use transactions

Debit account: FF-DD-130 Partial Account

Credit account: 02-22210 Fica Payable

Calculation name:

Allow calculations on unpaid employee

Monthly period numbers

1	2	3	4	5	..
A	A	A	A	A	..

Allow calculations with these check types

- Manual
- Payout
- Supplemental
- Termination
- Third party

Employer tab > Percentage field

IMPORTANT! Place the tax rate information for the coming year in a safe place. DO NOT load the new tax rate information into the Payroll application until Step 7: Finishing up.

You have verified rates and limits on the employee and employer portion of the Social Security pay code.

202011, 2020Oct07

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

Verify the rates and limits on the employee and employer portion of the Medicare pay code. You can use the pay code list or the pay codes table in the Payroll application.

Use the pay code list to verify medicare rates/limits

Use the pay codes table to verify medicare rates limits

On the report...

1. Use the Pay Code List - Detail for Tax Pay Codes [Caselle Master] to look up the medicare rates and limits for the employee and employer portion.

This is the same report that you printed to check the social security rates and limits.

2. Use the report to verify the medicare maximum wage limit and percentage.

Anycity Corporation		Pay Code List - Detail for Tax Pay Codes				Page: 2
						MMM DD, YYYY HH:MM
Pay Code:	75-00	Type:	Medicare	Add On New Employee:	Yes	
Title:	Medicare Tax	Abbreviated Title:	Medicare	Allow Employee Options:	Yes	
State:				Allow Employer Options:	Yes	
Calculation Order:	28			Allow Payout Payments:	No	
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> Check the percentage on the pay code for the employee and employer portion. </div>						
<u>Employee</u>			<u>Employer</u>			
ARP Type:	Percent of amount	ARP Type:	Percent of amount			
ARP:	1.45-	ARP:	1.45			
GL Account:	02-22210	GL Debit Account:	FF-DD-130			
GL Activity:	0	GL Credit Account:	02-22210			
Allocation Method:	Do not allocate	Allocation Method:	Use transactions			
Maximum Limit:	.00	Maximum Limit:	.00			
Annual Limit:	.00	Annual Limit:	.00			
Minimum Wage Limit:	.00	Minimum Wage Limit:	.00			
Maximum Wage Limit:	9,999,999.99	Maximum Wage Limit:	9,999,999.99			
<u>Used In Information</u>						
Pay Code	Employee Title			Employer Title	Percent	
80-01	Creditor Garnishment		100.00			
<u>Used For Information</u>						
Pay Code	Employee Title	Percent	Pay Code	Employer Title	Percent	
1-00	Regular Pay	100.00	1-00	Regular Pay	100.00	
3-00	Vacation Pay	100.00	3-00	Vacation Pay	100.00	
4-00	Sick Leave	100.00	4-00	Sick Leave	100.00	
7-00	Holiday Pay	100.00	7-00	Holiday Pay	100.00	
8-00	Miscellaneous Pay	100.00	8-00	Miscellaneous Pay	100.00	
20-00	Overtime Pay	100.00	20-00	Overtime Pay	100.00	
21-01	Comp Time Earned	100.00	21-01	Comp Time Earned	100.00	
21-02	Comp Time Used	100.00	21-02	Comp Time Used	100.00	
60-01	Health Insurance - Single	100.00	60-01	Health Insurance - Single	100.00	
60-02	Health Insurance - Dependent	100.00	60-02	Health Insurance - Dependent	100.00	
60-03	Health Insurance - Family	100.00	60-03	Health Insurance - Family	100.00	
61-01	Dental - Single	100.00	61-01	Dental - Single	100.00	
61-02	Dental - Dependent	100.00	61-02	Dental - Dependent	100.00	
61-03	Dental - Family	100.00	61-03	Dental - Family	100.00	
<u>W2 and 1099</u>						
W2 Code	W2 Other Description	Include Amounts	W2 Local Tax Code	Dependant Care (Box 10)	Non Qualified Plan (Box 11)	
		No		No	No	

Pay Code List - Detail for tax pay codes, Medicare Tax pay code

In the application...

1. Open Connect Payroll > Organization > Pay Codes.

2. Use the Pay Code box to enter the Medicare pay code for your site, and then press Enter.

Lookup bar

3. Verify the rates and limits on the employee portion of the Medicare pay code.

Click the Employee tab > Employee subtab.

Employee subtab

Verify the amount in the Maximum Wage Limit box is correct for the payroll year being closed.

Employee maximum wage limit on Medicare pay code

Verify the value in the Percentage box is correct for the payroll year being closed.

Caselle Connect® > Payroll > Organization > Pay Codes

Pay code: 75-00 Medicare Tax

Pay Code: Employee | Employer | Leave Rates | W-2/1099 | Notes

Employee | Used in Calculations | Used for Calculation

Amount/Rate/Percent type: Percent of amount

Percentage: #.##### - %

Maximum limit: .00

Minimum wage limit: .00

Maximum wage limit: #.#####

Standard pay hours: .00

GL account: 02-22210 Fica Payable

Calculation name:

Employee allocation method: Do not allocate

Position: All positions

Position number: 1

Round amounts to nearest dollar

Exclude hours

Exclude hours for overtime calculation

Monthly period numbers

1	2	3	4	5	..
A	A	A	A	A	..

Allow calculations with these check types

- Manual
- Payout
- Supplemental
- Termination
- Third party

Employee percentage on Medicare pay code

4. Verify the rates and limits on the employer portion of the Medicare pay code.

Click the Employer tab > Employer subtab.

Caselle Connect® > Payroll > Organization > Pay Codes

Pay code: 7500 (Medicare Tax)

Pay code: 75-00 Medicare Tax

Pay Code: Employee | **Employer** | Leave Rates | W-2/1099 | Notes

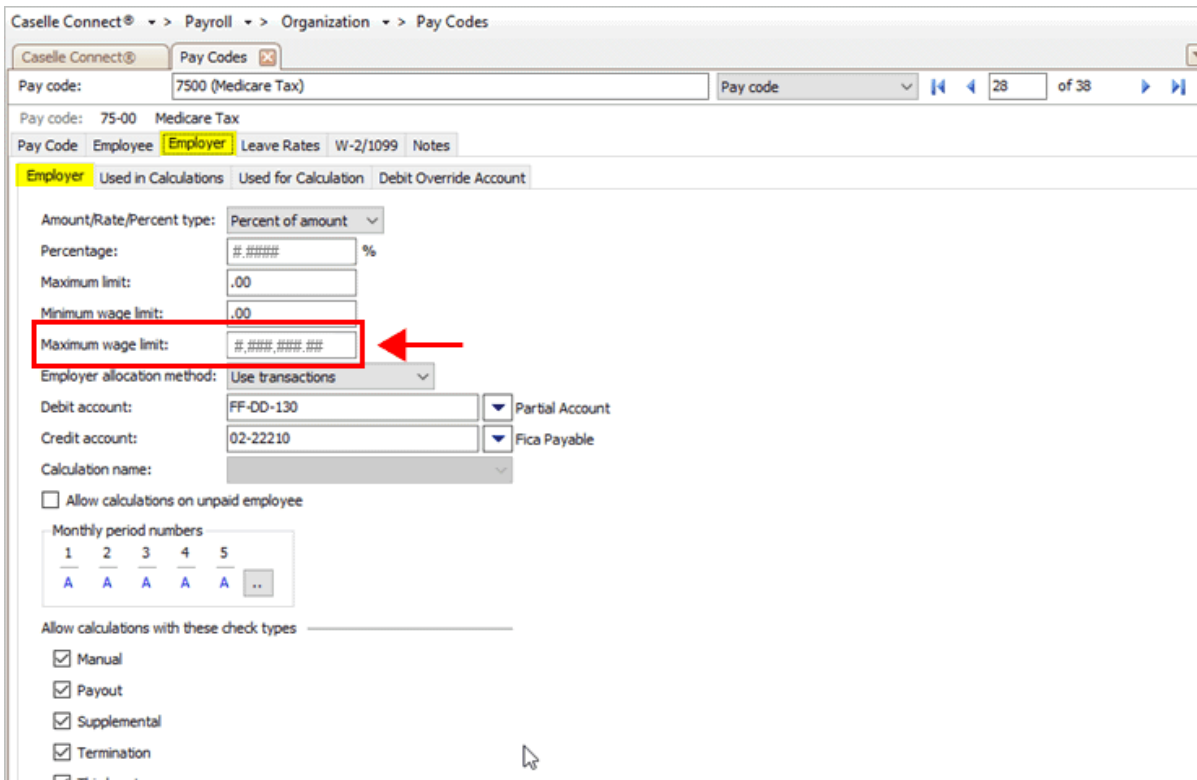
Employer | Used in Calculations | Used for Calculation | Debit Override Account

Amount/Rate/Percent type: Percent of amount

Percentage: #.##### %

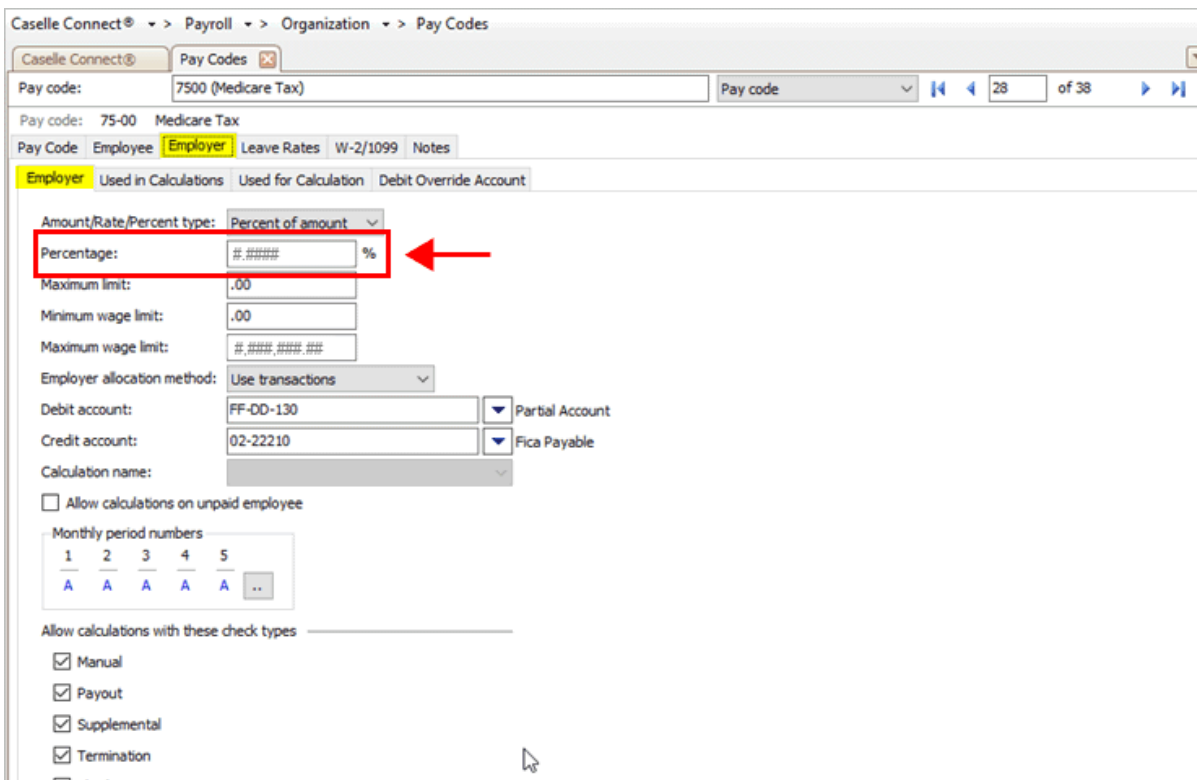
Employer subtab

Verify the amount in the Maximum Wage Limit box is correct for the payroll year being closed.



Employer maximum wage limit on Medicare pay code

Verify the value in the Percentage box is correct for the payroll year being closed.



Employer percentage on Medicare pay code

You have verified rates and limits on the employee and employer portion of the Medicare pay code.

202011, 2020Oct08

Third, check any other limits that may apply

Review the rates and limits on the employee and employer portion for the following pay codes. You can use the pay code list or the pay codes table in the Payroll application.

- Disability
- Deferred Compensation
- Any pay code that calculates using a rate and limit

Use the pay code list to verify social security rates/limits

Use the pay codes table to verify social security rates limits

On the report...

1. Use the Pay Code List - Detail for Tax Pay Codes [Caselle Master] to look up the medicare rates and limits for the employee and employer portion.

This is the same report that you printed to check the social security and medicare rates and limits.

2. Use the report to verify the maximum wage limit and percentage on pay codes for disability, deferred compensation, and any pay code that calculates using a rate and limit.

In the application...

1. Open Connect Payroll > Organization > Pay Codes.

2. Use the Pay Code box to enter the pay code for disability, and then press Enter.

3. Verify the rate and limit on the employee portion of the pay code.

Repeat the process that you used to verify the rate and limit for the Social Security and Medicare pay codes. You need to check the maximum wage limit and the amount, rate, or percent that's assigned to the employee portion of the pay code.

4. Verify the rate and limit on the employer portion of the pay code.

Do the same check to verify the maximum wage limit and the amount, rate, or percent that's assigned to the employer portion of the pay code.

When you're done verifying the rates and limits on the disability pay code, repeat these steps to verify the rates and limits on the deferred compensation pay code and the other pay codes that use a rate and limit to calculate an amount.

2b. Verify ID numbers for federal and state pay codes

Before you prepare the W-2 forms for your employees, you should verify that the correct identification numbers for the federal employer ID number and state tax ID number have been defined in the system. The Government Reporting application will use the federal and state ID numbers for the W-2s.

First, verify the federal tax ID number

Second, verify the state tax ID number

First, verify the federal tax ID number

Verify the federal tax ID number is correct. In most organizations, you'll want to check the pay code for Federal Withholding Tax (FWT) (76-00). You can use the pay code list or the pay codes table in the Payroll application.

Use the pay code list to verify the federal tax ID number

Use the pay codes table to verify the federal tax ID number

On the report...

1. Use the Pay Code List - Detail for Tax Pay Codes [Caselle Master] to look up the federal withholding tax pay code (76-00).

2. Verify the pay code displays the correct federal tax ID number.

Anycity Corporation		Pay Code List - Detail by Pay Code			Page: 23
					Dec 02, 2022 11:58AM
Pay Code:	76-00	Type:	Federal Withholding	Add On New Employee:	Yes
Title:	Federal Withholding Tax	Abbreviated Title:	FWT	Allow Employee Options:	Yes
State:		Identification Number:	87-0302950	Allow Employer Options:	No
Calculation Order:	29			Allow Payout Payments:	No
<u>Employee</u>			<u>Employer</u>		
ARP Type:	Calculation	ARP Type:	Do not calculate		
ARP:	.00	ARP:	.00		
GL Account:	02-22220	GL Debit Account:			
GL Activity:	0	GL Credit Account:			
Allocation Method:	Do not allocate	Allocation Method:	Use transactions		
Maximum Limit:	.00	Maximum Limit:	.00		
Annual Limit:	.00	Annual Limit:	.00		
Minimum Wage Limit:	.00	Minimum Wage Limit:	.00		
Maximum Wage Limit:	.00	Maximum Wage Limit:	.00		
<u>Used In Information</u>					
	<u>Employee</u>		<u>Employer</u>		
Pay Code	Title	Percent	Pay Code	Title	Percent
80-01	Creditor Garnishment	100.00			
<u>Used For Information</u>					

Pay Code List - Detail by pay code, Federal withholding tax (76-00) pay code

Is the federal tax ID correct?

- **Yes, the federal tax ID is correct.** That's good news. Continue to the next step in this section to **verify the state tax ID number**.
- **No, the federal tax ID is not correct.** You need to enter the correct federal tax ID before you continue. Open Connect Payroll > Organization and click Pay Codes. Next, look up the federal tax pay code (76-00). Click on the Identification Number box and then enter the correct federal tax ID. Now, you're ready to verify the state tax ID number.

In the application...

1. Open Connect Payroll > Organization > Pay Codes.

2. Display the Federal Withholding Pay Code.

Example: 76-00 Federal Withholding Tax

Caselle Connect® > Payroll > Organization > Pay Codes

Caselle Connect® Pay Codes

Pay code:

Pay code: 76-00 Federal Withholding Tax

Pay Code	Employee	Employer	Leave Rates	W-2/1099	Notes
Pay code:	<input type="text" value="76"/>				
Sub code:	<input type="text" value="00"/>				
Title:	<input type="text" value="Federal Withholding Tax"/>				
Abbreviated title:	<input type="text" value="FWT"/>				
Type:	Federal Withholding				
State:	▼				
Identification number:	<input type="text" value="## - #####"/>				
Calculation order:	25 Modify calculation order				
<input checked="" type="checkbox"/>	Add on new employee				
<input checked="" type="checkbox"/>	Allow employee options				
<input type="checkbox"/>	Allow employer options				
<input type="checkbox"/>	Use as summarization pay code				

Federal Withholding Tax pay code

3. Verify the Federal ID number.

The Identification Number box stores the Federal ID number. This is the Federal ID number that Connect will use to print on reports and forms.

Caselle Connect® > Payroll > Organization > Pay Codes

Caselle Connect® Pay Codes

Pay code:

Pay code: 76-00 Federal Withholding Tax

Pay Code	Employee	Employer	Leave Rates	W-2/1099	Notes
Pay code:	<input type="text" value="76"/>				
Sub code:	<input type="text" value="00"/>				
Title:	<input type="text" value="Federal Withholding Tax"/>				
Abbreviated title:	<input type="text" value="FWT"/>				
Type:	Federal Withholding				
State:	▼				
Identification number:	<input type="text" value="## - #####"/>				
Calculation order:	25	Modify calculation order			

Add on new employee
 Allow employee options
 Allow employer options
 Use as summarization pay code

Federal Withholding Tax pay code > Identification Number field

Does the correct federal tax ID display in the Identification Number box?

- **Yes, the correct federal tax ID is displayed.** That's good news. Continue to the next step in this section to **verify the state tax ID number**.
- **No, the federal tax ID is not correct.** Click on the Identification Number box and then enter the correct Federal ID. Now, you're ready to verify the state tax ID number.

202211, 2022Dec02

Second, verify the state tax ID number

Verify the state tax ID number is correct. In most organizations, you'll want to look up pay code 77-00 SWT. You can use the pay code list or the pay codes table in the Payroll application.

[Use the pay code list to verify the state tax ID number](#)

[Use the pay codes table to verify the state tax ID number](#)

On the report...

1. Use the Pay Code List - Detail for Tax Pay Codes [Caselle Master] to look up the state withholding tax pay code (77-00).
2. Verify the pay code displays the correct state tax ID number.

Anycity Corporation		Pay Code List - Detail by Pay Code			Page: 24
					Dec 02, 2022 11:58AM
Pay Code:	77-00	Type:	State Withholding	Add On New Employee:	Yes
Title:	State Withholding Tax	Abbreviated Title:	SWT	Allow Employee Options:	Yes
State:	UT	Identification Number:	05-785694	Allow Employer Options:	No
Calculation Order:	30			Allow Payout Payments:	No
<u>Employee</u>			<u>Employer</u>		
ARP Type:	Calculation	ARP Type:	Do not calculate		
ARP:	.00	ARP:	.00		
GL Account:	02-22230	GL Debit Account:			
GL Activity:	0	GL Credit Account:			
Allocation Method:	Do not allocate	Allocation Method:	Use transactions		
Maximum Limit:	.00	Maximum Limit:	.00		
Annual Limit:	.00	Annual Limit:	.00		
Minimum Wage Limit:	.00	Minimum Wage Limit:	.00		
Maximum Wage Limit:	.00	Maximum Wage Limit:	.00		
<u>Used In Information</u>					
<u>Employee</u>			<u>Employer</u>		
Pay Code	Title	Percent	Pay Code	Title	Percent
80-01	Creditor Garnishment	100.00			

Pay Code List - Detail by pay code, State withholding tax (77-00) pay code

Is the state tax ID correct?

- **Yes, the state tax ID is correct.** That’s good news. Continue to **2c. Review the subject to pay codes.**
- **No, the state tax ID is not correct.** You need to enter the correct federal tax ID before you continue. Open Connect Payroll > Organization and click Pay Codes. Next, look up the federal tax pay code (76-00). Click on the Identification Number box and then enter the correct federal tax ID. Now, you’re ready to review the subject to pay codes.

In the application...

- 1. Open Connect Payroll > Organization > Pay Codes.**
- 2. Display the State Withholding Pay Code.**

Example: 77-00 State Withholding Tax

Caselle Connect® > Payroll > Organization > Pay Codes

Caselle Connect® Pay Codes

Pay code:

Pay code: 77-00 State Withholding Tax

Pay Code	Employee	Employer	Leave Rates	W-2/1099	Notes
Pay code:	<input type="text" value="77"/>				
Sub code:	<input type="text" value="00"/>				
Title:	<input type="text" value="State Withholding Tax"/>				
Abbreviated title:	<input type="text" value="SWT"/>				
Type:	State Withholding				
State:	UT				
Identification number:	<input type="text" value="## - #####"/>				
Calculation order:	26 Modify calculation order				
<input checked="" type="checkbox"/>	Add on new employee				
<input checked="" type="checkbox"/>	Allow employee options				
<input type="checkbox"/>	Allow employer options				
<input type="checkbox"/>	Use as summarization pay code				

State Withholding pay code

3. Verify the state ID number.

Caselle Connect® > Payroll > Organization > Pay Codes

Caselle Connect® Pay Codes

Pay code:

Pay code: 77-00 State Withholding Tax

Pay Code	Employee	Employer	Leave Rates	W-2/1099	Notes
Pay code:	<input type="text" value="77"/>				
Sub code:	<input type="text" value="00"/>				
Title:	<input type="text" value="State Withholding Tax"/>				
Abbreviated title:	<input type="text" value="SWT"/>				
Type:	State Withholding				
State:	UT				
Identification number:	<input type="text" value="## - #####"/>				
Calculation order:	26 Modify calculation order				
<input checked="" type="checkbox"/>	Add on new employee				
<input checked="" type="checkbox"/>	Allow employee options				
<input type="checkbox"/>	Allow employer options				
<input type="checkbox"/>	Use as summarization pay code				

State Withholding pay code > Identification Number field

Does the correct state tax ID number display in the Identification Number box?

- **Yes, the correct state tax ID is displayed.** That's good news. Continue to the next step in this section.
- **No, the state tax ID is not correct.** Click on the Identification Number box and then enter the correct state tax ID. Now, you're ready to verify the Subject To pay codes.

202211, 2022Dec02

2c. Review the subject to pay codes

If you have pay codes that are subject to or exempt from tax, follow these steps to verify that the pay codes that are subject to Social Security, Medicare, Federal Withholding Tax, and State Withholding Tax have the tax pay codes included in the used in calculations list. You can review these items using the Pay Code List, a new report in the 2022.08 release, or the Pay Codes table in Organization.

What's the difference between "used in calculations" and "used for calculation"?

What if I don't know what goes in the W-2 boxes?

If you're not sure what to enter in the boxes on the W-2 Form, contact your auditor or visit the [irs.gov](https://www.irs.gov) to find out what information goes in each box.

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

Choose an option:

[Using the pay code list to review subject to pay codes](#)

[Using the pay codes table to review subject to pay codes](#)

Option 1: Using the Pay Code List to review pay code information

This option is recommended. Using the Pay Code List - Tax Summary will make it easier to complete steps 2c and 2d.

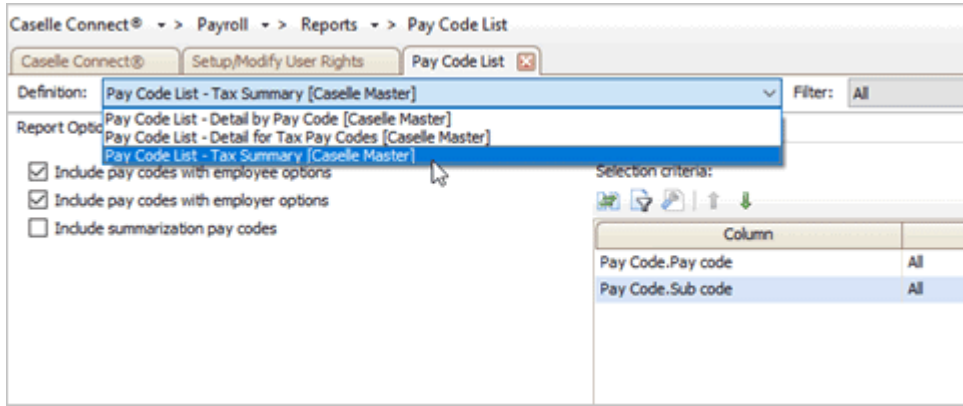
The Pay Code List is a new report in the 2022.08 release.

First, print the Pay Code List

1. Open Connect Payroll > Reports > Pay Code List.

What if I can't click Pay Code List in the Reports menu? You will need user rights to open the Pay Code List. Go to Setup/Modify User Rights to give user rights to the Pay Code List.

2. Use the Definition menu to select Pay Code List - Tax Summary [Caselle Master].



Pay Code List, Definition menu

3. Use the report to verify the pay codes that are subject to social security, medicare, FWT, and SWT.

Pay Code	Title	Type	SS	Med	FWT	SWT	SUTA	FUTA	Ret	WIC	W2 Code	Dep Care	Non-Qual Plan	W2 Other Description	Include Amounts	W2 Local Tax Code
1-00	Reg Pay	GR	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-	-
3-00	Vacation	GR	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-	-
4-00	Sick Leave	GR	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-	-
7-00	Holiday	GR	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-	-
8-00	Misc Pay	GM	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-	-
20-00	Overtime	GO	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-	-
21-01	Comp Earn	GO	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-	-
21-02	Comp Used	GR	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-	-
25-00	Misc Reimb	GR	-	-	-	-	-	-	-	-	-	-	-	-	-	-
26-00	Trvl Reimb	E	-	-	-	-	-	-	-	-	-	-	-	-	-	-
40-00	401-K Ded	D	-	-	Y	Y	-	-	-	-	D	-	-	-	-	-
50-01	Ret Reg	R	-	-	Y	Y	-	-	-	-	-	-	-	-	-	-
50-02	Ret PS	R	-	-	Y	Y	-	-	-	-	-	-	-	-	-	-
60-01	Health Sgl	D	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-	-
60-02	Health Dep	D	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-	-
60-03	Health Fam	D	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-	-
61-01	Dental Sgl	D	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-	-
61-02	Dental Dep	D	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-	-
61-03	Dental Fam	D	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-	-
62-00	Life Insur	D	-	-	-	-	-	-	-	-	-	-	-	-	-	-
65-00	Vision Ins	D	-	-	-	-	-	-	-	-	-	-	-	-	-	-
70-00	Misc Ded	D	-	-	-	-	-	-	-	-	-	-	-	-	-	-
74-00	Soc Sec	SS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
75-00	Medicare	MD	-	-	-	-	-	-	-	-	-	-	-	-	-	-
76-00	FWT	FW	-	-	-	-	-	-	-	-	-	-	-	-	-	-
77-00	SWT	SW	-	-	-	-	-	-	-	-	-	-	-	-	-	-
80-01	Credit Gar	D	-	-	-	-	-	-	-	-	-	-	-	-	-	-
80-02	Child Supp	D	-	-	-	-	-	-	-	-	-	-	-	-	-	-
85-00	Net Pay	N	-	-	-	-	-	-	-	-	-	-	-	-	-	-
86-00	Dir Dep	DN	-	-	-	-	-	-	-	-	-	-	-	-	-	-
92-00	LTD Ins	I	-	-	-	-	-	-	-	-	-	-	-	-	-	-
98-00	SUTA	SU	-	-	-	-	-	-	-	-	-	-	-	-	-	-
99-00	Wrk Comp	WC	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Check the pay codes subject to Social Security (SS)

Scan the pay code list to make sure every pay code that is subject to social security has a Y listed in the SS column.

Check the pay codes subject to Medicare (Med)

Scan the pay code list to make sure every pay code that is subject to medicare has a Y listed in the Med column.

Check the pay codes subject to Federal Withholding Tax (FWT)

Scan the pay code list to make sure every pay code that is subject to federal withholding tax has a Y listed in the FWT column.

Check the pay codes subject to State Withholding Tax (SWT)

Scan the pay code list to make sure every pay code that is subject to state withholding tax has a Y listed in the SWT column.

Now, you're ready to move on to Step 2e: Verify W-2 Box 10, 11, 12, and 14 settings. Do not throw away the Pay Code List - Tax Summary, you can use it to complete Step 2e.

Step 2e: Verify W-2 Box 10, 11, 12, and 14 settings

202211, 2022Nov01

Option 2: Using the pay code table to review pay code information

If you're used to using the Pay Code table in Organization to review pay code information and you don't want to use the Pay Code List (Option 1), follow these instructions. Option 2 is how the pay code information was reviewed in the 2021 Payroll Year End Checklist.

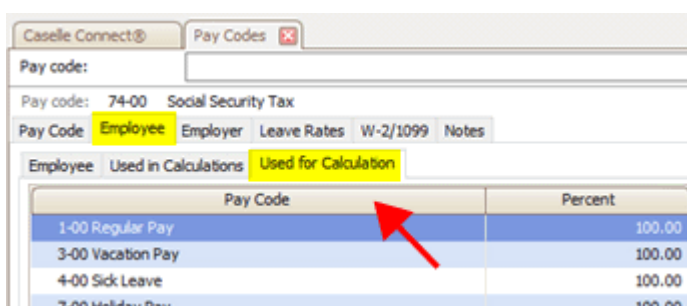
If you used the Pay Code List to review the pay code information, you can skip this section.

Check the pay codes subject to Social Security

Return to the Social Security pay code (74-00) to make sure every pay code that is subject to Social Security is listed in the used for calculation list.

Do this...

1. Open Connect Payroll > Organization > Pay Codes.
2. Use the Pay Code box to enter the Social Security pay code (74-00) for your site.
3. Click the Employee tab > Used for Calculations subtab.



Pay Code	Percent
1-00 Regular Pay	100.00
3-00 Vacation Pay	100.00
4-00 Sick Leave	100.00
7-00 Holiday Pay	100.00

Employee portion, used for calculation

4. Verify the list includes all taxed pay codes.

The list should include pre-tax deductions, all earnings subject to tax, and the deductions that are taken out before taxes are calculated. You will need to add any taxed pay codes that are not included in the list but should be included on the list.

Pay code: 74-00 Social Security Tax

Pay Code Employee Employer Leave Rates W-2/1099 Notes

Employee Used in Calculations Used for Calculation

Pay Code	Percent
1-00 Regular Pay	100.00
3-00 Vacation Pay	100.00
4-00 Sick Leave	100.00
7-00 Holiday Pay	100.00
8-00 Miscellaneous Pay	100.00
20-00 Overtime Pay	100.00
21-01 Comp Time Earned	100.00
21-02 Comp Time Used	100.00
60-01 Health Insurance - Single	100.00
60-02 Health Insurance - Dependent	100.00
60-03 Health Insurance - Family	100.00
61-01 Dental - Single	100.00
61-02 Dental -Dependent	100.00
61-03 Dental - Family	100.00

Employee, Used for calculation pay codes

5. Click the Employer tab > Used for Calculations subtab.

Pay code: 74-00 Social Security Tax

Pay Code Employee Employer Leave Rates W-2/1099 Notes

Employer Used in Calculations Used for Calculation Debit Override Account

Pay Code	Percent
1-00 Regular Pay	100.00

Employer, used for calculation

6. Verify the list includes all taxed pay codes.

Usually, the pay codes that are subject to Social Security for the employee and employer will be the same pay codes. The most common exception is the pay code for Third Party Pay on the employer portion.

Pay code: 74-00 Social Security Tax

Pay Code Employee Employer Leave Rates W-2/1099 Notes

Employer Used in Calculations Used for Calculation Debit Override Account

Pay Code	Percent
1-00 Regular Pay	100.00
3-00 Vacation Pay	100.00
4-00 Sick Leave	100.00
7-00 Holiday Pay	100.00
8-00 Miscellaneous Pay	100.00
20-00 Overtime Pay	100.00
21-01 Comp Time Earned	100.00
21-02 Comp Time Used	100.00
60-01 Health Insurance - Single	100.00
60-02 Health Insurance - Dependent	100.00
60-03 Health Insurance - Family	100.00
61-01 Dental - Single	100.00
61-02 Dental -Dependent	100.00
61-03 Dental - Family	100.00

Employer, Used for calculations pay codes

The pay codes that are subject to Social Security have been verified on the Social Security pay code.

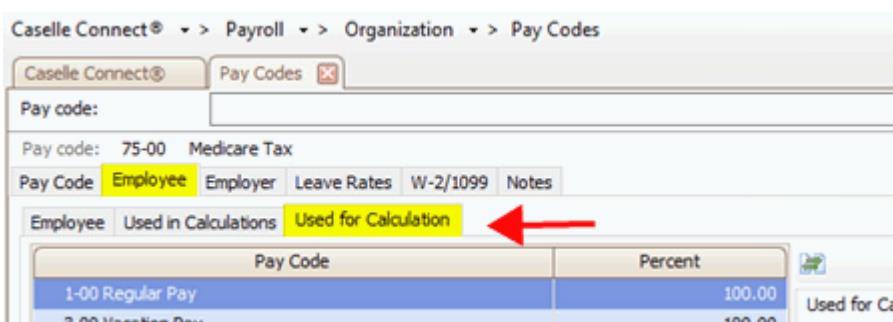
202011, 2020Oct08

Check the pay codes subject to Medicare

Do the same check on the Medicare pay code (75-00) to make sure every pay code that is subject to Medicare is listed in the used for calculation list for the Medicare pay code.

Do this...

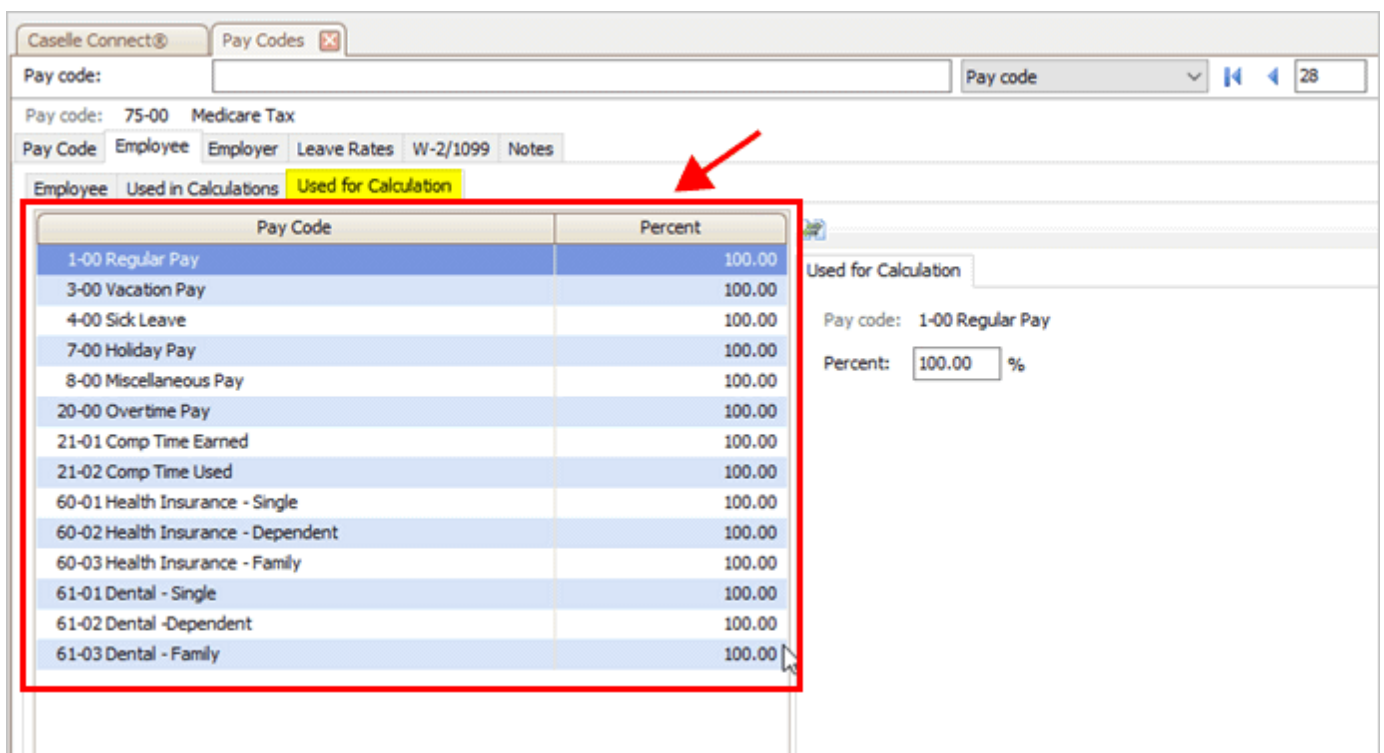
1. Open Connect Payroll > Organization > Pay Codes.
2. Use the Pay Code box to enter the Medicare pay code (75-00) for your site.
3. Click the Employee tab > Used for Calculation subtab.



Employee, Used for Calculation subtab

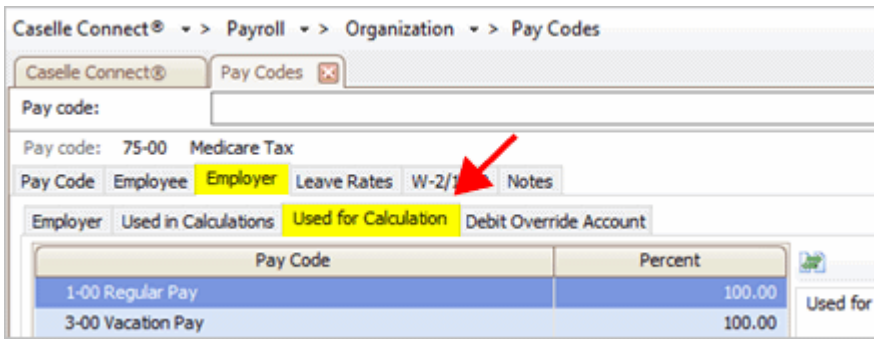
4. Verify the list includes all taxed pay codes.

The list should include pre-tax deductions, all earnings subject to tax, and the deductions that are taken out before taxes are calculated. You will need to add any taxed pay codes that are not included in the list but should be included on the list.



Employee Used for Calculation pay codes

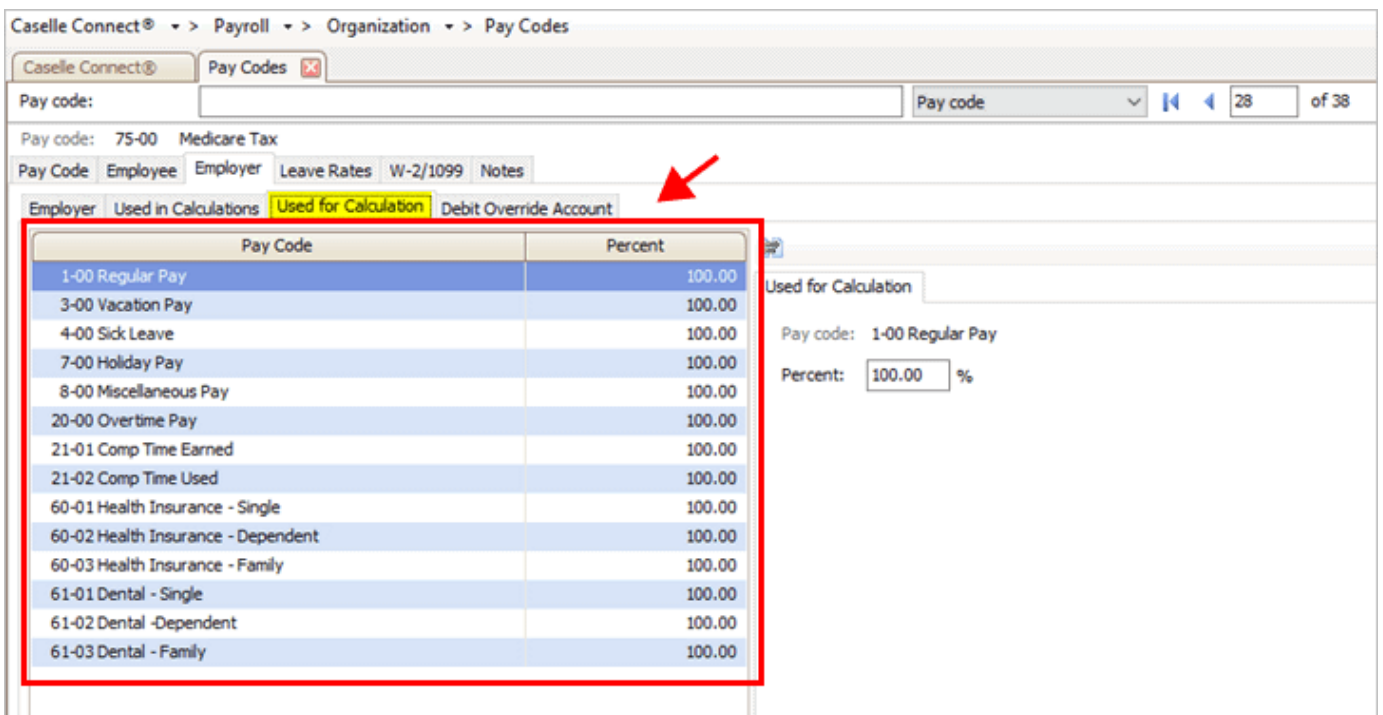
5. Click the Employer tab > Used for Calculation subtab.



Employer Used For Calculations subtab

6. Verify the list includes all taxed pay codes.

Usually, the pay codes that are subject to Medicare for the employee portion are the same as the pay codes that are subject to the Medicare for the employee portion. The most common exception is the pay code for Third Party Pay on the employer portion.



Employer Used for Calculation pay codes

The pay codes that are subject to Medicare have been verified on the Medicare pay code.

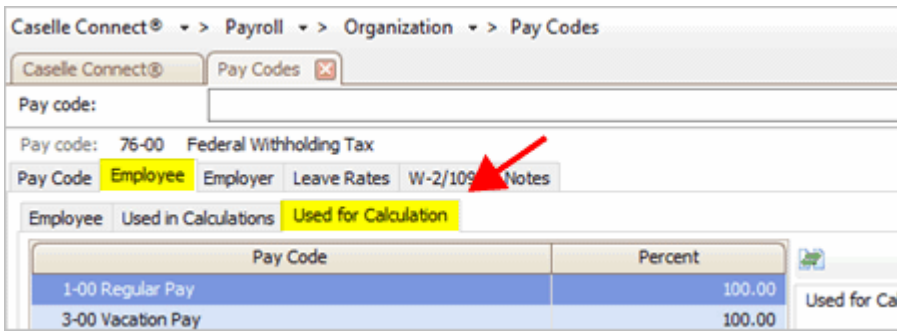
202011, 2020Oct08

Check the pay codes subject to Federal Withholding Tax

Do the same check on the pay code for Federal Withholding Tax (FWT) (76-00) to make sure all pay codes that are subject to FWT are included on the used in calculation list on the FWT pay code.

Do this...

1. Open Connect Payroll > Organization > Pay Codes.
2. Use the Pay Code box to enter the FWT pay code (76-00) for your site.
3. Click the Employer tab > Used for Calculation subtab.

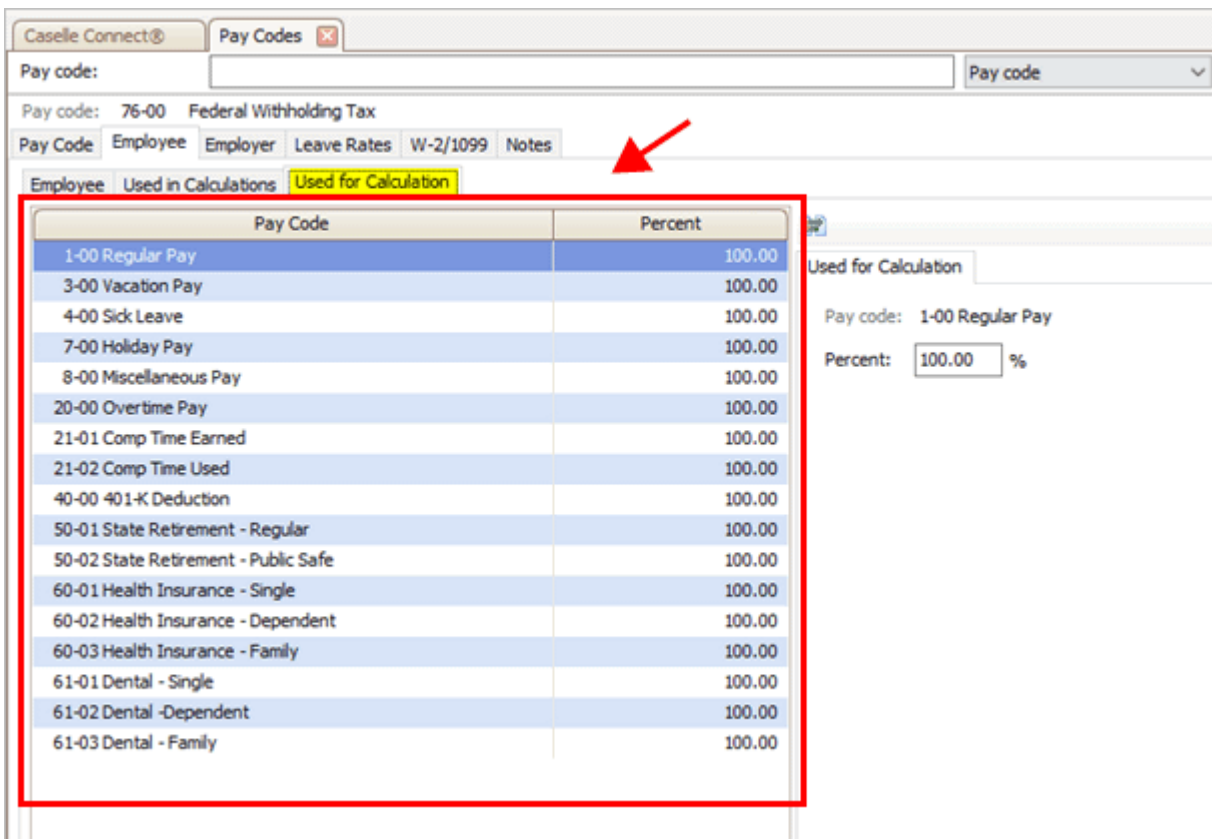


Employee Used for Calculation subtab

4. Verify the used for calculation list on the employee portion includes all taxed pay codes.

Example: The list should include the 401k Deduction pay code because 401k is usually exempt from Federal tax.

The list should include pre-tax deductions, all earnings subject to tax, and the deductions that are taken out before taxes are calculated. You will need to add any taxed pay codes that are not included in the list but should be included on the list.



Employee Used for Calculation pay codes

The pay codes that are subject to Federal Withholding Tax have been verified on the Federal Withholding Tax pay code. You do not need to worry about checking the pay codes that are used for calculation on the employer portion because the employer does not pay federal withholding tax.

202011, 2020Oct08

Check the pay codes subject to State Withholding Tax

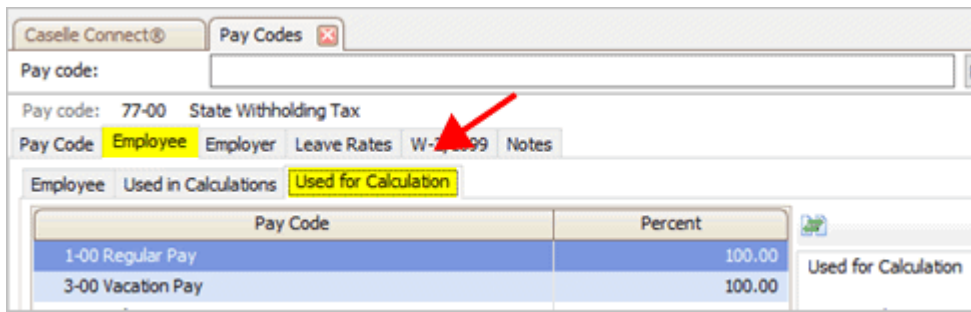
Do the same check on the pay code for State Withholding Tax (SWT) (77-00) to make sure all pay codes that are subject to state withholding tax are listed in the used for calculation list on the SWT pay code.

Do this...

1. Open Connect Payroll > Organization > Pay Codes.

2. Use the Pay Code box to enter the SWT pay code (77-00) for your site.

3. Click the Employee tab > Used for Calculation subtab.

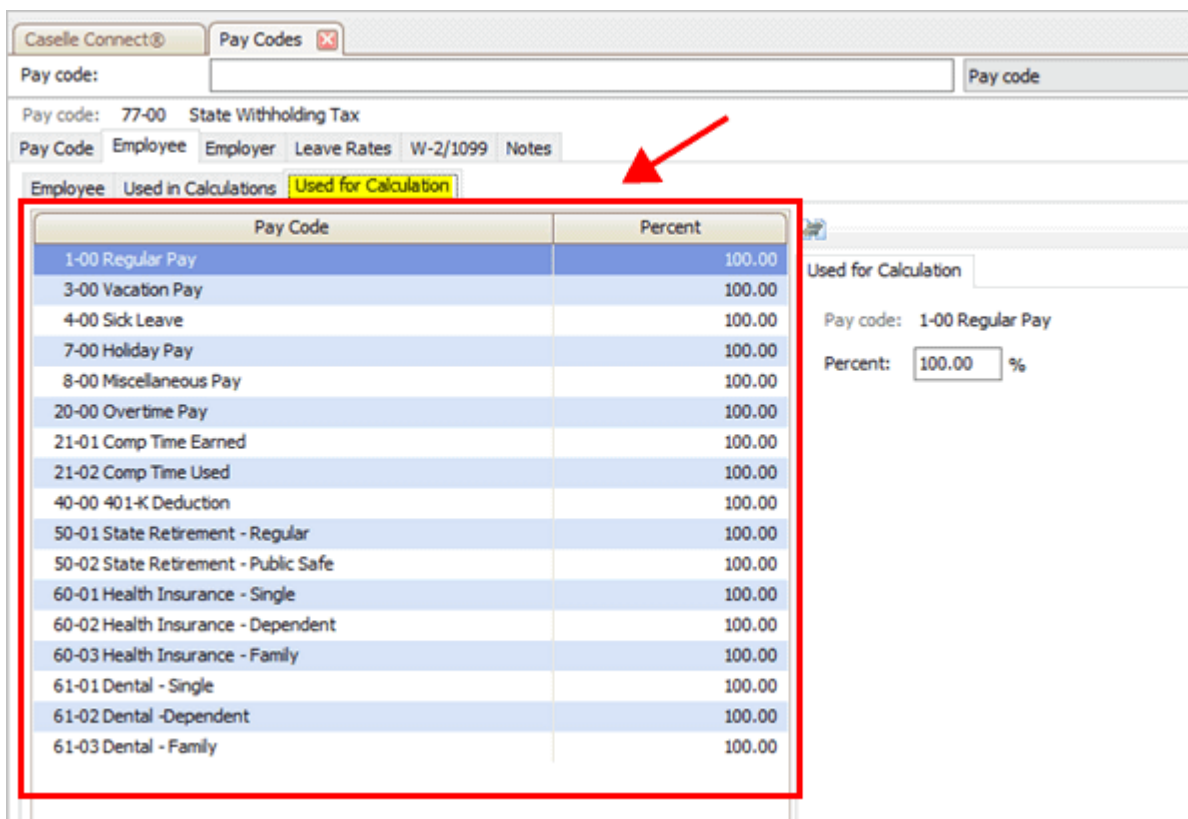


Employee Used for Calculation subtab

4. Verify the list includes all taxed pay codes.

The used for calculation list should include the (1) 401k Deduction pay code because 401k is usually exempt from state tax and (2) pre-tax deductions, all earnings subject to tax, and other deductions that are taken out before taxes are calculated.

You will need to add any pay codes that are not included in the list but should be included on the list.



Employee Used for Calculation pay codes

The pay codes that are subject to state withholding tax have been verified on used in calculation list for the employee portion. You do not need to check the used for calculation list on the employer portion because the employer does not pay state withholding tax.

2d. Verify W-2 Box 10, 11, 12, and 14 settings

The IRS requires organizations to report specific information in Boxes 10, 11, 12, and 14. If you're not sure what to enter in each box, contact your accountant, auditor, or the IRS to determine if you are reporting the amounts that should be reported in each box.

What if I need help with Box 10, 11, 12, and 14? If you have any questions about the information that's required on your W-2 forms, you should consult your accountant, auditor, or the IRS for the specific information required for your site. Caselle support 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 the amounts to report in each box.

In this section...

[Verifying special pay code flags](#)

[Updating W-2 box code on a pay code](#)

[Reviewing W-2 Other description \(Box 14\)](#)

[Review dependent care pay codes](#)

[Reviewing non-qualified deferred compensation pay codes](#)

Verifying 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 then check the appropriate boxes in Organization > Pay Codes to place the information for each pay code into the correct box on the W-2.

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

Reviewing W-2 Box 12 codes

Use the Pay Code List (that you printed in step 2d) to review the Box 12 code for each pay code. This is the code that will print in Box 12 on the Form W-2.

The IRS requires organizations to report specific information in Box 12. Contact your accountant, auditor, or the IRS to determine if you have amounts that should be report in Box 12.

Example: 401k reports "D" in Box 12, Health Insurance reports "DD" in Box 12.

What about Box 12 codes for health insurance pay codes? Make sure you assign DD to Box 12 on every health insurance pay code.

Anycity Corporation		Pay Code List - Tax Summary										Page: 1				
												Nov 01, 2022 4:30PM				
Report Criteria:												Review the W-2 Box 12 code for each pay code.				
Includes pay codes with employee options																
Includes pay codes with employer options																
Pay Code	Title	Type	SS	Med	FWT	SWT	SUTA	FUTA	Ret	W/C	W2 Code	Dep Care	Non-Qual Plan	W2 Other Description	Include Amounts	W2 Local Tax Code
1-00	Reg Pay	GR	Y	Y	Y	Y	-	-	-	-		-	-		-	
3-00	Vacation	GR	Y	Y	Y	Y	-	-	-	-		-	-		-	
4-00	Sick Leave	GR	Y	Y	Y	Y	-	-	-	-		-	-		-	
7-00	Holiday	GR	Y	Y	Y	Y	-	-	-	-		-	-		-	
8-00	Misc Pay	GM	Y	Y	Y	Y	-	-	-	-		-	-		-	
20-00	Overtime	GO	Y	Y	Y	Y	-	-	-	-		-	-		-	
21-01	Comp Earn	GO	Y	Y	Y	Y	-	-	-	-		-	-		-	
21-02	Comp Used	GR	Y	Y	Y	Y	-	-	-	-		-	-		-	
25-00	Misc Reimb	GR	-	-	-	-	-	-	-	-		-	-		-	
26-00	Trvl Reimb	E	-	-	-	-	-	-	-	-		-	-		-	
40-00	401-K Ded	D	-	-	Y	Y	-	-	-	-	D	-	-		-	
50-01	Ret Reg	R	-	-	Y	Y	-	-	-	-		-	-		-	
50-02	Ret PS	R	-	-	Y	Y	-	-	-	-		-	-		-	
60-01	Health Sgl	D	Y	Y	Y	Y	-	-	-	-		-	-		-	
60-02	Health Dep	D	Y	Y	Y	Y	-	-	-	-		-	-		-	
60-03	Health Fam	D	Y	Y	Y	Y	-	-	-	-		-	-		-	
61-01	Dental Sgl	D	Y	Y	Y	Y	-	-	-	-		-	-		-	
61-02	Dental Dep	D	Y	Y	Y	Y	-	-	-	-		-	-		-	
61-03	Dental Fam	D	Y	Y	Y	Y	-	-	-	-		-	-		-	
62-00	Life Insur	D	-	-	-	-	-	-	-	-		-	-		-	
65-00	Vision Ins	D	-	-	-	-	-	-	-	-		-	-		-	
70-00	Misc Ded	D	-	-	-	-	-	-	-	-		-	-		-	
74-00	Soc Sec	SS	-	-	-	-	-	-	-	-		-	-		-	
75-00	Medicare	MD	-	-	-	-	-	-	-	-		-	-		-	
76-00	FWT	FW	-	-	-	-	-	-	-	-		-	-		-	
77-00	SWT	SW	-	-	-	-	-	-	-	-		-	-		-	
80-01	Credit Gar	D	-	-	-	-	-	-	-	-		-	-		-	
80-02	Child Supp	D	-	-	-	-	-	-	-	-		-	-		-	
85-00	Net Pay	N	-	-	-	-	-	-	-	-		-	-		-	
86-00	Dir Dep	DN	-	-	-	-	-	-	-	-		-	-		-	
92-00	LTD Ins	I	-	-	-	-	-	-	-	-		-	-		-	
98-00	SUTA	SU	-	-	-	-	-	-	-	-		-	-		-	
99-00	Wrk Comp	WC	-	-	-	-	-	-	-	-		-	-		-	

Pay Code List, W-2 Code column

202208, 2022Nov02

Updating W-2 Box 12 code on a pay code

If the Pay Code List shows the wrong code in Box 12, you may need to update the pay code's W-2 Box 12 code.

Do this...

1. Open Connect Payroll > Organization > Pay Codes.
2. Look up the pay code to report in Box 12.
3. Click to select the W-2/1099 tab.

Caselle Connect® > Payroll > Organization > Pay Codes

Caselle Connect® Pay Codes

Pay code:

Pay code: 1-00 Regular Pay

Pay Code Employee Employer Leave Rates **W-2/1099** Notes

W-2 code (Box 12):

W-2/1099 tab

4. Select the appropriate code that describes the pay code amount from the W-2 Code (Box 12) list.

To view the Box 12 Codes list and descriptions, click [here](#).

Caselle Connect® > Payroll > Organization > Pay Codes

Caselle Connect® Pay Codes

Pay code:

Pay code: 1-00 Regular Pay

Pay Code Employee Employer Leave Rates **W-2/1099** Notes

W-2 code (Box 12):

W-2 other description (Box 14):

Include amounts

W-2 local tax code:

Include amounts for dependents on the W-2 (Box 10)

Include amounts for non-qualified plans on the W-2 (Box 11)

A
B
C
D
E
F
G
H
I
J
K
L
M
N
P
R
S
T
V
W
Y
Z
AA
BB
CC
DD
EE
FF
GG
HH

W-2 code (Box 12) list

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

What do the Box 12 codes mean? 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 moving the mouse over the W-2 Code (Box 12) field. You can also use the [Box 12 Codes List](#) or visit the [irs.gov](https://www.irs.gov) website for more information.

The W-2 Box 12 code is saved on the selected pay code.

Reviewing the W-2 Other Description field (Box 14)

Other tax information is reported in Box 14. 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.

What if I don't know what to enter in Box 14? If you have any questions about the information required on your W-2 Forms, consult your accountant or auditor for the specific information required for your site.

Anycity Corporation													Pay Code List - Tax Summary			Page: 1 Nov 02, 2022 1:43PM	
Report Criteria:																	
Includes pay codes with employee options																	
Includes pay codes with employer options																	
Pay Code	Title	Type	SS	Med	FWT	SWT	SUTA	FUTA	Ret	W/C	W2 Code	Dep Care	Non-Qual Plan	W2 Other Description	Include Amounts	W2 Local Tax Code	
1-00	Reg Pay	GR	Y	Y	Y	Y	-	-	-	-	-	-	-		-		
3-00	Vacation	GR	Y	Y	Y	Y	-	-	-	-	-	-	-		-		
4-00	Sick Leave	GR	Y	Y	Y	Y	-	-	-	-	-	-	-		-		
7-00	Holiday	GR	Y	Y	Y	Y	-	-	-	-	-	-	-		-		
8-00	Misc Pay	GM	Y	Y	Y	Y	-	-	-	-	-	-	-		-		
20-00	Overtime	GO	Y	Y	Y	Y	-	-	-	-	-	-	-		-		
21-01	Comp Earn	GO	Y	Y	Y	Y	-	-	-	-	-	-	-		-		
21-02	Comp Used	GR	Y	Y	Y	Y	-	-	-	-	-	-	-		-		
25-00	Misc Reimb	GR	-	-	-	-	-	-	-	-	-	-	-		-		
26-00	Trvl Reimb	E	-	-	-	-	-	-	-	-	-	-	-		-		
40-00	401-K Ded	D	-	-	Y	Y	-	-	-	-	D	-	-		-		
50-01	Ret Reg	R	-	-	Y	Y	-	-	-	-	-	-	-		-		
50-02	Ret PS	R	-	-	Y	Y	-	-	-	-	-	-	-		-		
60-01	Health Sgl	D	Y	Y	Y	Y	-	-	-	-	DD	-	-		-		
60-02	Health Dep	D	Y	Y	Y	Y	-	-	-	-	DD	-	-		-		
60-03	Health Fam	D	Y	Y	Y	Y	-	-	-	-	DD	-	-		-		
61-01	Dental Sgl	D	Y	Y	Y	Y	-	-	-	-	-	-	-		-		
61-02	Dental Dep	D	Y	Y	Y	Y	-	-	-	-	-	-	-		-		
61-03	Dental Fam	D	Y	Y	Y	Y	-	-	-	-	-	-	-		-		
62-00	Life Insur	D	-	-	-	-	-	-	-	-	-	-	-	Box 14 Desc	Y		
65-00	Vision Ins	D	-	-	-	-	-	-	-	-	-	-	-		-		
70-00	Misc Ded	D	-	-	-	-	-	-	-	-	-	-	-		-		
74-00	Soc Sec	SS	-	-	-	-	-	-	-	-	-	-	-		-		
75-00	Medicare	MD	-	-	-	-	-	-	-	-	-	-	-		-		
76-00	FWT	FW	-	-	-	-	-	-	-	-	-	-	-		-		
77-00	SWT	SW	-	-	-	-	-	-	-	-	-	-	-		-		
80-01	Credit Gar	D	-	-	-	-	-	-	-	-	-	-	-		-		
80-02	Child Supp	D	-	-	-	-	-	-	-	-	-	-	-		-		
85-00	Net Pay	N	-	-	-	-	-	-	-	-	-	-	-		-		
86-00	Dir Dep	DN	-	-	-	-	-	-	-	-	-	-	-		-		
92-00	LTD Ins	I	-	-	-	-	-	-	-	-	-	-	-		-		
98-00	SUTA	SU	-	-	-	-	-	-	-	-	-	-	-		-		
99-00	Wrk Comp	WC	-	-	-	-	-	-	-	-	-	-	-		-		

Review the text that will print in Box 14 in the W-2 Other

Look for a Y in the Include Amounts column to print an amount for Box 14.

Pay Code List, W-2 Other Description column

Does the pay code require a description and amount for Box 14?

- **Yes, the pay code requires a description for Box 14.** Use the Pay Code List - Tax Summary [Caselle Master] to verify the Box 14 description is correct. To update the Box 14 description, use the W-2/1099 tab in Organization > Pay Codes.

- **Yes, the pay code requires a description and amount for Box 14.** Use the Pay Code List - Tax Summary [Caselle Master] to verify there's a Y in the Include Amounts column. To include amounts, use the W-2/1099 tab in Organization > Pay Codes to select the Include Amounts checkbox.
- **No, the pay code does not require a description for Box 14.** After you have checked each pay code, continue to the next question.

Reviewing dependent care pay codes

Review the pay codes for dependent care benefits that need to be reported on the Form W-2. For example, a cafeteria plan payroll deduction.

Anycity Corporation		Pay Code List - Tax Summary											Page: 1 Nov 02, 2022 2:31PM			
Report Criteria:																
Includes pay codes with employee options																
Includes pay codes with employer options																
Pay Code	Title	Type	SS	Med	FWT	SWT	SUTA	FUTA	Ret	W/C	W2 Code	Dep Care	Non-Qual Plan	W2 Other Description	Include Amounts	W2 Local Tax Code
1-00	Reg Pay	GR	Y	Y	Y	Y	-	-	-	-		-	-		-	
3-00	Vacation	GR	Y	Y	Y	Y	-	-	-	-		-	-		-	
4-00	Sick Leave	GR	Y	Y	Y	Y	-	-	-	-		-	-		-	
7-00	Holiday	GR	Y	Y	Y	Y	-	-	-	-		-	-		-	
8-00	Misc Pay	GM	Y	Y	Y	Y	-	-	-	-		-	-		-	
20-00	Overtime	GO	Y	Y	Y	Y	-	-	-	-		-	-		-	
21-01	Comp Earn	GO	Y	Y	Y	Y	-	-	-	-		-	-		-	
21-02	Comp Used	GR	Y	Y	Y	Y	-	-	-	-		-	-		-	
25-00	Misc Reimb	GR	-	-	-	-	-	-	-	-		-	-		-	
26-00	Trvl Reimb	E	-	-	-	-	-	-	-	-		-	-		-	
40-00	401-K Ded	D	-	-	Y	Y	-	-	-	-	D	-	-		-	
50-01	Ret Reg	R	-	-	Y	Y	-	-	-	-		-	-		-	
50-02	Ret PS	R	-	-	Y	Y	-	-	-	-		-	-		-	
60-01	Health Sgl	D	Y	Y	Y	Y	-	-	-	-	DD	-	-		-	
60-02	Health Dep	D	Y	Y	Y	Y	-	-	-	-	DD	-	-		-	
60-03	Health Fam	D	Y	Y	Y	Y	-	-	-	-	DD	-	-		-	
61-01	Dental Sgl	D	Y	Y	Y	Y	-	-	-	-		-	-		-	
61-02	Dental Dep	D	Y	Y	Y	Y	-	-	-	-		-	-		-	
61-03	Dental Fam	D	Y	Y	Y	Y	-	-	-	-		-	-		-	
62-00	Life Insur	D	-	-	-	-	-	-	-	-		-	-	Box 14 Desc	Y	
65-00	Vision Ins	D	-	-	-	-	-	-	-	-		-	-		-	
70-00	Misc Ded	D	-	-	-	-	-	-	-	-		Y	-		-	
74-00	Soc Sec	SS	-	-	-	-	-	-	-	-		-	-		-	
75-00	Medicare	MD	-	-	-	-	-	-	-	-		-	-		-	
76-00	FWT	FW	-	-	-	-	-	-	-	-		-	-		-	
77-00	SWT	SW	-	-	-	-	-	-	-	-		-	-		-	
80-01	Credit Gar	D	-	-	-	-	-	-	-	-		-	-		-	
80-02	Child Supp	D	-	-	-	-	-	-	-	-		-	-		-	
85-00	Net Pay	N	-	-	-	-	-	-	-	-		-	-		-	
86-00	Dir Dep	DN	-	-	-	-	-	-	-	-		-	-		-	
92-00	LTD Ins	I	-	-	-	-	-	-	-	-		-	-		-	
98-00	SUTA	SU	-	-	-	-	-	-	-	-		-	-		-	
99-00	Wrk Comp	WC	-	-	-	-	-	-	-	-		-	-		-	

Look for a Y in the Dep Care column.

Pay Code List, Dep Care column

Is the pay code for dependent care?

- **Yes, the pay code is for dependent care.** Use the Pay Code List - Tax Summary [Caselle Master] to verify there's a Y in Include Amounts column. To update the pay code, use the

W-2/1099 tab in Organization > Pay Codes. Select the Include Amounts for Dependent Care (Box 10) checkbox.

- **No, the pay code is not for dependent care.** After you have checked each pay code, continue to the next question.

Reviewing non-qualified deferred compensation pay codes

Review the pay codes for non-qualified deferred compensation pay codes with amounts to include on the W-2 Form. This is the amount for Box 11 on Form W-2.

Anycity Corporation		Pay Code List - Tax Summary											Page: 1			
													Nov 02, 2022 2:31PM			
Report Criteria:																
Includes pay codes with employee options																
Includes pay codes with employer options																
Pay Code	Title	Type	SS	Med	FWT	SWT	SUTA	FUTA	Ret	W/C	W2 Code	Dep Care	Non-Qual Plan	W2 Other Description	Include Amounts	W2 Local Tax Code
1-00	Reg Pay	GR	Y	Y	Y	Y	-	-	-	-	-	-	-		-	
3-00	Vacation	GR	Y	Y	Y	Y	-	-	-	-	-	-	-		-	
4-00	Sick Leave	GR	Y	Y	Y	Y	-	-	-	-	-	-	-		-	
7-00	Holiday	GR	Y	Y	Y	Y	-	-	-	-	-	-	-		-	
8-00	Misc Pay	GM	Y	Y	Y	Y	-	-	-	-	-	-	-		-	
20-00	Overtime	GO	Y	Y	Y	Y	-	-	-	-	-	-	-		-	
21-01	Comp Earn	GO	Y	Y	Y	Y	-	-	-	-	-	-	-		-	
21-02	Comp Used	GR	Y	Y	Y	Y	-	-	-	-	-	-	-		-	
25-00	Misc Reimb	GR	-	-	-	-	-	-	-	-	-	-	-		-	
26-00	Trvl Reimb	E	-	-	-	-	-	-	-	-	-	-	-		-	
40-00	401-K Ded	D	-	-	Y	Y	-	-	-	-	D	-	-		-	
50-01	Ret Reg	R	-	-	Y	Y	-	-	-	-	-	-	-		-	
50-02	Ret PS	R	-	-	Y	Y	-	-	-	-	-	-	-		-	
60-01	Health Sgl	D	Y	Y	Y	Y	-	-	-	-	DD	-	-		-	
60-02	Health Dep	D	Y	Y	Y	Y	-	-	-	-	DD	-	-		-	
60-03	Health Fam	D	Y	Y	Y	Y	-	-	-	-	DD	-	-		-	
61-01	Dental Sgl	D	Y	Y	Y	Y	-	-	-	-	-	-	-		-	
61-02	Dental Dep	D	Y	Y	Y	Y	-	-	-	-	-	-	-		-	
61-03	Dental Fam	D	Y	Y	Y	Y	-	-	-	-	-	-	-		-	
62-00	Life Insur	D	-	-	-	-	-	-	-	-	-	-	-	Box 14 Desc	Y	
65-00	Vision Ins	D	-	-	-	-	-	-	-	-	-	-	-		-	
70-00	Misc Ded	D	-	-	-	-	-	-	-	-	-	Y	-		-	
74-00	Soc Sec	SS	-	-	-	-	-	-	-	-	-	-	-		-	
75-00	Medicare	MD	-	-	-	-	-	-	-	-	-	-	-		-	
76-00	FWT	FW	-	-	-	-	-	-	-	-	-	-	-		-	
77-00	SWT	SW	-	-	-	-	-	-	-	-	-	-	-		-	
80-01	Credit Gar	D	-	-	-	-	-	-	-	-	-	-	-		-	
80-02	Child Supp	D	-	-	-	-	-	-	-	-	-	-	-		-	
85-00	Net Pay	N	-	-	-	-	-	-	-	-	-	-	-		-	
86-00	Dir Dep	DN	-	-	-	-	-	-	-	-	-	-	-		-	
92-00	LTD Ins	I	-	-	-	-	-	-	-	-	-	-	-		-	
98-00	SUTA	SU	-	-	-	-	-	-	-	-	-	-	-		-	
99-00	Wrk Comp	WC	-	-	-	-	-	-	-	-	-	-	-		-	

Look for a Y in the Non-Qual Plan column.

Pay Code List, Non-Qual Plan column

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.** Use the Pay Code List - Tax Summary [Caselle Master] to verify there's a Y in the Non-Qual Plan column. To update the pay code, use the W-2/1099 tab in Organization > Pay Codes. Select the Include Amounts for Non-Qualified Plan (Box 11) checkbox.

- **No, I do not need this information.** After you have checked each pay code, continue to the next question.

202208, 2022Nov02

Choosing to include amounts for dependent care (Box 10)

Enter the total reported in box 10 on Forms W-2.

Choosing to include amounts for non-qualified plans (Box 11)

Enter the total reported in box 11 on Forms W-2.

2e. Run Checkout

After you have completed the previous steps, run Checkout to verify that there are no Checkout errors in the Payroll database. You should fix any errors that appear on the error report before you continue to the next step. If you need help fixing an error, you can contact customer support at (800) 228-9851.

Important! If there are any errors on the Checkout report, contact customer support for assistance at (800) 243-8275 or email us at support@caselle.com. Do NOT continue until the Checkout report is free of errors.

How do I run Checkout?

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

The default setting should select all employees. If the value is set to a specific employee number, then change the value to choose ALL employees.

The screenshot shows the 'Checkout' window in Caselle Connect. The 'Selection criteria' table is as follows:

Column	Value
Employee.Employee number	All

Below the table, there are several checkboxes for selection criteria:

- Checkout prior years
- Employee Information
 - Check allocation percentages
 - Check for single active net pay code
 - Check for missing Social Security number
 - Verify monthly pay periods
 - Validate Workers Compensation pay code
 - Check for active primary position
 - Check for tax pay codes set to do not calculate
 - Find terminated employees that can be deleted
 - Find terminated employees with issues
 - Check for transactions after pay code end dates
- Check for positive FICA, FWT, and SWT totals
- Check for FWT and SWT amounts differing from the prior pay period by more than 20.00 %
- Check for different YTD employee and employer amounts for Social Security and Medicare
- Verify Social Security calculation
- Verify Medicare calculation
- Verify Medicare Premium

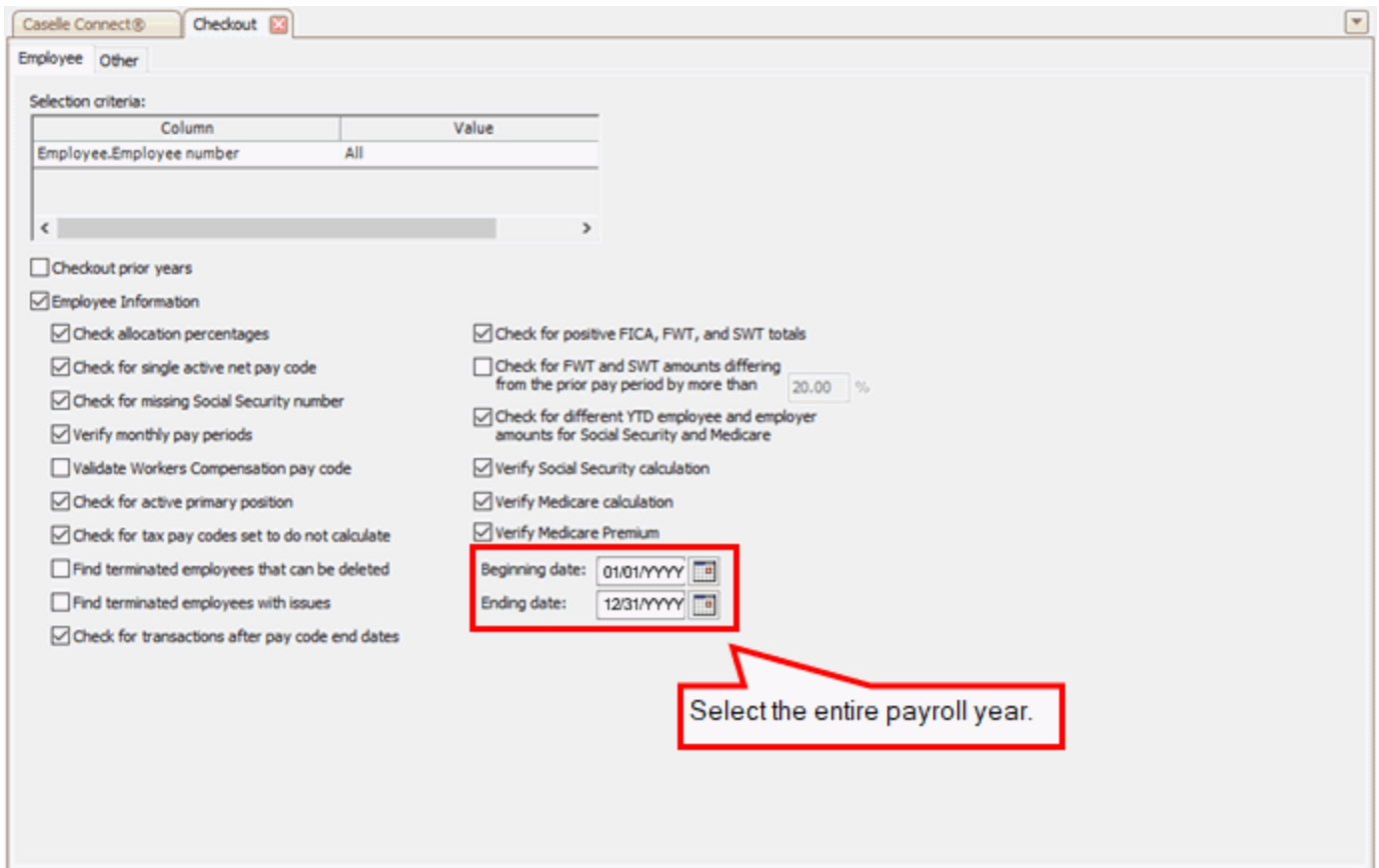
At the bottom, there are date pickers for 'Beginning date' (01/01/YYYY) and 'Ending date' (12/31/YYYY).

Checkout, Selection Criteria

3. Verify the Beginning Date and Ending Date.

These dates should default to the payroll year (01/01-YYYY to 12/31/YYYY) being closed. The routine will scan and check data for the selected year.

Important! If these dates are incorrect, DO NOT change them because the dates in Caselle are not correct, contact customer support for assistance at (800) 243-8275 or email us at support@caselle.com.



Caselle Connect® Checkout

Employee Other

Selection criteria:

Column	Value
Employee.Employee number	All

Checkout prior years
 Employee Information

- Check allocation percentages
- Check for single active net pay code
- Check for missing Social Security number
- Verify monthly pay periods
- Validate Workers Compensation pay code
- Check for active primary position
- Check for tax pay codes set to do not calculate
- Find terminated employees that can be deleted
- Find terminated employees with issues
- Check for transactions after pay code end dates

- Check for positive FICA, FWT, and SWT totals
- Check for FWT and SWT amounts differing from the prior pay period by more than 20.00 %
- Check for different YTD employee and employer amounts for Social Security and Medicare
- Verify Social Security calculation
- Verify Medicare calculation
- Verify Medicare Premium

Beginning date: 01/01/YYYY

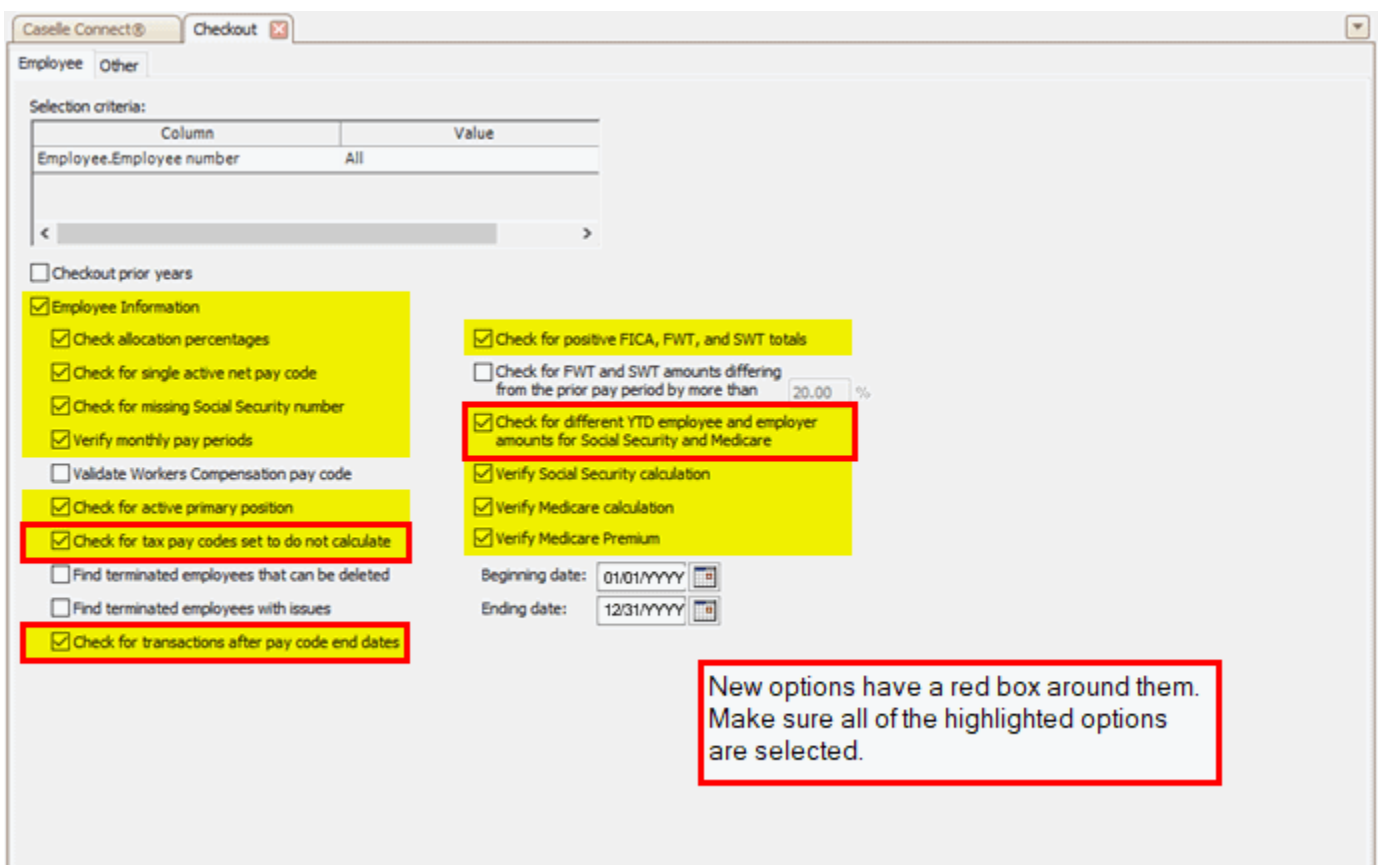
Ending date: 12/31/YYYY

Select the entire payroll year.

Checkout, Beginning Date and Ending Date

4. Select the following options.

There are new checkboxes on the Checkout view. You will need to select these options. If the Checkout view doesn't include the new checkboxes, stop and install the latest version of Connect.



Caselle Connect® Checkout

Employee Other

Selection criteria:

Column	Value
Employee.Employee number	All

Checkout prior years
 Employee Information

- Check allocation percentages
- Check for single active net pay code
- Check for missing Social Security number
- Verify monthly pay periods
- Validate Workers Compensation pay code
- Check for active primary position
- Check for tax pay codes set to do not calculate
- Find terminated employees that can be deleted
- Find terminated employees with issues
- Check for transactions after pay code end dates

- Check for positive FICA, FWT, and SWT totals
- Check for FWT and SWT amounts differing from the prior pay period by more than 20.00 %
- Check for different YTD employee and employer amounts for Social Security and Medicare
- Verify Social Security calculation
- Verify Medicare calculation
- Verify Medicare Premium

Beginning date: 01/01/YYYY

Ending date: 12/31/YYYY

New options have a red box around them. Make sure all of the highlighted options are selected.

Checkout, Checkboxes

- Employee information checkbox
- Check allocation percentages checkbox
- Check for single active ent pay code checkbox
- Check for missing Social Security number checkbox
- Verify monthly pay periods checkbox
- Check for active primary position checkbox
- Check for tax pay codes set to do not calculate checkbox (New)
- Check for transactions after pay code end dates checkbox (New)
- Check for positive FICA, FWT, and SWT totals checkbox
- Check for different YTD employee and employer amounts for Social Security and Medicare checkbox (New)
- Verify Social Security calculation checkbox
- Verify Medicare calculation checkbox
- Verify Medicare premium checkbox

5. Click GO (CTRL+G).

Connect searches the Payroll database for errors and then prints the Checkout Report.

Did the Checkout report list any errors?

- **Yes, there are errors on the Checkout report.** You should correct the Checkout errors before you continue. If you need help, contact [customer support](#) for assistance at (800) 243-8275 or email us at support@caselle.com. Do not continue until the Checkout report is error free.
- **No, the Checkout report is error-free.** Great news! The pay codes are ready to go. You're ready for the next step.

Here's a list of common Checkout errors.

- **Employee is missing a Social Security number.** Look up the employee record and update the Social Security number. To learn more, see Adding a Social Security number.
- **Maximum wage limit changed and amounts need to be recalculated.** [Contact customer support](#) for assistance at (800) 243-8275 or email us at support@caselle.com.
- **Deduction amount does not match the calculated amount.** [Contact customer support](#) for assistance at (800) 243-8275 or email us at support@caselle.com.

STOP!

If there are any errors on the Checkout report, contact **customer support** for assistance at (801) 243-8275. Do NOT continue until the Checkout report is free of errors.

202208, 2022Nov03

Step 3. Verify year-to-date information



You need to verify payroll transactions for the calendar year. If you have updated payroll transactions to the General Ledger application every pay period, you should have an easier time finishing this step.

Watch a video

Step 3 in the 2022 Payroll Year-end Checklist Webinar. [\[MP4\]](#)

Getting started with verifying year-to-date information

Step 3a. [Verify the General Ledger updates for the calendar year](#)

Step 3b. [Print Payroll History for the calendar year](#)

Step 3c. [Print the Annual 941 Report for the calendar year](#)

Step 3d. [Print Employee Tax Summary for the calendar year](#)

Step 3e. [Verify reports](#)

Step 3f. [Print additional annual reports for the calendar year](#)

3a. Verify the general ledger updates for the calendar year

Make sure the transactions for each pay period have been updated to the general ledger. You can check with the general ledger clerk or you can use Journal Inquiry or the Journals Report in the General Ledger application to verify the payroll transactions have been updated.

Do you have a general ledger clerk?

- **Yes, we have a general ledger clerk.** If your organization has a person who manages the general ledger, check with that person to make sure (1) the payroll updates for the calendar year have posted to the general ledger, and (2) there are no duplicate entries recorded in the journals for payroll checks, transmittal checks, payroll benefits, and payroll compensation.
- **No, we don't have a general ledger clerk.** If you don't have a general ledger clerk, you need to check the payroll updates and look for duplicate entries in the journals for payroll checks, transmittal checks, payroll benefits, and payroll compensation.

You have two options to review journal entries...

- [Using Journal Inquiry to view journal entries](#), or
- [Printing journal entries to paper](#).

How do I use Journal Inquiry to view journal entries?

If you want to review journal entries without printing a report, use Journal Inquiry to search for duplicate entries. Remember, you can use Journal Inquiry to view journal entries on the screen and you can print the journal entries that you're viewing in Journal Inquiry to paper.

What if a payroll transaction was updated more than once or deleted? The Checkout Report that you ran in Step 2b will not find this type of error. To find duplicate or missing transactions, you need to check the General Ledger application.

Do this...

1. Open Connect General Ledger > Journal Inquiry.

2. Use the Journal box to enter a journal code.

In other words, PC, PB, CDP, CDPT, or the corresponding journal codes used by your site.

CDP, Payroll Checks

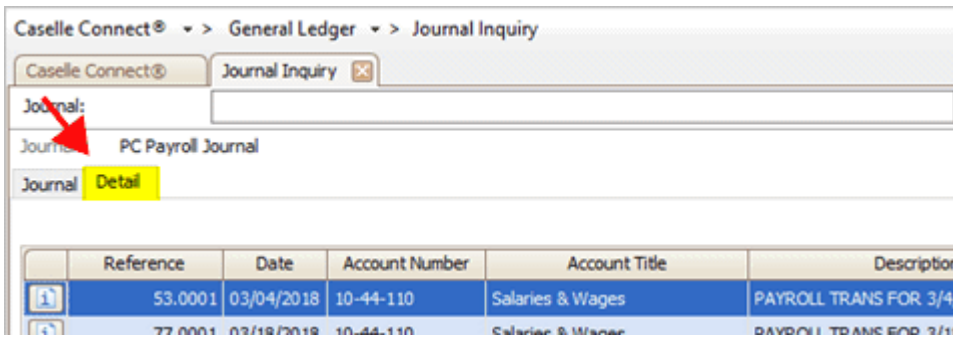
CDPT, Transmittal Checks*

PB, Payroll Benefits

PC, Payroll Compensation

*Only review the CDPT journal if you use transmittals. If you don't use transmittals, you can skip reviewing the CDPT journal.

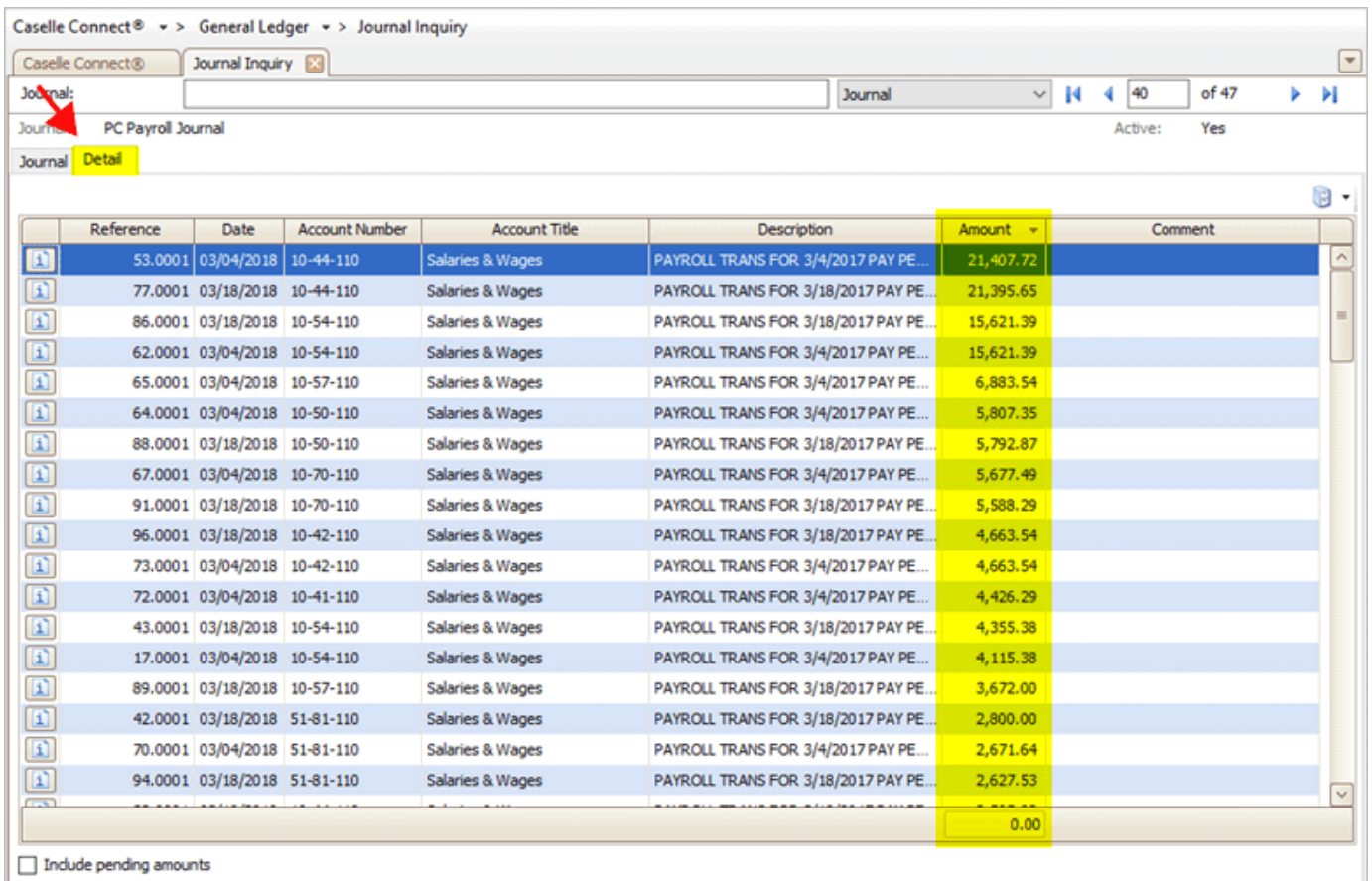
3. Click the Detail tab.



Detail tab

4. Verify that no duplicate entries exist in the journal for any pay periods for the entire year being closed.

This should be straightforward. In most circumstances, any duplicates will be identified and fixed during bank reconciliation.



Amount column on the Journal Inquiry > Detail tab

5. Verify that the entries exist for each pay period.

6. Update missing entries and correct duplicate journal entries as needed.

7. Repeat steps 2 to 6 for each of the payroll journals that your site uses.

When there are no duplicate journal entries and all of the pay periods show the correct entries, you're ready to print the Payroll History report. Go to **Step 3b. Print Payroll History.**

How do I print journals to paper?

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

Do this...

1. Open Connect General Ledger > Reports > Journals.
2. Change the report dates to select the entire calendar year.

The screenshot shows a dialog box with four tabs: 'Report Options', 'Additional Options', 'Columns', and 'Print Settings'. The 'Report Options' tab is active. Under the 'Report dates' section, there are two rows: 'From:' with a dropdown set to '01/01/YYYY' and 'To:' with a dropdown set to '12/31/YYYY'. Each dropdown has a calendar icon and navigation arrows. A link for 'Advanced options...' is at the bottom right.

Report dates



3. Select the following journals.

- CDP (Cash Disbursements - Payroll)
- CDPT (Cash Disbursements - Payroll Transmittals)
- PB (Payroll Benefits)
- PC (Payroll Journal)

The screenshot shows a list of journal codes in a table. The columns are 'Journal Code' and 'Active'. The following codes have their checkboxes checked: CDP (Cash Disbursements - Payroll), CDPT (Cash Disbursements - Payroll Transmittals), PB (Payroll Benefits), and PC (Payroll Journal). A red box highlights the CDP and CDPT rows, and another red box highlights the PB and PC rows.

Journal Code	Active
<input type="checkbox"/> BUD5 (Budget - Modified/Adjusted)	
<input type="checkbox"/> BUD6 (Budget - Final)	
<input type="checkbox"/> CA (Cash Allocation Entries)	
<input type="checkbox"/> CD (Cash Disbursements)	
<input type="checkbox"/> CD2 (Cash Disbursements - Savings Transfer)	
<input type="checkbox"/> CDA (Cash Disbursements - A/P)	
<input type="checkbox"/> CDC (Cash Disbursements - Check On Demand)	
<input checked="" type="checkbox"/> CDP (Cash Disbursements - Payroll)	
<input checked="" type="checkbox"/> CDPT (Cash Disbursements - Payroll Transmittals)	
<input type="checkbox"/> CDTC (Cash Disbursements - Property Tax Collection)	
<input type="checkbox"/> CEM (Cemetery Management)	
<input type="checkbox"/> CM (Court Management)	
<input type="checkbox"/> CR (Cash Receipts)	
<input type="checkbox"/> CRJE (Cash Receipts - Adjust Entries)	
<input type="checkbox"/> DEV (Community Development)	
<input type="checkbox"/> EN (Encumbrance)	
<input type="checkbox"/> EQ (Equipment)	
<input type="checkbox"/> ID (Improvement District)	
<input type="checkbox"/> INT (Interest Allocations)	
<input type="checkbox"/> INV (Inventory)	
<input type="checkbox"/> JE (Journal Entries)	
<input type="checkbox"/> OBACT (Opening Balances Jml - Actual)	
<input type="checkbox"/> OBENC (Opening Balances Jml - Encumb)	
<input type="checkbox"/> OBRPT (Opening Balances Journal - Report Only)	
<input type="checkbox"/> OH (Overhead - Payroll)	
<input type="checkbox"/> OHI (Overhead - Inventory)	
<input checked="" type="checkbox"/> PB (Payroll Benefits)	
<input checked="" type="checkbox"/> PC (Payroll Journal)	
<input type="checkbox"/> PM (Project Management)	
<input type="checkbox"/> RC (Recurring Journal Entries)	
<input type="checkbox"/> RE (Reversing Entries Journal)	

Journal codes

4. Click Preview  (Ctrl+Q) to preview the report, or Print  (Ctrl+P) to print the report.
5. Verify that entries exist for each pay period.

6. Check the report for duplicate journal entries for any pay periods for the entire year being closed.

This should be straightforward. Any duplicates should already have been caught during [General Ledger Bank Reconciliation](#).

7. Update missing entries and correct duplicate journal entries as needed.

When there are no duplicate journal entries and all of the pay periods show the correct entries, you're ready to [print the Payroll History report](#). Go to [Step 3b. Print Payroll History](#).

05Sep2018

3b. Print payroll history for the calendar year

In steps 3b-d, you're going to print the reports you will need to verify the year-to-date information. You're going to use these reports to verify the information in the Payroll database is correct because this is the information that's going to print on the W-2s.

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

- balance the Annual 941 report in step 3c,
- verify the same information displays on the Payroll History Report to the Annual 941 report, and
- verify the same information displays on the Payroll Conversion Report to make sure the converted employee information is correct.

Tip! The Payroll History report 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.

Do not throw the Payroll History report 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.

How do I print the Payroll History report?

Print the Payroll History report for the entire calendar year. You're going to use the report to list the entire year's activity, including check numbers and year-to-date totals for each employee.

Do this...

1. Open Connect Payroll > Reports > Payroll History.
2. Select Payroll History - By Calendar Year [Caselle Master] from the Title drop-down list
3. Verify that the report dates select the entire calendar year.

How do I change the date range for annual reports? Use the options in Report Dates to select the calendar year (01/01/YYYY to 12/31/YYYY). To learn more, see the help topic titled [How do I change the date range for annual reports?](#)

4. Next, click Print  (Ctrl+P).

5. When the Print Setup form displays, click OK.

6. Set the printed report aside. You'll use it later to reconcile the Annual 941 Report.

The Payroll History report prints for each employee. At the end of each employee, the report prints the employee's year-to-date totals. The last page of the report shows you the grand total for all employees. Set the printed report aside. You'll need it in a few more steps.

28Nov2018

3c. Print the annual 941 report for the calendar year

The Annual 941 Report is one more way to verify that your annual payroll data is accurate. You're going to use the Annual 941 Report in step 3e to

- compare the Annual 941 Report total with the total of all the Quarterly 941 reports for the year, and
- compare the year-to-date totals from the 941 Report with the totals found on the Payroll History Report.

How do I print the Annual 941 Report?

Print the 941 Report for the entire calendar year (01/01/YYYY to 12/31/YYYY). Use this report to reconcile Payroll History and match the W-3s. Do not mail this report.

Why do I need the Annual 941 Report? Use the Annual 941 Report to report wages/tips for this quarter, including those paid to qualified new employees on line 5a-5c of Form W-2.

Do this...

1. Open Connect Payroll > Reports > 941 Report.

2. Change the report date range to select the check issue dates for the entire calendar year being closed.

How do I change the date range for annual reports? Use the options in Report Dates to select the calendar year (01/01/YYYY to 12/31/YYYY). To learn more, see the help topic titled [How do I change the date range for annual reports?](#)

3. Click to remove the checkmark from the Print Detail Report checkbox.

4. Click to select the Print Form checkbox.

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

6. Use the Print Setup window to set up the printer options, and then click OK.

The 941 report prints.

7. Set the report aside.

Anycity Corporation		941 Report		Page: 1
Federal Id: 87-0302950		Check Issue Dates: MM/DD/YYYY to MM/DD/YYYY		MMM DD, YYYY HH:MM
		Form 941		

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)			0
2	Wages, tips, and other compensation			643,352.98
3	Federal income tax withheld from wages, tips, and other compensation			53,366.27
4	If no wages, tips, and other compensation are subject to social security or Medicare tax			<input type="checkbox"/> Check and go to line 6.
		Column 1	Column 2	
5a	Taxable social security wages	649,803.67	80,575.66	
5ai	Qualified sick leave wages	.00	.00	
5aii	Qualified family leave wages	.00	.00	
5b	Taxable social security tips	.00	.00	
5c	Taxable Medicare wages & tips	649,803.67	18,844.31	
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	.00	.00	
5e	Total social security and Medicare taxes. Add Column 2 from lines 5a, 5a(i), 5a(ii), 5b, 5c and 5d			99,419.97
5f	Section 3121(q) Notice and Demand - Tax due on unreported tips (see instructions)			.00
6	Total taxes before adjustments (add lines 3, 5e, and 5f)			152,786.24
7	Current quarter's adjustments for fractions of cents			.93
8	Current quarter's adjustments for sick pay			.00
9	Current quarter's adjustments for tips and group-term life insurance			.00
10	Total taxes after adjustments. Combine lines 6 through 9			152,787.17
11a	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974			.00
11b	Nonrefundable portion of credit for qualified sick and family leave wages for leave taken before April 1, 2021			.00
11c	Reserved for future use			

941 Form, Page 1 of 3

Later, you'll use the first page of the report to compare

- Line 2: Wages, Tips, and Other Compensation
- Line 3: Federal Income Tax Withheld from Wages, Tips, and Other Compensation
- Line 5a, Column 1: Taxable Social Security Wages
- Line 5c, Column 1: Taxable Medicare Wages & Tips

3d. Print employee tax summary for the calendar year

Print the employee tax summary for the current year for all of the employees who will receive a W-2. You can use this report to reconcile to your 941 in step 3e. It will show you the employee's gross wages; all wages; federal wages and taxes withheld for federal wages; state wages and taxes withheld for state wages; Social Security and pre-tax deductions for Social Security; and Medicare and taxes withheld for Medicare. The last page shows you the grand totals.

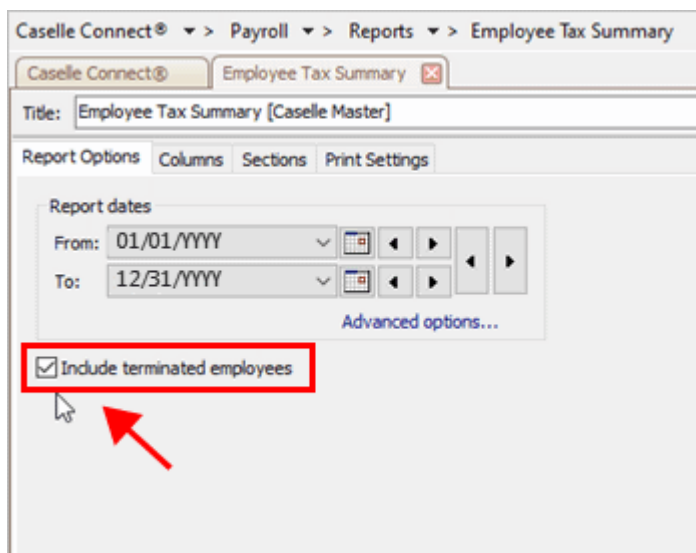
How do I print the Employee Tax Summary for the calendar year?

1. Open **Connect Payroll > Reports > Employee Tax Summary**.

2. Change the Report Dates to select the tax year (01/01/YYYY to 12/31/YYYY).

How do I change the date range for annual reports? Use the options in Report Dates to select the calendar year (01/01/YYYY to 12/31/YYYY). To learn more, see the help topic titled [How do I change the date range for annual reports?](#)

3. Click to select the checkbox titled **Include Terminated Employees**.



Include Terminated Employees checkbox

4. Click **Print**  (CTRL+P).

The Employee Tax Summary prints. Set the report aside for later. You have finished printing the reports you will need to verify reports.

3e. Verify reports

Now that you have printed the reports, you're ready to compare the reports to make sure the transactions are in agreement.

You'll need to...

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

Compare the Annual 941 Report totals to the Quarterly 941 Report totals

Take the Annual 941 Report and compare the totals on the Annual 941 Report against the totals on the Quarterly 941 Reports. You want to add the Line 2s on Quarter 1, 2, 3, and 4 to see if the total matches the total on the Annual 941. You will also need to compare the totals on line 3, 5a-5 column 1 and 2.

Quarter	Quarterly 941 Report	Annual 941 Report
1	_____ Line 2: Wages, Tips, and Other Compensation	
2	_____ Line 2: Wages, Tips, and Other Compensation	
3	_____ Line 2: Wages, Tips, and Other Compensation	
4	_____ Line 2: Wages, Tips, and Other Compensation	
Total	_____ ALL Line 2: Wages, Tips, and Other Compensation	_____ Annual 941 Line 2: Wages, Tips, and Other Compensation

Do the totals match?

- **Yes, the totals match.** You're in good shape. Keep going!
- **No, the totals do not match.** You'll need to find the incorrect transaction and correct it before you continue. You can troubleshoot this issue by reprinting the 941 report for Quarter 1, Quarter 2, Quarter 3, and Quarter 4 and then compare it to the original 941 report that you mailed. Doing this will help you track the problem to a specific quarter.

Why don't the totals match? This usually means there's something wrong with the pay codes on an employee. For example, the pay codes on an employee could be marked as Do Not Calculate or another setting may be changed. A good way to troubleshoot this problem is to reprint the 941 Report for each quarter. And then compare it to the original 941 Report that you mailed to the IRS. This will help you find error.

202208, 2022Nov07

Compare the Annual 941 Report to the Payroll History Report

Take the Annual 941 Report and compare the totals on the Annual 941 Report against the totals on the Payroll History Report.

	Payroll History Report	Annual 941 Report
Total Gross Wage	Annual Total Gross Wages	Line 2: Wages, Tips, and Other Compensation
Social Security	Annual Total Social Security	Line 5a, Col 1: Taxable Social Security Wages
Medicare	Annual Total Medicare	Line 5c, Col 1: Taxable Medicare Wages & Tips

What if I can't find the 941 amount on the Payroll History report? You may need to add taxable pay codes and subtract pretax deductions to calculate the 941 amount and reconcile the Annual 941 Report.

Do the Total Gross Wages match?

- **Yes, the totals match.** You're done.
- **No, the totals do not match.** Look for any pretax deductions for example, fringe benefits and 401k. You may need to add the taxable fringe benefit + 401k - Total Gross Wages on the Payroll History Report = Total Gross Wages on Annual 941 Report.

Do the Taxable Social Security Wages match?

- **Yes, the totals match.** You're done.

- **No, the totals do not match.** Remember, Gross + Taxable Fringe Benefit - Wages for Employees Exempt from Social Security Tax = Social Security Wage. Use the Employee Tax Summary report to verify taxable Social Security for each employee. Look for employees who are exempt from Social Security.

Why don't the Social Security totals match? Try looking for employees who are exempt from Social Security and employees who are missing the Social Security pay code.

Do the Taxable Medicare Wages match?

- **Yes, the totals match.** You're done.
- **No, the totals do not match.** Remember, Gross + Taxable Fringe Benefits = Medicare Wage. Use the Employee Tax Summary report to verify taxable Social Security for each employee. Look for employees who are exempt from Social Security.

Why don't the Medicare totals match? Try looking for employees who are exempt from Medicare and employees who are missing the Medicare pay code. Remember, to adjust the total for taxable fringe benefits.

When you're done with this section, the year-to-date information for total gross wages, Social Security, and Medicare are correct.

3f. Print additional annual reports for the calendar year

Next, print any annual payroll reports for the current year that are required for your site. This step is optional. The additional annual reports may come in handy when you verify totals, such as for health insurance.

For example, the additional reports might include

- [12-month Pay Code Transaction Report for all pay codes](#)
- [12-month Pay Code Transaction Report for health insurance pay codes](#)
- [Employee Master List](#)

Tip! You can set up the Pay Code Transaction Report to print annual reports for a 12-month pay code transaction report for all pay codes, and 12-month pay code transaction report for health insurance pay codes.

201911

How do I print pay code transaction reports?

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

Do this...

1. Open **Connect 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.

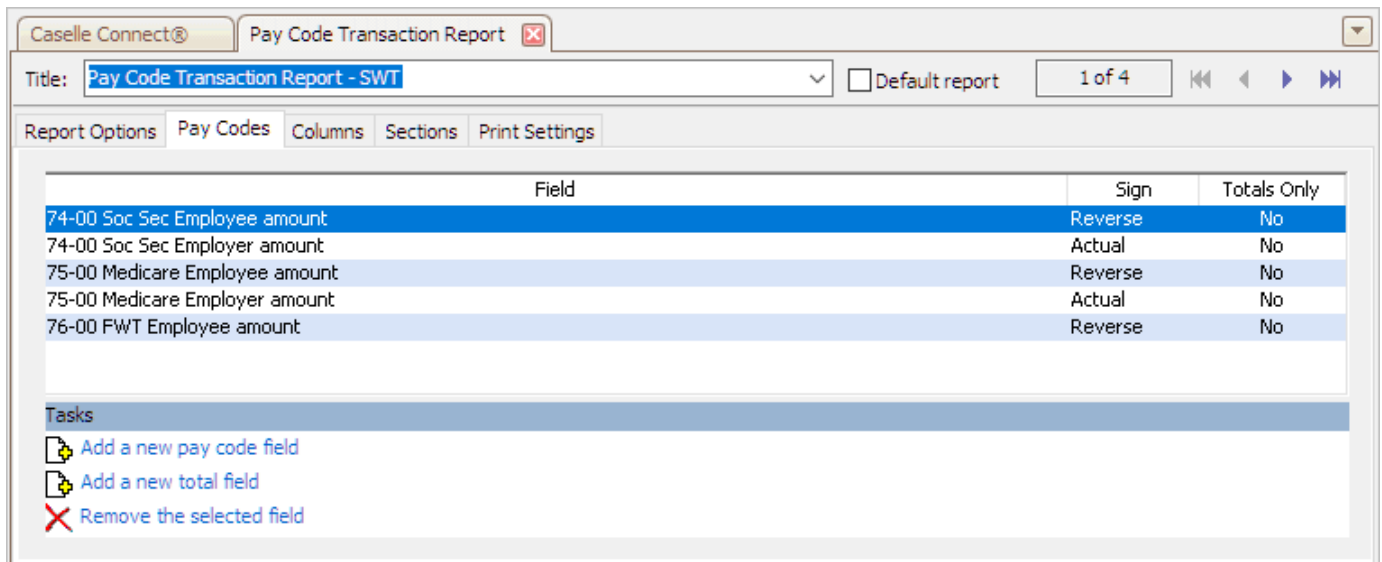
How do I change the date range for annual reports? Use the options in Report Dates to select the calendar year (01/01/YYYY to 12/31/YYYY). To learn more, see the help topic titled [How do I change the date range for annual reports?](#)

When should I select the checkbox to Include Terminated Employees on reports that allow it? You'll want to include all employees who worked for you during the calendar year. If an employee was terminated during the year, using the checkbox *Include Terminated Employees* will print the report for the employees that were terminated during the year.



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

- Social Security Employee Amount,
- Social Security Employer Amount,

- Medicare Employee Amount,
- Medicare Employer Amount, and
- FWT Employee Amount.



Pay Code Transaction Report > Pay Codes tab

4. Click Preview  (Ctrl+Q) to preview and save the report or click Print  (Ctrl+P) to print the report.

Can I save a report as an Excel, PDF, RTF, or TXT file?

How do I print my report preview?

The Pay Code Transaction Report prints.

Anycity Corporation		Pay Code Transaction Report					Page: 1
Check issue dates: 01/01/YYYY to 12/31/YYYY							
Employee Number	Name	74-00 Soc Sec Emp Amt	74-00 Soc Sec Empr Amt	75-00 Medicare Emp Amt	75-00 Medicare Empr Amt	76-00 FWT Emp Amt	
5	Smith, Jacob S	2,297.01	2,297.01	537.17	537.17	2,504.05	
10	Rookford, Julie M	874.82	874.82	204.57	204.57	710.28	
15	Morris, Sharon	504.19	504.19	117.92	117.92	594.20	
20	Spencer, Annette	821.70	821.70	192.16	192.16	1,370.72	
25	Johnson, Douglas	1,316.07	1,316.07	307.80	307.80	1,246.05	
30	Austin, George	655.02	655.02	153.18	153.18	82.08	
35	Stade, Randy L	1,772.19	1,772.19	414.45	414.45	2,123.46	
40	Roberts, Dale B	1,003.86	1,003.86	234.81	234.81	644.67	
45	Hobson, Maurice	953.10	953.10	222.93	222.93	653.04	
50	Harvey, Marvin	703.08	703.08	164.43	164.43	303.21	
55	Gordon, Natalie C	683.01	683.01	159.75	159.75	1,102.23	
60	McNeil, Annie	99.84	99.84	23.29	23.29	.00	
65	Curtis, Amber	312.16	312.16	73.00	73.00	12.54	
70	Rayburn, Susie	1,087.78	1,087.78	254.43	254.43	636.45	
75	Brown, Shawn A	69.99	69.99	16.36	16.36	.00	
80	Dickens, Amy	613.80	613.80	143.55	143.55	590.22	
85	Ellison, Ray	984.30	984.30	230.20	230.20	177.73	
90	Black, Lane	1,473.84	1,473.84	344.70	344.70	1,116.81	
95	Granger, Benjamin R	1,670.04	1,670.04	390.60	390.60	2,103.48	
100	Watson, Lamont	1,338.26	1,338.26	312.97	312.97	1,892.17	
105	Price, Gordon	1,222.74	1,222.74	285.93	285.93	867.58	
110	Carter, Darrin	234.05	234.05	54.75	54.75	.00	
115	Gardner, Edward D	341.00	341.00	79.75	79.75	66.75	
120	Wilson, Samuel	150.25	150.25	35.15	35.15	.00	
125	Johnson, Kelly H	271.25	271.25	63.45	63.45	.00	
130	Harrison, Jason	226.80	226.80	53.05	53.05	.00	
135	Mason, Jessica	774.27	774.27	181.08	181.08	1,278.90	
140	Parson, Steven U.	1,701.36	1,701.36	397.89	397.89	4,349.79	
145	Phillips, Ava	1,570.41	1,570.41	367.29	367.29	3,593.70	
150	Melendez, Carlos	550.83	550.83	128.82	128.82	846.47	
155	Merritt, Owen	457.56	457.56	107.01	107.01	666.00	
160	Foster, Silvia	1,230.21	1,230.21	287.73	287.73	2,453.40	
165	O'Sullivan, Patrick	1,023.12	1,023.12	239.31	239.31	1,943.10	
170	Martinez, Bianca	457.56	457.56	107.01	107.01	666.00	
175	Scott, Cory	551.07	551.07	128.88	128.88	846.90	
180	Carter, Thomas	716.49	716.49	167.58	167.58	1,167.12	
185	Dawkins, Russell S.	185.50	185.50	43.38	43.38	373.26	
190	Higgins, Kara	394.32	394.32	92.22	92.22	616.80	
195	Delgado, Daniella	1,152.99	1,152.99	269.64	269.64	2,394.00	
200	Noah, Issac M.	783.90	783.90	183.33	183.33	1,297.53	
205	Toft, Harriett	855.27	855.27	200.07	200.07	1,435.77	
210	Brown, Bobby	1,120.79	1,120.79	262.14	262.14	2,269.58	
215	Harrison, Jeffery C.	692.02	692.02	161.83	161.83	1,119.78	
220	Kelly, Karl	933.84	933.84	218.43	218.43	1,616.31	
225	Williams, Boyd	615.98	615.98	144.06	144.06	972.62	
230	Gardner, Mary	655.02	655.02	153.18	153.18	1,048.14	
235	Strickland, Renee	751.95	751.95	175.86	175.86	1,235.70	
240	Montego, Isabella	778.68	778.68	182.07	182.07	1,287.54	
245	Jones, Ronald J.	655.02	655.02	153.18	153.18	1,048.14	
Grand Totals:		49	40,288.11	40,288.11	9,422.34	9,422.34	53,366.27

Pay Code Transaction Report for the calendar year

5. Review the information and amounts on the printed report.

What if I need to print other annual reports? If you need to print other annual reports that are specific to your site, you should print them now.

Step 4. Verify employee information



You'll need to make sure each employee's record is set up with the correct Social Security number, subject to pay codes, and employee options for the W-2 Form. When you're done reviewing the employee setup for each employee, you'll run the Employee Checkout to look for additional errors in the employee information.

Watch a video

Step 4 in the 2022 Payroll Year-end Checklist Webinar. [\[MP4\]](#)

Getting started with verifying employee information

[Step 4a. Review the employee settings](#)

[Step 4b. Run Employee Checkout again](#)

4a. Review the employee settings

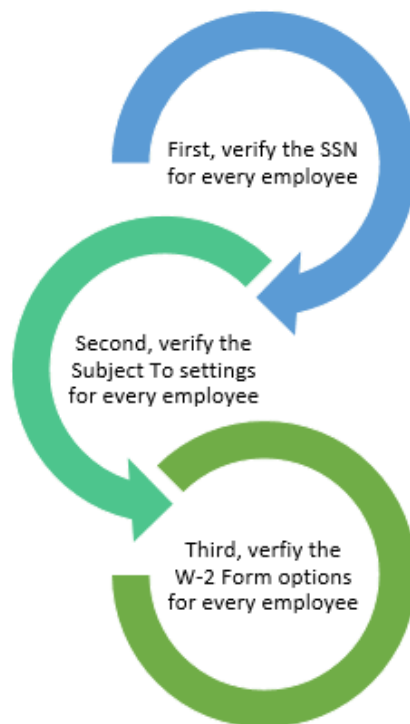
The next step is to review the employee's Social Security number, subject to pay codes, and employee options for the W-2 Form. There are two options for you to choose from but the goal is a careful review of the employee's information, so choose the method that best suits your needs.

You have two options:

- **Option 1: Verify the settings for each employee.** If you choose this option, you will open an employee record and then **verify the employee's Social Security number, Subject To settings, and W-2 Form options**. When you're done verifying that employee's settings, you'll display the next employee record and start again.



- **Option 2: Verify a setting for all employees.** If you choose this option, you will **verify the Social Security number** for every employee. Then, you will verify the **Subject To settings** for every employee. And finally, you'll verify the **W-2 Form options** for every employee.



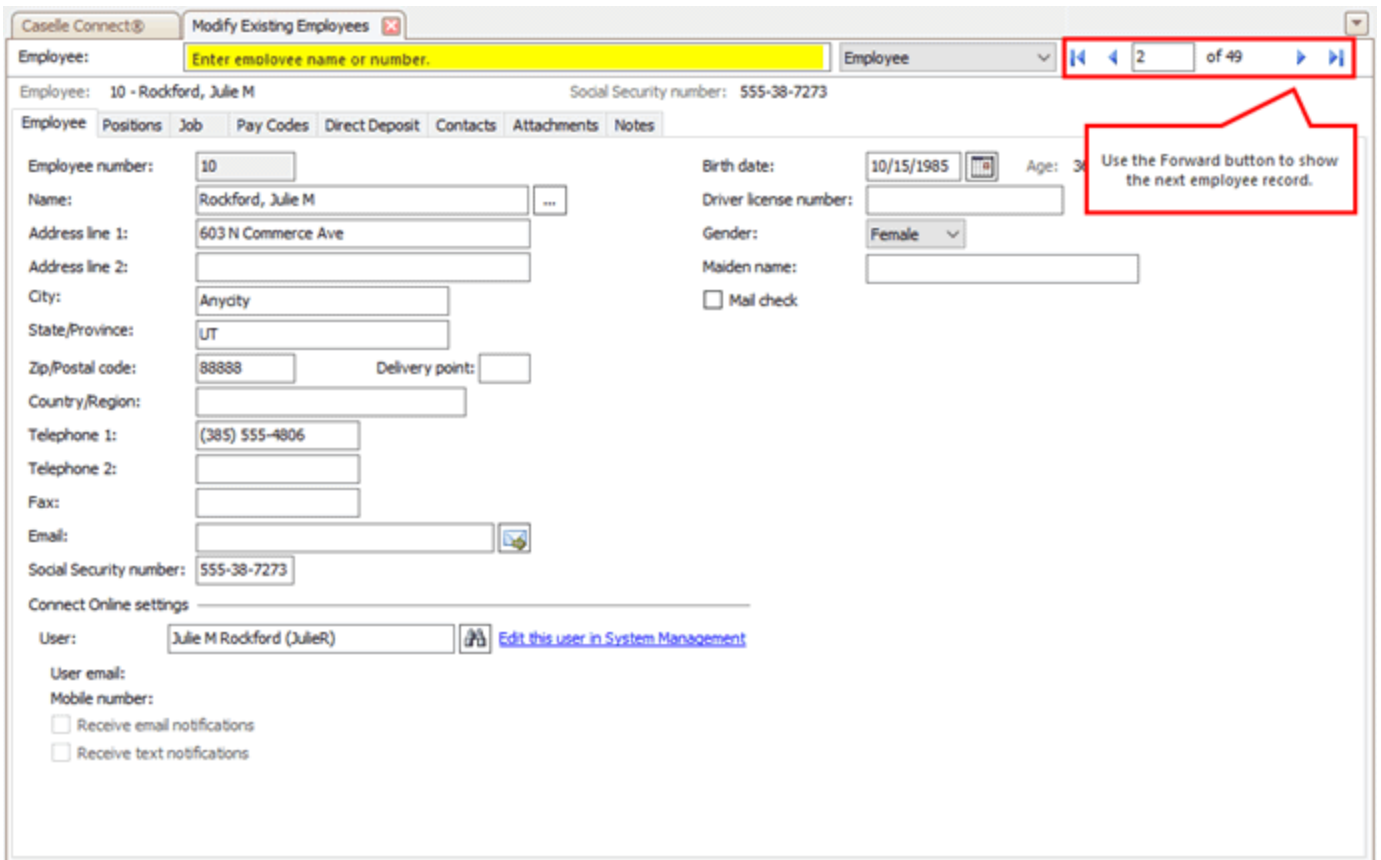
First, verify the employee's Social Security number

Verify the employee's Social Security number is correct.

- **If you're using Option 1**, complete this step and then move on to **Second, verify the employee's Subject To settings**.
- **If you're using Option 2**, click  or press F6 to display the next employee record so you can verify the Social Security number on the next employee record.

Do this...

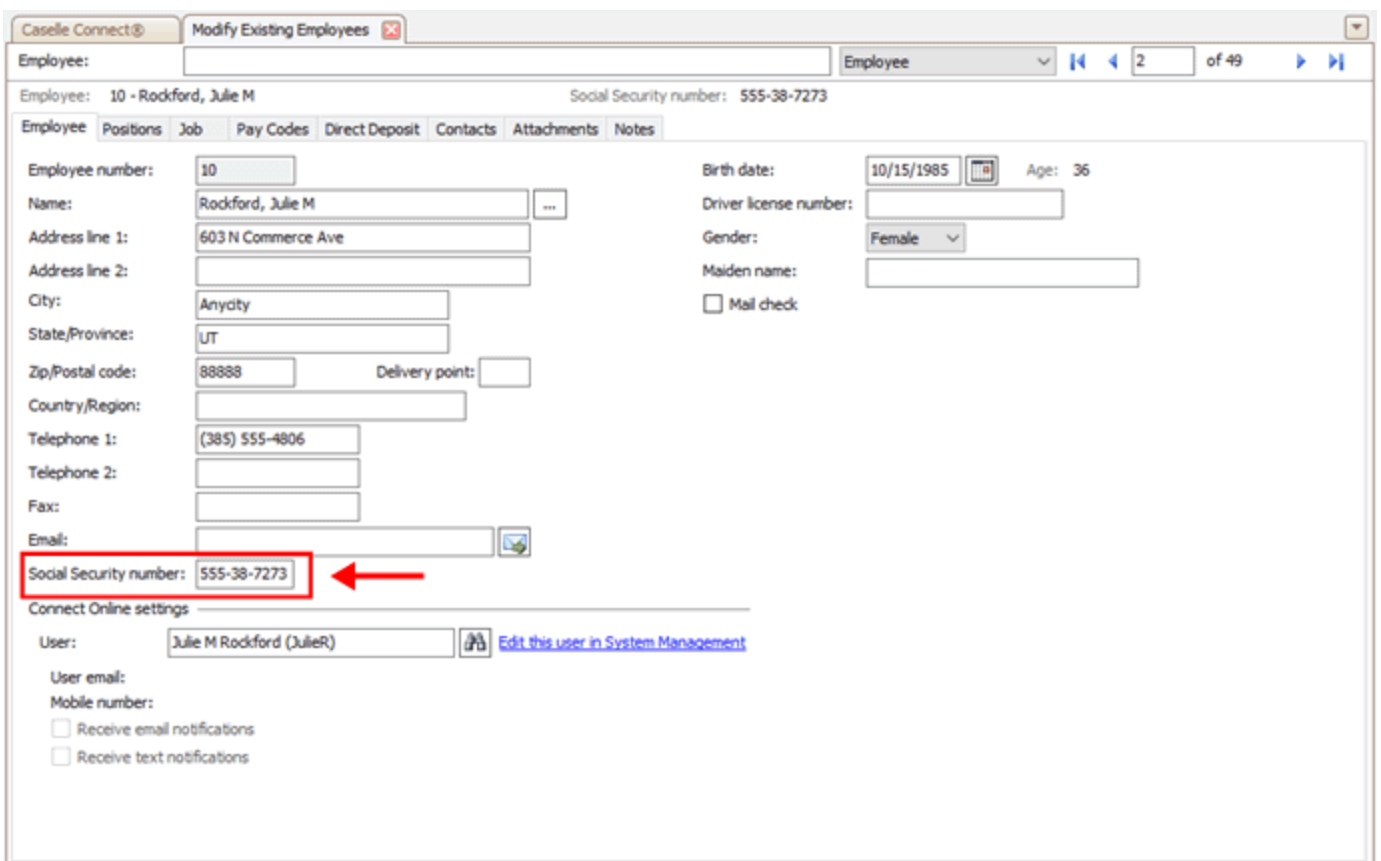
1. Open Connect Payroll > Employees > Modify Existing Employees.
2. Use the Lookup bar to display the first employee record.



Modify Existing Employees

3. Click the Employee tab.

4. Verify the employee's Social Security number (SSN).



Social Security number box

Is the employee's Social Security number correct?

- **Yes, the employee's Social Security number is correct.** That's good news. If you're using Option 1, go to the to **Second, Verify the Employee's Subject To Settings**. If you're using Option 2, go to the next employee record to verify the Social Security number on the remaining employee records.


- **No, the employee’s Social Security number is NOT correct.** Click on the Social Security Number box to correct it. (

What if the Social Security number begins with a zero? Enter the Social Security number exactly as it appears. Do not key the dashes. When you’re done, Connect will add a zero as the first digit of the Social Security number. To learn more, see How do I add a Social Security number that starts with zero?

202111, 2021Nov30

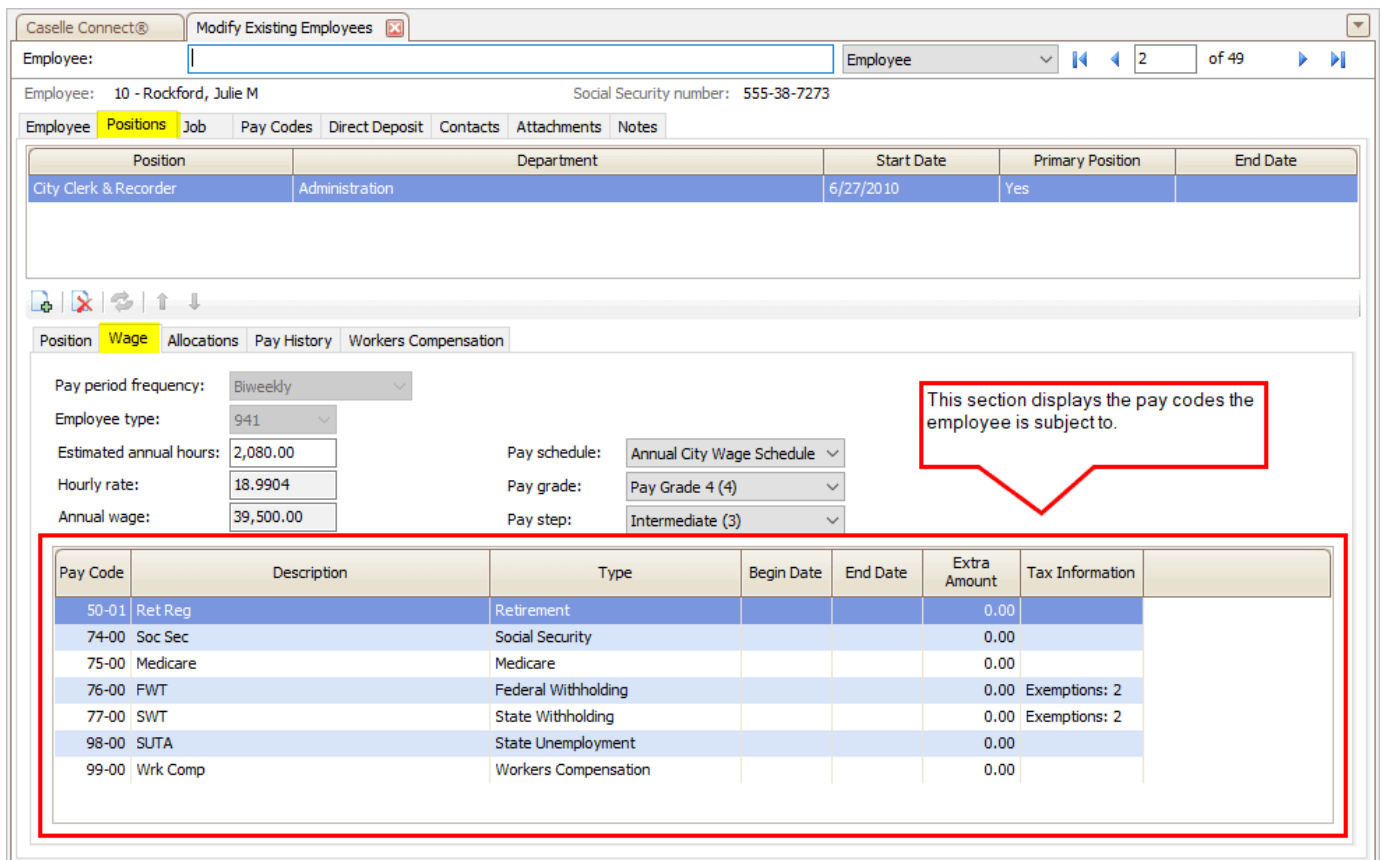
Second, verify the employee’s Subject To settings

Review the pay codes the employee is subject to. For example, the pay codes for retirement, Social Security, Medicare, federal, state, SUTA, workers compensation, and so on.

- **If you're using Option 1**, complete this step and then move on to **Third, verify the employee's W-2 Form options**.
- **If you're using Option 2**, click  or press F6 to display the next employee record so you can verify the Subject To settings on the next employee record.

Do this...

1. Open Connect Payroll > Employees > Modify Existing Employees.
2. Click to select the Positions tab > Wage tab.
3. Use the grid at the bottom of the Wage tab to review the pay codes the employee is subject to.



Employee: 10 - Rockford, Julie M Social Security number: 555-38-7273

Employee Positions Job Pay Codes Direct Deposit Contacts Attachments Notes

Position	Department	Start Date	Primary Position	End Date
City Clerk & Recorder	Administration	6/27/2010	Yes	

Position Wage Allocations Pay History Workers Compensation

Pay period frequency: Biweekly
 Employee type: 941
 Estimated annual hours: 2,080.00
 Hourly rate: 18.9904
 Annual wage: 39,500.00

Pay schedule: Annual City Wage Schedule
 Pay grade: Pay Grade 4 (4)
 Pay step: Intermediate (3)

Pay Code	Description	Type	Begin Date	End Date	Extra Amount	Tax Information
50-01	Ret Reg	Retirement			0.00	
74-00	Soc Sec	Social Security			0.00	
75-00	Medicare	Medicare			0.00	
76-00	FWT	Federal Withholding			0.00	Exemptions: 2
77-00	SWT	State Withholding			0.00	Exemptions: 2
98-00	SUTA	State Unemployment			0.00	
99-00	Wrk Comp	Workers Compensation			0.00	

Modify Existing Employees > The employee's Subject To pay codes

What if there's an end date on a pay code? Normally, you do not want the subject to pay codes to have an end date. If an end date is recorded, make sure the end date is correct. The end date is important because Connect uses it to will convert the employee information to the W-2 database. Some pay codes do not need a begin date or an end date.

4. Verify the information on each W-2 Form.

Use the section at the bottom of the Positions > Wages tab to verify the pay codes the employee is subject to. You should check the pay code and description; begin and end date; extra amount; and tax information.


Are the employee's subject to pay codes correct?

- **Yes, the employee's subject to pay codes are correct.** That's good news. If you're using Option 1, go to **Third, Verify the Employee's W-2 Form Options**. If you're using Option 2, press F6 to display the next employee record so you can verify the Subject To settings on the next employee record.
- **No, the employee's subject to pay codes are NOT correct.** Fix the employee's subject to pay codes before you continue. That may mean adding a missing pay code, removing a pay code, or updating or removing the end date listed on a pay code.

202211, 2022Dec02

Third, verify the employee's W-2 Form options

Review the options that will print on the employee's W-2 Form.

- **If you're using Option 1**, complete this step and then return to **First, verify the employee's Social Security number** so you can verify the settings on the next employee record.
- **If you're using Option 2**, click  or press F6 to display the next employee record so you can verify the W-2 Form options on the next employee record.

Do this...

1. Open Connect Payroll > Employees > Modify Existing Employees.
2. Click to select the Job tab.
3. Find the section titled Include on W-2 Form.

Caselle Connect® > Payroll > Employees > Modify Existing Employees

Employee: 5 - Smith, Jacob S Social Security number: 555-88-3878

Employee Positions Job Pay Codes Direct Deposit Contacts Attachments Notes

Job State Unemployment Retirement

Work state: UT Utah

Hire date: 04/12/2004

Additional years of service: 0 Years of service: 13

Start date:

Anniversary date: 04/13/2005

Termination date:

Payroll type: Salary

Job class: Admin

Status: Full-Time

Include on W-2 Form

Statutory

Retirement plan

Third party sick pay

Include on W-2 Form options

Why isn't the Retirement Plan checkbox selected? The employee may have started a retirement plan this year, which means the checkbox for Retirement Plan on the employee's W-2 Form needs to be marked.

4. Select the W-2 Form options for the employee.

Use the options in Include on W-2 Form to set up the W-2 options to show a retirement plan, third party sick pay, or both.

Is the employee enrolled in a retirement plan?

- **Yes, the employee is enrolled in a retirement plan.** Click to select the checkbox titled Retirement Plan.
- **No, the employee is not enrolled in a retirement plan.** Do not select the checkbox titled Retirement Plan.

Did the employee receive third party sick pay during the tax year?

- **Yes, the employee received third party sick pay during the tax year.** Click to select the checkbox titled Third Party Sick Pay.
- **No, the employee did not receive third party sick pay during the tax year.** Do not select the checkbox titled Third Party Sick Pay.

5. Are the employee's W-2 Form options correct?

- **Yes, the employee's W-2 Form are correct.** That's good news. If you're using Option 1, use the record control or press F6 to display the next employee record and then return to First, verify the employee's Social Security number. If you're using Option 2, you're done.
- **No, the employee's subject to pay codes are NOT correct.** Fix the employee's subject to pay codes before you continue. That may mean adding a missing pay code, removing a pay code, or updating or removing the end date listed on a pay code.

STOP!

Have you verified the Social Security number, *subject to* pay codes, and W-2 Form options for each employee?

- **Yes, I have verified this information for every employee.** You're ready for the next step in this section, [Step 4b. Run Employee Checkout Again.](#)
 - **No, I have not verified this information for every employee.** Do not continue until you have reviewed the Social Security number, Subject To pay codes, and W-2 Form options every employee.
-

4b. Run employee checkout again

Now that you've verified the rates/limits for the year you're closing, the next step is to run Employee Checkout again. This will help you find any new errors that have been introduced in the information that was updated in steps 2c to 4a. If the Checkout Report find any errors, you should correct them before you continue.

Do I need to run Employee Checkout again?

- **I made changes to the employee's pay codes.** Yes, you should run Employee Checkout again.
- **I didn't make any changes to the employee's pay codes.** You can skip running the Employee Checkout again and continue to [Step 5: Verify Leave Time Information](#).

How do I run Employee Checkout?

Use Checkout to discover any errors that need to be corrected. Use the same options that you set up in step 2b.

In the 2022.08 release, Checkout includes three new checkboxes. When you run Checkout, select the checkbox for Check for Tax Pay Codes Set to Do Not Calculate, Check for Transactions After Pay Code End Dates, and Check for Different YTD Employee and Employer Amounts for Social Security and Medicare.

Do this...

1. Open **Connect Payroll > Organization > Checkout**.

2. Run **Checkout for ALL employees**.

Use the same settings that you used to run Checkout in Step 2b. Set up the selection criteria to select all employees, set up the date range to choose the entire payroll year, and select the same checkboxes that you selected in Step 2b.

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

4. **Review the Checkout Report.**

Connect searches the Payroll database for errors and then prints the Checkout Report.

Did the Checkout report list any errors?

- **Yes, there are errors on the Checkout report.** You should correct the Checkout errors before you continue. If you need help, contact [customer support](#) for assistance at (800)

243-8275 or email us at support@caselle.com. Do not continue until the Checkout report is error-free.

- **No, the Checkout report is error-free.** You're ready for **Step 5: Verify Leave Time Information**.

202208, 2022Nov03

Step 5. Verify leave time information



Let's find out if you need to verify leave time information.

Do I need to verify leave time?

- **We use carryover limits that limit the number of leave hours an employee can carry into the next year.** You'll need to complete this section to verify leave time.
 - **We do not use carryover limits.** You do not need to verify leave time. Go to [Step 6, Print W-2s](#).
 - **We use carryover limits that limit the number of leave hours for vacation, sick, comp time, or holiday based on the employee hire date or employee anniversary date.** You do not need to verify leave time. Go to [Step 6, Print W-2s](#).
-

Watch a video

Step 5 in the 2022 Payroll Year-end Checklist Webinar. [\[MP4\]](#)

Getting started with verifying leave time information

[Step 5a. Print the Leave report](#)

Step 5b. Verify carryover limit in Leave Rates

Step 5c. Run Adjust Carryover Hours

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5a. Print the leave report

Use the Leave Report to verify the leave time balances for all employees after you have adjusted the leave time balances.

How do I print the Leave Report?

1. Open Connect Payroll > Reports > Leave Report.

Do not change the report dates. The report date range will default to the current pay period.

Why don't I change the report dates to the calendar year? The Leave Report lists year-to-date totals for the current pay period, so there's no need to change the report dates to the calendar year.

2. Click Print (Ctrl+P) to print the report.

You can also Preview (CTRL+Q) the report and save the report as a PDF. You will need to refer to this report later.

[Can I save a report as an Excel, PDF, RTF, or TXT file?](#)

[How do I print my report preview?](#)

3. Set the Leave Report aside.

This is the report that shows leave time balances BEFORE leave time is adjusted. Later, you'll use this report to verify leave time balances after leave time is adjusted.

202011, 2020Oct14

5b. Verify carryover limit in leave rates

Each leave rate in the Leave Rate table may have a carryover limit. A carryover limit specifies the number of hours that may be carried over from the previous year into the next year at year end. 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.

Follow the instructions in this step to verify the carryover limit for each leave rate that is in use at your organization.

Does the last pay period of the year include the last day of the month?

- **Yes, the last pay period of the year includes the last day of the month.** You can adjust carryover limits now. To learn how, see the help topic titled [How Do I Verify Carryover Limits in the Payroll Application?](#)
- **No, the last pay period of the year does NOT include the last day of the month.** For example, if City ABC has a biweekly pay period that ends on December 26, which would mean the next pay period will include the last day of the month. You should wait to run Adjust Carryover Limits until you have run payroll for the first pay period of the following year.

How do I verify carryover limits in the Payroll application?

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. These instructions will show you how to review the carryover limit on pay codes that use a carryover limit. If the carryover limit needs to be adjusted, you can also do that at this time.

Do this...

1. Open Connect Payroll > Organization > Leave Rates.

2. For each leave rate, verify the following information on the Leave Rate tab.

You should check every leave rate and pay special attention to the leave rates that will adjust the employee leave balance to the carryover limit.

Adjust to Carryover At

Is the adjust to carryover at correct? If the leave rate adjusts the leave rate balance at year end, select Calendar Year-end. When you run Adjust to Carryover At, Connect will compare the employee hours to the hours allowed by the leave pay code. If the employee's hours are greater than the carryover limit, the routine will replace the employee's leave hours with the hours allowed by the carryover limit.

Caselle Connect® Leave Rates

Leave rate: [] Leave rate 5 of 6

Leave Rate: 701 Holiday - 10 days

Leave Rate Levels Notes

Rate number: 701

Description: Holiday - 10 days

Abbreviated description: Hol

Type: Fixed

Adjust to carryover at: Calendar year-end

Receive carryover notification

Initial level date based on: None

Modifier: 100.00 %

Annual accrual method: Check issue date

Can exceed accumulation limit

Percentage

Max hours for calculation: .0000

Pay code hours to include in calculation: [] Select...

Fixed

Accrual frequency: Pay periods

Monthly period numbers

1 2 3 4 5

P ..

Adjust to carryover at box

Can Exceed Accumulation Limit

Is an employee who is assigned to the leave rate allowed to exceed the accumulation limit? If the employee leave rate balance can be greater than the carryover limit on the leave level, this checkbox should be selected. If the employee leave rate balance will be adjusted to the leave carryover limit at year end, this checkbox should not be selected.

Caselle Connect® Leave Rates

Leave rate: [] Leave rate 5 of 6

Leave Rate: 701 Holiday - 10 days

Leave Rate Levels Notes

Rate number: 701

Description: Holiday - 10 days

Abbreviated description: Hol

Type: Fixed

Adjust to carryover at: Calendar year-end

Receive carryover notification

Initial level date based on: None

Modifier: 100.00 %

Annual accrual method: Check issue date

Can exceed accumulation limit

Percentage

Max hours for calculation: .0000

Pay code hours to include in calculation: [] Select...

Fixed

Accrual frequency: Pay periods

Monthly period numbers

1 2 3 4 5

P ..

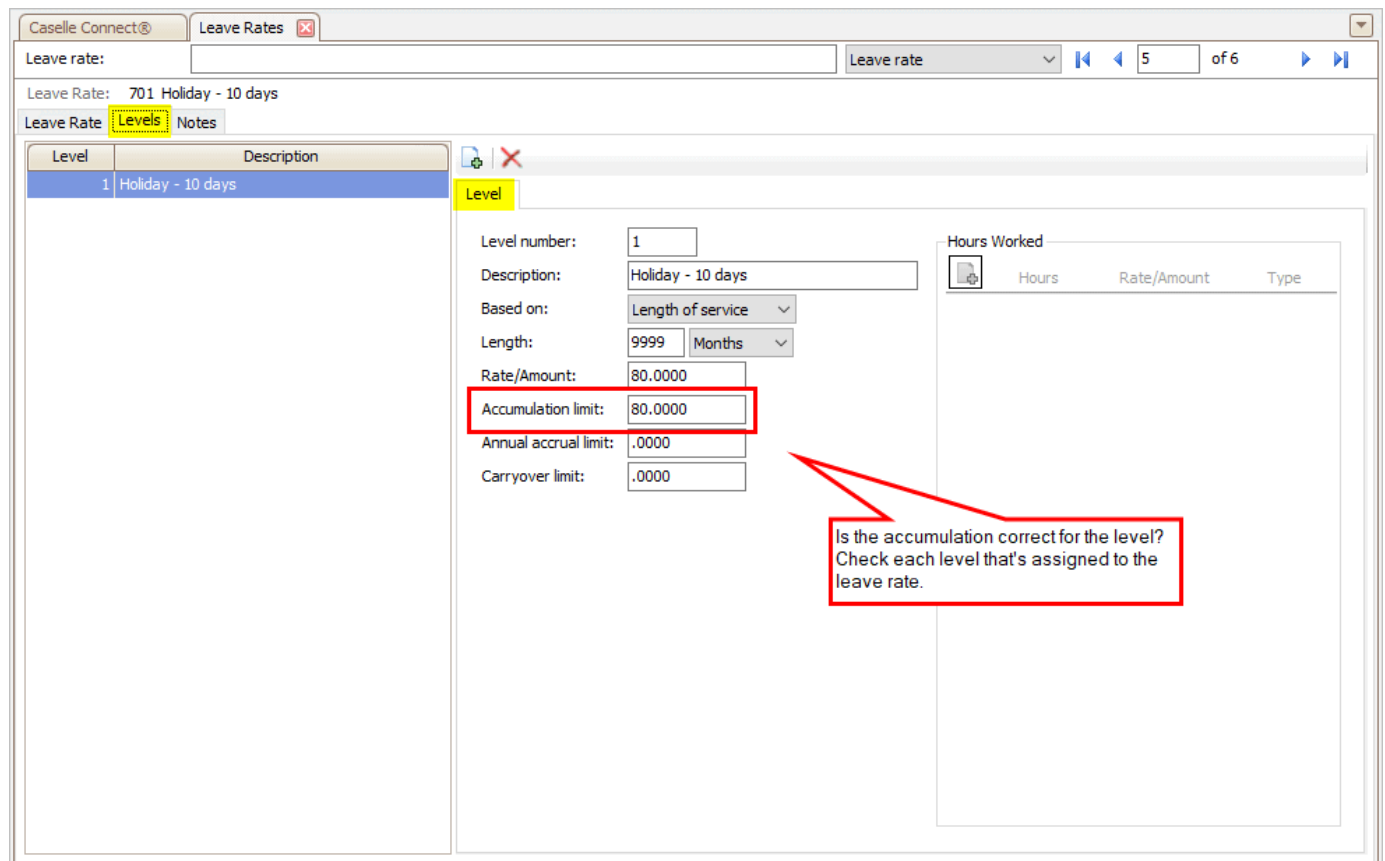
Can exceed accumulation limit checkbox

4. For each level on a leave rate, verify the following information on the Levels tab.

A leave rate may have different levels with different accumulation and carryover limits.

Accumulation limit

This is the maximum leave balance allowed to accumulate on the leave level. Is the accumulation limit correct? If the accumulation limit is not correct, you should correct it now.



The screenshot shows the 'Leave Rates' window in Caselle Connect. The 'Leave Rate' is '701 Holiday - 10 days'. The 'Levels' tab is active, showing a table with one level: '1 Holiday - 10 days'. To the right, the 'Level' details are displayed:

- Level number: 1
- Description: Holiday - 10 days
- Based on: Length of service
- Length: 9999 Months
- Rate/Amount: 80.0000
- Accumulation limit: 80.0000 (highlighted with a red box)
- Annual accrual limit: .0000
- Carryover limit: .0000

A callout box with a red border and arrow points to the 'Accumulation limit' field, containing the text: 'Is the accumulation correct for the level? Check each level that's assigned to the leave rate.'

Accumulation limit box

Carryover limit

This is the maximum leave balance the employee is allowed to carry over to the next year. Is the carryover limit correct? If the carryover limit is not correct, you should correct it now.

The screenshot shows the 'Leave Rates' configuration window in Caselle Connect. The window title is 'Leave Rates' and it shows 'Leave rate: 701 Holiday - 10 days'. The 'Levels' tab is active, showing a table with one level: '1 Holiday - 10 days'. To the right of the table, the 'Level' configuration fields are visible:

- Level number: 1
- Description: Holiday - 10 days
- Based on: Length of service
- Length: 9999 Months
- Rate/Amount: 80.0000
- Accumulation limit: 80.0000
- Annual accrual limit: .0000
- Carryover limit: .0000

The 'Carryover limit' field is highlighted with a red box. A red callout box points to it with the text: 'Is this the maximum leave balance the employee can carry over to the next year?'.

Carryover limit box

5. Repeat these steps to verify each leave rate with a carryover limit.

The carryover limits for each leave rate and level have been verified. You're ready to **adjust carryover hours**.

202211, 2022Dec02

5c. Run adjust carryover hours

You can adjust employee leave hours at year end to match the carryover limit on the leave rate. Running this routine will reduce the carryover hours based on the leave rate limits. This is a three-step process. First, back up the Payroll database just in case the employee's original leave balance needs to be restored. Second, verify the leave hours that will be carried over and the adjusted leave balance for each employee. Last, create the transactions that will adjust leave hours.

IMPORTANT

- Perform these steps only if the **Adjust to Carryover At** option on the leave rate is set to **Calendar Year-end**.

- Run this routine in the pay period that contains the pay period that includes 12/31/YYYY in the calendar year.

20211. 20210119

First, back up the Payroll database

Back up the files created during the current year. Follow these instructions to make a temporary copy of the Payroll database. You may need the backup file if you need to restore transactions that will be deleted from the database. See the help topic titled [How do I back up the Payroll database?](#)

Do I need to back up the database now? A good backup strategy can restore data that is lost due to unforeseeable circumstances. You may need to contact your IT/IS department to make a permanent backup. Your IT/IS department can also help you set up a backup schedule that suits the needs of your site.

2019Nov25

Second, review adjusted leave hours report

Run Adjust Leave Carryover Hours in *report only* mode. Printing the report is a quick way to review and verify the employee's leave hours that exceed the carryover limit and review the employee's new leave balance that will be calculated using the current employee settings and leave pay codes.

Do this...

1. Open Connect Payroll > Employees > Adjust Leave Carryover Hours.

Warning: This routine will adjust employee leave time carryover based on the settings for the selected leave time rates, as described in the warning message on the screen. You may change the selected pay codes and/or leave rates that will be included in the routine, as necessary for your site.

2. Select the pay codes and leave rates to adjust.

Caselle Connect® > Payroll > Employees > Adjust Leave Carryover Hours

Caselle Connect® Adjust Leave Carryover Hours

Make sure you have a current backup before proceeding.

This routine will adjust employee leave hours for the selected leave rates that are set to be adjusted. Employee leave hours will be adjusted if any of these dates occur in the current pay period:

- Anniversary date
- Calendar year-end date
- Fiscal year-end date

Print: Report only

Current pay period: MMDD/YYYY - MMDD/YYYY

Selection criteria:

Column	Value	Compare
Employee.Name	All	Entire field
Employee.Employee number	All	Entire field
Department.Department	All	Entire field

Pay codes:

Pay Code
<input checked="" type="checkbox"/> 3-00 (Vacation Pay)
<input checked="" type="checkbox"/> 4-00 (Sick Leave)
<input checked="" type="checkbox"/> 7-00 (Holiday Pay)

Leave rates:

Leave Rate
<input checked="" type="checkbox"/> 301 (Vacation - Fixed Hours)
<input checked="" type="checkbox"/> 302 (Vacation - Percentage)
<input checked="" type="checkbox"/> 401 (Sick Leave - Fixed Hours)
<input checked="" type="checkbox"/> 402 (Sick Leave - Percentage)
<input checked="" type="checkbox"/> 701 (Holiday - 10 days)

Leave Rates selected in Adjust Leave Carryover Hours

3. Use the Print box to select *Report Only*.

Print: Report only

Select: No report
Report
Report only

Employee.Name

Print menu

Why am I using Report Only? Remember, the task is to review the adjusted leave hours transactions. When you have verified the adjusted leave hours are correct for each employee, the next step is to create the transactions that will adjust the employee's leave hours.

4. Click GO (Ctrl+G)

The Leave Carryover Hours Report prints.

5. Use the report to review the leave adjustments for each employee.

Why didn't the routine adjust leave time? Running the routine in *report only* mode will print a report without creating transactions to adjust leave time. You can use the report to review the leave time transactions that will be created. If the transactions on the report aren't correct, check if the correct leave pay codes and leave rates have been selected.

STOP!

Are the leave adjustments correct for each employee?

- **Yes, the leave adjustments are correct.** You're ready to adjust leave hours. Continue to **Third, Adjust Leave Hours**.
- **No, the leave adjustments are not correct.** If the error is on an employee, use **Modify Existing Employees** to review the leave pay codes assigned to the employee. If the error is on a leave pay code, use **Organization > Pay Codes** to review the pay code settings. Then, run the Adjust Carryover Leave Hours routine again with the **Print Report Only** selected from the **Print** menu (**Second, Review Adjusted Leave Hours Report**).

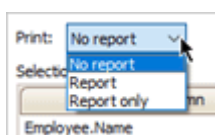
Third, create transactions to adjust leave hours

After you verify the leave adjustments and balances, the last step is to create the transactions that will adjust the employee leave time to match the carryover limits. You should use the same settings that you used to print the report. If you haven't closed the Adjust Leave Carryover Hours routine, the routine will show the same settings that you used to print the report.

IMPORTANT! Be sure you have a backup of your Payroll files before you continue. See the help topic titled [How do I back up the Payroll database?](#)

Do this...

1. Open Connect Payroll > Employees > Adjust Leave Carryover Hours.
2. Use the Print box to select *No Report* or *Report*.



Print menu

3. Click GO  (Ctrl+G)

The leave balances on leave rates with a carryover limit have been adjusted. Go to [Step 5d. Verify New Leave Balances](#).

2022011, 2020Oct14

5d. Verify new leave balances

Compare the employee's adjusted leave balance against the employee's leave balance before the adjustment.

Remember! The Leave Report shows the leave hours as a negative number in the column titled Hours Accrued.

How do I verify new leave balances?

Print the Leave report to view the employee's leave balances before and after running **Adjust Carryover Hours**. You should complete this step for each employee in your organization.

Do this...

1. Open Connect Payroll > Reports > Leave Report.
2. Compare the employee's original leave balance (use the Leave Report from Step 5a. Print the Leave Report) to the employee's adjusted leave balances shown on the Adjust Carryover Hours Report from step 5c. Run Adjust Carryover Hours.

Are the employee's adjusted leave balances correct?

- **Yes, the employee's adjusted leave balances are correct.** That's good news. Move on to the next employee to check the employee's adjusted leave balance.
- **No, the employee's adjusted leave balances are not correct.** You need to find out why the employee's leave balance did not calculate correctly. Try using the Leave report from Step 5a. Print the Leave Report to check if the correct leave pay codes are assigned to the employee.

3. Keep the printed Adjust Carryover Hours report and Leave report in your files for future reference.

You're done with this section. Go to **Step 6: Print W-2s**.

Step 6. Print W-2s

Step 0

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

It's time to print W-2 Forms form your employees, your organization, and the government agencies. Start by converting the payroll information from the the Payroll application. Converting will load the employee information into the Government Reporting application. (The Government Reporting application will print the W-2s.) And then, verifying the converted year-end tax information to make sure the converted information is the information that you want to include on the W-2s. When that's done, you'll print the W-2 Forms and create the electronic W-2 file.

IMPORTANT! If the actual W-2s will not be printed at this time. The actual W-2s should be printed as soon as possible after you've finished the Payroll year-end checklist.

Tip! You may wish to schedule the print job for a time when printer traffic is low.

Watch a video

Step 6 in the 2022 Payroll Year-end Checklist Webinar. [\[MP4\]](#)

Getting started printing W-2s

Step 6a. [Back up the current year payroll](#)

- Step 6b. Convert year-end tax information
- Step 6c. Check the Conversion printout
- Step 6d. Verify the organization's W-2 information
- Step 6e. Run Checkout W-2 Employees
- Step 6f. Print sample W-2s to scratch paper
- Step 6g. Enter corrections in the Payroll system
- Step 6h. Print actual W-2s
- Step 6i. Create the Electronic W-2 File

6a. Back up the current year's payroll data

Back up the files created during the current year in Payroll. You will need the backup copy if you need to restore transactions that may be deleted from the Payroll database.

Backing up the Payroll database

1. Open **Connect System Management > System Tools > Send Databases.**
2. Set up the sending data options to save the payroll (PR0) database as a backup file.
3. For more instructions, see [How do I back up a database?](#)

202208. 2022Nov04

6b. Convert year-end tax information

Run *Convert Year End Tax Information* to import the tax information for each employee from the Payroll application into the Government Reporting application. The Government Reporting application is the application that will print the W-2s and create the electronic W-2 file.

How do I convert year-end tax information?

1. Open Connect Payroll > Government Reporting > Convert Year End Tax Information.
2. Verify the tax year is correct.

The screenshot shows the 'Convert Year-end Tax Information' dialog box. The 'Convert payroll information for the tax year:' dropdown menu is highlighted with a red box and a red arrow pointing to it. The dropdown shows 'YYYY'. Other fields include 'Report order: Employee name', 'Employees: All', 'Maximum wage limits', 'Social Security: ###,###.00', and 'Medicare: ###,###.00'.

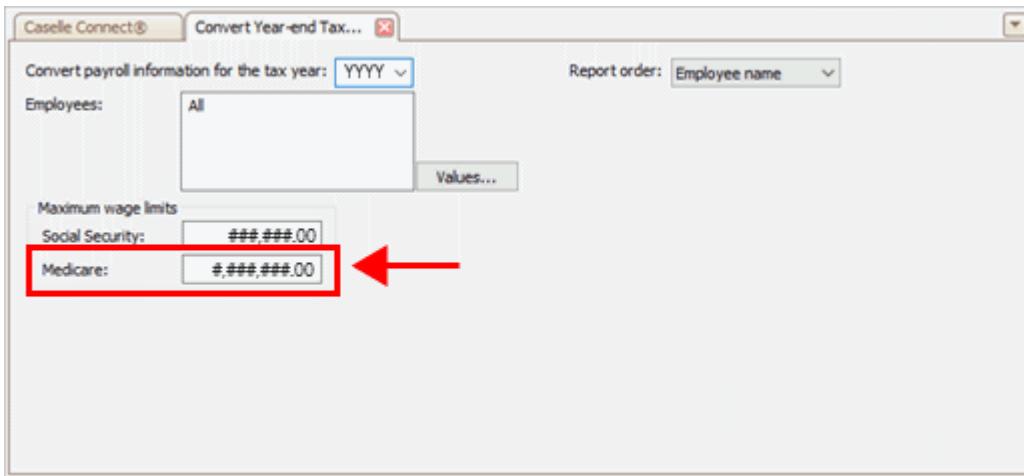
Convert year-end tax information box

3. Verify the Social Security limit is correct for the tax year.

The screenshot shows the 'Convert Year-end Tax Information' dialog box. The 'Social Security' field under 'Maximum wage limits' is highlighted with a red box and a red arrow pointing to it. The field shows '###,###.00'. Other fields include 'Convert payroll information for the tax year: YYYY', 'Report order: Employee name', 'Employees: All', and 'Medicare: ###,###.00'.

Social Security box

4. Verify the Medicare limit is correct for the tax year.



Medicare box

5. Click  GO (Ctrl+G).

The routine processes the employee information and prints a conversion report. Set the conversion report aside because you will use the conversion report later to verify amounts in the Annual 941 report and Payroll History report.

Anycity Corporation		Convert Year-end Tax Information											Page: 2		
Pay Codes for tax year: YYYY															
Pay Code	Title	Type	SS	MED	FWT	SWT	SUTA	FUTA	Ret	W/C	W2 Code	Dep Care	Non-Qual Plan	W2 Other Description	Include Amounts
1-00	Regular	GR	Y	Y	Y	Y	Y	-	Y	Y	-	-	-	-	-
2-00	Overtime	GO	Y	Y	Y	Y	Y	-	Y	Y	-	-	-	-	-
3-00	Vacation	GR	Y	Y	Y	Y	Y	-	Y	Y	-	-	-	-	-
4-00	Sick Leave	GR	Y	Y	Y	Y	Y	-	Y	Y	-	-	-	-	-
7-00	Holiday	GR	Y	Y	Y	Y	Y	-	Y	Y	-	-	-	-	-
8-00	Misc Pay	GM	Y	Y	Y	Y	Y	-	Y	Y	-	-	-	-	-
9-00	Comp Time	GR	Y	Y	Y	Y	Y	-	Y	Y	-	-	-	-	-
20-00	Misc Reimb	E	-	-	-	-	-	-	-	-	-	-	-	-	-
21-00	Trvl Reimb	E	-	-	-	-	-	-	-	-	-	-	-	-	-
40-00	401-K Ded	R	-	-	Y	Y	-	-	-	-	D	-	-	-	-
65-00	Crdt Union	D	-	-	-	-	-	-	-	-	-	-	-	-	-
70-00	Misc Ded	D	-	-	-	-	-	-	-	-	-	-	-	-	-
74-00	Soc Sec	SS	-	-	-	-	-	-	-	-	-	-	-	-	-
75-00	Medicare	MD	-	-	-	-	-	-	-	-	-	-	-	-	-
76-00	FWT	FW	-	-	-	-	-	-	-	-	-	-	-	-	-
77-00	SWT	SW	-	-	-	-	-	-	-	-	-	-	-	-	-
85-00	Net Pay	N	-	-	-	-	-	-	-	-	-	-	-	-	-
86-00	Dir Dep	DN	-	-	-	-	-	-	-	-	-	-	-	-	-
90-00	Retirement	I	-	-	-	-	-	-	-	-	-	-	-	-	-
91-00	Health	I	-	-	-	-	-	-	-	-	-	-	-	-	-
92-00	LTD Ins	I	-	-	-	-	-	-	-	-	-	-	-	-	-
98-00	SUTA	SU	-	-	-	-	-	-	-	-	-	-	-	-	-
99-00	Wrk Comp	WC	-	-	-	-	-	-	-	-	-	-	-	-	-

Convert Year-end Tax Report

The W-2 information is copied to the Government Reporting application.

6c. Check the conversion printout

Compare the conversion report to the employee amounts on the Annual 941 Report and Payroll History Report. Reconciling the grand totals is a quick way to find out if there are any issues with the converted W-2 information. If the grand totals reconcile, then you're good to go. But if the grand totals do not reconcile, you'll need to track down the problem and fix it before you continue.

How do I reconcile the grand totals on the conversion report?

1. Go to the last page of the conversion report to verify your grand totals.

You can use this worksheet to write in the amounts from the Annual 941 Report (from [Step 3c: Print the Annual 941 Report for the Calendar Year](#)) and the Conversion Report (or Conversion Printout from [Step 6b: Convert Year-end Tax Information](#)).

	Annual 941 Report	Conversion Report
Total Gross Wage	_____ Line 2: Wages, Tips, and Other Compensation	_____ Grand Total (on the last page)
Wages/Tips Totals	_____ Line 3: Social Security Wages	_____ Wages/Tips Total
Social Security Wages	_____ Line 5a, Col 1: Taxable Social Security Wages	_____ Social Security Wages
Medicare Wages	_____ Line 5c, Col 1: Taxable Medicare Wages & Tips	_____ Medicare Wages

Why does the Annual 941 Report show more taxes than the conversion report? The Annual 941 Report shows more taxes than the conversion report because the Annual 941 Report shows taxes for the employer **and** employee while the conversion report only shows the employee's contribution.

Reconcile Annual 941 totals to Conversion Report

2. Compare Line 2 on the Annual 941 to the Wages/Tips Total on the Conversion Report.
3. Compare Line 3 on the Annual 941 to the Federal Income Tax total on the Conversion Report.
4. Compare Line 5a, Column 1 (Taxable Social Security Wages) on the Annual 941 to the Social Security Wages (Soc Sec Wages) on the Conversion Report.

5. Compare Line 5d, Column 1 (Taxable Medicare Wages and Tips) on the Annual 941 to the Medicare Wages (Med Wages) on the Conversion Report.

Reconcile Payroll History Report totals to Conversion Report

6. Go to the second to the last page of the Payroll History Report.

Use the Payroll History Report that you printed in [Step 3b. Print Payroll History for the Calendar Year](#) to fill in the amounts in the table.

	Payroll History Report	Conversion Report
State Withholding	_____	_____
	State Withholding Grand Total	State Income Tax

7. Compare the State Withholding grand total on the Payroll History Report to the State Income Tax on the Conversion report.

The totals listed above should reconcile exactly. If the totals do not reconcile, there's a problem with the employee's amounts or the pay code settings.

Do the grand totals on the conversion report match the Annual 941 Report and Payroll History Report?

- **Yes, the amounts match.** That's good news. Continue to [6d. Verify the organization's W-2 information](#).
- **No, the amounts do not match.** You'll need to track down the problem. You can print the Employee Tax Summary Report and use it to compare employee's tax amounts on the Conversion Report. You need to find and fix the errors before you can continue.

What do I do if totals do not match?

Use the Conversion Report to review each employee. Compare the employee's information on the Conversion Report to the Employee Tax Summary Report (see [Step 3d: Print Employee Tax Summary for the Calendar Year](#)). Next, verify the amounts for each employee are correct.

Tip! When you print the Employee Tax Summary, change the print order to print by employee number so the printed report matches the Conversion report.

202011, 2020Oct15

What do I do if totals do not match? Use the Conversion Report to review each employee. Compare the employee's information on the Conversion Report to the Employee Tax Summary Report (see). Next, verify the amounts for each employee are correct.

6d. Verify the organization's W-2 information

Verifying the organization's W-2 information will help you make sure the converted W-2 information is correct in the Government Reporting Organization table. Connect uses the information in the Government Reporting application to print W-2s and create the electronic W-2 file.

Getting started with verifying the organization's W-2 information

First, verify the organization's information

Second, verify the pay codes subject to tax

Third, verify the converted W-2 information for each employee

First, verify the organization's information

The first page of the conversion report includes the organization's name, address, and telephone; Federal ID; State ID; and Local Tax ID (when there's a local tax). If the organization is filing W-2s online, you'll also want to check the electronic filing properties.

Remember! You must complete this step if the organization is filing W-2s online. To find out if you need to file W-2s online, click [here](#).

Checking the organization's information

Every organization needs to complete this step. Use the conversion report that printed when you converted year-end tax information in step 6b. You also have the option of using the Organization table in the Government Reporting application to verify the organization's information.

1. Go to the first page of the conversion report.

Primary Name Secondary Name		Address 1 Address 2	City State Zip Code	Federal ID Telephone
Anycity Corporation		10 N Commerce Ave PO Box 123	Anycity UT 88888	87-0302950 (385) 555-1122

State	ID Number
UT	05-785884

Name	Tax Type Code	ID Number
------	---------------	-----------

Conversion Report, page 1

Alternative option: You can also use the Organization table in Government Reporting to verify this information. To do this, open **Connect Payroll > Government Reporting** and select **Organization**. See the help topics titled How do I verify the organization's contact information? (Government Reporting) and [How do I verify electronic filing information? \(Government Reporting\)](#)

Government Reporting > Organization

2. Verify the organization's information.

Is the organization's contact information correct?

- **Yes, the organization's information is correct.** Continue to next question.
- **No, the organization's information is not correct.** Use Payroll > Organization > Organization to update the organization's information. You'll need to reconvert the year-end tax information, go to [Step 6b. Convert Year-end Tax Information](#).

Is the Federal ID number correct?

- **Yes, the Federal ID number is correct.** Continue to next question.
- **No, the Federal ID number is not correct.** Use Payroll > Organization > Pay Codes to look up and correct the Federal ID number on the Federal Withholding Tax (76-00) pay code. You'll need to reconvert the year-end tax information, go to [Step 6b. Convert Year-end Tax Information](#).

Is the State ID number correct?

- **Yes, the State ID number is correct.** Continue to next question.
- **No, the State ID number is not correct.** Use Payroll > Organization > Pay Codes to look up and correct the State ID number on the State Withholding Tax (77-00) pay code. You'll need to reconvert the year-end tax information, go to [Step 6b. Convert Year-end Tax Information](#).

Is the Local Tax ID number correct (if applicable)?

- **Yes, the Local Tax ID number is correct.** Continue to next step.
- **No, the Local Tax ID number is not correct.** Use Payroll > Organization > Pay Codes to look up and correct the Local Tax ID number on the Local Tax pay code. You'll need to reconvert the year-end tax information, go to [Step 6b. Convert Year-end Tax Information](#).

Checking the organization's electronic filing information

Only organizations that will be filing W-2s online need to complete this section.

1. Use the Federal tab > Electronic Filing tab in Connect Payroll > Government Reporting > Organization.

To learn more, see [How do I verify electronic filing information? \(Government Reporting\)](#)

The screenshot shows the 'Federal' tab in the Caselle Connect software. The 'Electronic Filing' sub-tab is active. The form is divided into two main sections: '1099 Contact information' and 'W-2 Contact information'. Both sections have identical fields for Name, Phone, Extension, Email, and Fax. The 'W-2 Contact information' fields are populated with 'Silvia Foster', '(385) 555-1122', and 'Anycity@ci.anycity.ut.us'. To the right of these sections are various filing options, including 'SSA/RTN', 'Preferred method of problem notification', 'Preparer code' (set to 'A (Accounting Firm)'), 'Agent indicator code', 'Employer/Agent employer identification number (EIN)', 'Agent for EIN', 'Employment code' (set to 'R (Regular (all others))'), 'Tax jurisdiction code', 'Kind of employer' (set to 'S (State and Local Governmental Employer)'), and 'Third party' (set to '.00'). There are also two checkboxes: 'Terminating business indicator' and 'Third party sick pay indicator', both of which are currently unchecked.

Government Reporting > Organization, Electronic Filing tab

2. Verify the organization's federal electronic filing information.

- W-2 contact information, address, telephone, and email
- Preferred method of problem notification
- Preparer code (if you're preparing W-2s for your organization, then select Self Prepared)
- Employment code (usually R (Regular (all others)))
- Kind of employer (usually S (State and Local Governmental Employer))
- Employer/Agent employer identification number (EIN)
- Agent for EIN (this can be the same number as the Employer/Agent employer identification number (EIN))
- Third party pay (if you have third party pay, enter the amount paid by the third party, and select the checkbox titled Third Party Sick Pay Indicator)

Does my state use state-specific electronic filing information? If your state needs state-specific information to file W-2s online, use the Electronic Filing tab in Government Reporting Organization to add the state-specific information. See the help topic titled [How do I add state-specific information for filing W-2s online? \(Government Reporting\)](#)

Is the organization's federal electronic filing information correct?

- **Yes, the organization's federal electronic filing information is correct.** You're good to continue to [Second, Verify the Pay Codes Subject to Tax..](#)

- **No, the organization's federal electronic filing information is not correct.** Update the federal electronic filing information on the Electronic Filing tab in Government Reporting > Organization.

The converted information in the Government Reporting Organization table is ready to go.

202111, 2021Sep08

Second, verify the pay codes subject to tax

The second page of the conversion report lists the pay codes for the organization. There's a column for each tax type. If the pay code is a deduction type pay code, a "Y" means the pay code is exempt from tax. The column titled W2 Code lists the code to enter in Box 12 on the Form W-2.

Anycity Corporation		Convert Year-end Tax Information											Page: 2		
		Pay Codes for tax year: YYYY											MMM DD, YYYY HHMM		
Pay Code	Title	Type	SS	MED	FWT	SWT	SUTA	FUTA	Ret	W/C	W2 Code	Dep Care	Non-Qual Plan	W2 Other Description	Include Amounts
1-00	Reg Pay	GR	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-
3-00	Vacation	GR	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-
4-00	Sick Leave	GR	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-
7-00	Holiday	GR	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-
8-00	Misc Pay	GM	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-
20-00	Overtime	GO	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-
21-00	Comp Time	GR	-	-	-	-	-	-	-	-	-	-	-	-	-
21-01	Comp Earn	GO	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-
21-02	Comp Used	GR	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-
25-00	Misc Reimb	GR	-	-	-	-	-	-	-	-	-	-	-	-	-
28-00	Trvl Reimb	E	-	-	-	-	-	-	-	-	-	-	-	-	-
40-00	401-K Ded	D	-	-	Y	Y	-	-	-	-	D	-	-	-	-
50-00	Retirement	R	-	-	-	-	-	-	-	-	-	-	-	-	-
50-01	Ret Reg	R	-	-	Y	Y	-	-	-	-	-	-	-	-	-
50-02	Ret PS	R	-	-	Y	Y	-	-	-	-	-	-	-	-	-
80-00	Health Ins	D	-	-	-	-	-	-	-	-	-	-	-	-	-
80-01	Health Sgl	D	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-
80-02	Health Dep	D	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-
80-03	Health Fam	D	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-
81-00	Dental Ins	D	-	-	-	-	-	-	-	-	-	-	-	-	-
81-01	Dental Sgl	D	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-
81-02	Dental Dep	D	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-
81-03	Dental Fam	D	Y	Y	Y	Y	-	-	-	-	-	-	-	-	-
82-00	Life Insur	D	-	-	-	-	-	-	-	-	-	-	-	-	-
85-00	Vision Ins	D	-	-	-	-	-	-	-	-	-	-	-	-	-
70-00	Misc Ded	D	-	-	-	-	-	-	-	-	-	-	-	-	-
74-00	Soc Sec	SS	-	-	-	-	-	-	-	-	-	-	-	-	-
75-00	Medicare	MD	-	-	-	-	-	-	-	-	-	-	-	-	-
76-00	FWT	FW	-	-	-	-	-	-	-	-	-	-	-	-	-
77-00	SWT	SW	-	-	-	-	-	-	-	-	-	-	-	-	-
80-00	Garn/CSupp	D	-	-	-	-	-	-	-	-	-	-	-	-	-
80-01	Credit Gar	D	-	-	-	-	-	-	-	-	-	-	-	-	-
80-02	Child Supp	D	-	-	-	-	-	-	-	-	-	-	-	-	-
85-00	Net Pay	N	-	-	-	-	-	-	-	-	-	-	-	-	-
86-00	Dir Dep	DN	-	-	-	-	-	-	-	-	-	-	-	-	-
92-00	LTD Ins	I	-	-	-	-	-	-	-	-	-	-	-	-	-
98-00	SUTA	SU	-	-	-	-	-	-	-	-	-	-	-	-	-
99-00	Wrk Comp	WC	-	-	-	-	-	-	-	-	-	-	-	-	-

Conversion report, page 2

STOP!

Is each pay code subject to the correct taxes?

- **Yes, each pay code is subject to the correct tax.** That's good news. Continue to the next step.
- **No, each pay code is not subject to the correct tax.** Use Connect Payroll > Organization > Pay Codes to look up the pay code and then, check the settings on the Used in Calculation

tab to review the taxes on the pay code. You'll need to reconvert the year-end tax information, go to [Convert Year-end Tax Information](#) in the Payroll Year-end Checklist.

Why do I need to repeat steps I've already finished? You'll want to complete all of the steps in the checklist to make sure the changes are updated correctly BEFORE you print the W-2s.

202111, 2021Sep08

Third, verify the converted W-2 information for each employee

Check that the employee's W-2 information that was converted from the Payroll application is correct. The employee's W-2 information begins after the pay codes, it usually starts near page 3 of the conversion report.

1. Go to employee's W-2 information (usually starts around page 3) of the conversion report.

Anycity Corporation			Convert Year-end Tax Information								Page: 3	
			Employee Wages for tax year: YYYY								MMM DD, YYYY HH:MM	
Employee Number	Name First Middle Last Suffix Social Security Number	State	Wages/Tips	Soc Sec Tips	Code A	Code G	Code N	Code V	Code CC	Other 1		
			Fed Income Tax	Allocated Tips	Code B	Code H	Code P	Code W	Code DD	Other 2		
			Soc Sec Wages	Advanced EIC	Code C	Code J	Code Q	Code Y	Code EE	Other 3		
			Soc Sec Tax	Dependent Care	Code D	Code K	Code R	Code Z	Code FF	Other 4		
			Med Wages	NonQual Plan	Code E	Code L	Code S	Code AA	Code GG	Other 5		
			Med Tax		Code F	Code M	Code T	Code BB	Code HH	Other 6		
30	Austin, George	UT	30,714.90	.00	.00	.00	.00	.00	.00			
	George Austin		256.47	.00	.00	.00	.00	.00	.00			
	555-88-8888		30,714.90	.00	.00	.00	.00	.00	.00			
			1,904.28	.00	.00	.00	.00	.00	.00			
			30,714.90	.00	.00	.00	.00	.00	.00			
			445.34	.00	.00	.00	.00	.00	.00			
			<u>State</u>	<u>State Wages/Tips</u>	<u>State Income Tax</u>	<u>Locality Name</u>	<u>Local Tax Type</u>	<u>Local Wages/Tips</u>	<u>Local Income Tax</u>			
		UT	30,714.90		826.01							
90	Black, Lane	UT	66,895.90	.00	.00	.00	.00	.00	.00			
	Lane Black		3,272.42	.00	.00	.00	.00	.00	.00			
	555-74-3036		69,055.98	.00	.00	.00	.00	.00	.00			
			4,281.55	.00	2,160.08	.00	.00	.00	.00			
			69,055.98	.00	.00	.00	.00	.00	.00			
			1,001.35	.00	.00	.00	.00	.00	.00			
			<u>State</u>	<u>State Wages/Tips</u>	<u>State Income Tax</u>	<u>Locality Name</u>	<u>Local Tax Type</u>	<u>Local Wages/Tips</u>	<u>Local Income Tax</u>			
		UT	66,895.90		2,855.35							
210	Brown, Bobby	UT	52,195.74	.00	.00	.00	.00	.00	.00			
	Bobby Brown		6,608.60	.00	.00	.00	.00	.00	.00			
	555-48-7918		52,195.74	.00	.00	.00	.00	.00	.00			
			3,236.12	.00	.00	.00	.00	.00	.00			
			52,195.74	.00	.00	.00	.00	.00	.00			
			756.82	.00	.00	.00	.00	.00	.00			
			<u>State</u>	<u>State Wages/Tips</u>	<u>State Income Tax</u>	<u>Locality Name</u>	<u>Local Tax Type</u>	<u>Local Wages/Tips</u>	<u>Local Income Tax</u>			
		UT	52,195.74		2,609.78							

Conversion report, page 3

Alternative option: You can also use the W-2 Employees table in Government Reporting to verify converted employee W-2 information (see the help topic titled How do I review converted

W-2 employees? (Government Reporting); however, it may be faster to use the printed conversion report.

2. Check the converted W-2 information for each employee.

Use the conversion report or W-2 Employees to review the W-2 information for each employee in the organization. This information will be printed on the Form W-2 and included in the electronic W-2 file.

- Wages/Tips
- Federal Income Tax
- Social Security Wages
- Social Security Tax
- Medicare Wages
- Medicare Tax

Employee Number	Name First Middle Last Suffix Social Security Number	State	Wages/Tips	Soc Sec Tips	Code A	Code G	Code N	Code V	Code CC	Other 1
			Fed Income Tax	Allocated Tips	Code B	Code H	Code P	Code W	Code DD	Other 2
			Soc Sec Wages	Advanced EIC	Code C	Code J	Code Q	Code Y	Code EE	Other 3
			Soc Sec Tax	Dependent Care	Code D	Code K	Code R	Code Z	Code FF	Other 4
			Med Wages	NonQual Plan	Code E	Code L	Code S	Code AA	Code GG	Other 5
			Med Tax		Code F	Code M	Code T	Code BB	Code HH	Other 6
30	Austin, George	UT	30,714.90	.00	.00	.00	.00	.00	.00	.00
	George Austin		256.47	.00	.00	.00	.00	.00	.00	.00
	555-68-8888		30,714.90	.00	.00	.00	.00	.00	.00	.00
			1,904.28	.00	.00	.00	.00	.00	.00	.00
			30,714.90	.00	.00	.00	.00	.00	.00	.00
			445.34	.00	.00	.00	.00	.00	.00	.00
			State	State Wages/Tips	State Income Tax	Locality Name		Local Tax Type	Local Wages/Tips	Local Income Tax
			UT	30,714.90	826.01					

Conversion report, converted employee information - federal

- Box 12 Codes and Amounts

Employee Number	Name First Middle Last Suffix Social Security Number	State	Wages/Tips	Soc Sec Tips	Code A	Code G	Code N	Code V	Code CC	Other 1
			Fed Income Tax	Allocated Tips	Code B	Code H	Code P	Code W	Code DD	Other 2
			Soc Sec Wages	Advanced EIC	Code C	Code J	Code Q	Code Y	Code EE	Other 3
			Soc Sec Tax	Dependent Care	Code D	Code K	Code R	Code Z	Code FF	Other 4
			Med Wages	NonQual Plan	Code E	Code L	Code S	Code AA	Code GG	Other 5
			Med Tax		Code F	Code M	Code T	Code BB	Code HH	Other 6
30	Austin, George	UT	30,714.90	.00	.00	.00	.00	.00	.00	.00
	George Austin		256.47	.00	.00	.00	.00	.00	.00	.00
	555-68-8888		30,714.90	.00	.00	.00	.00	.00	.00	.00
			1,904.28	.00	.00	.00	.00	.00	.00	.00
			30,714.90	.00	.00	.00	.00	.00	.00	.00
			445.34	.00	.00	.00	.00	.00	.00	.00
			State	State Wages/Tips	State Income Tax	Locality Name		Local Tax Type	Local Wages/Tips	Local Income Tax
			UT	30,714.90	826.01					

Conversion report, converted employee information - Box 12 codes and amounts

- Other Amounts

Employee Number	Name First Middle Last Suffix Social Security Number	State	Wages/Tips		Soc Sec Tips	Code A	Code G	Code N	Code V	Code CC	Other			
			Fed Income Tax	Allocated Tips	Code B	Code H	Code P	Code W	Code DD	Other 1	Other 2	Other 3	Other 4	Other 5
			Soc Sec Wages	Advanced EIC	Code C	Code J	Code Q	Code Y	Code Z	Code EE				
			Soc Sec Tax	Dependent Care	Code D	Code K	Code R	Code Z	Code FF	Code GG				
			Med Wages	NonQual Plan	Code E	Code L	Code S	Code AA	Code GG	Code HH				
			Med Tax		Code F	Code M	Code T	Code BB	Code HH					
30	Austin, George George Austin 555-68-8888	UT	30,714.90	.00	.00	.00	.00	.00	.00	.00				
				256.47	.00	.00	.00	.00	.00	.00				
				30,714.90	.00	.00	.00	.00	.00	.00				
				1,904.28	.00	.00	.00	.00	.00	.00				
				30,714.90	.00	.00	.00	.00	.00	.00				
				445.34	.00	.00	.00	.00	.00	.00				
			<u>State</u>	<u>State Wages/Tips</u>	<u>State Income Tax</u>				<u>Locality Name</u>	<u>Local Tax Type</u>	<u>Local Wages/Tips</u>	<u>Local Income Tax</u>		
			UT	30,714.90	826.01									

Conversion report, converted employee information - Other amounts

When you're finished checking the amounts for the employee, move to the next employee. You should do this for each employee in the organization.

STOP!

Did you make any changes to any employee records or pay codes?

- **Yes, I made changes to employee records or pay codes.** Reconvert the employee information. Go to [Step 6b. Convert year-end tax information](#) in the Payroll Year-end Checklist to update the changes that you've made in the Payroll application.
- **No, I did not make any changes to any employee records or pay codes.** You're ready to run [Step 6e. Run Checkout W-2 Employees](#)

202011, 2020Oct15

6e. Run checkout W-2 employees

Search for errors in the converted W-2 data.

How do I run Checkout W-2 Employees?

1. Open Connect Payroll > Government Reporting > Checkout W-2 Employees.
2. Use the Tax Year box to select the tax year that you are reviewing.

Caselle Connect® Checkout W-2 Employees

Tax year: YYYY

Employee numbers:

Column	Value	Test
--------	-------	------

Report invalid social security numbers
 Report invalid states
 Report invalid zip codes
 Report employees with negative amounts
 Report employees without amounts
 Print totals
 Include W-2 corrections

This should be the payroll year being closed.

Checkout W-2 Employees, Tax year box

3. Select all of the checkboxes.

Casele Connect: Checkout W-2 Employees

Tax year: YYYY

Employee numbers:

Column	Value	Test

Report invalid social security numbers
 Report invalid states
 Report invalid zip codes
 Report employees with negative amounts
 Report employees without amounts
 Print totals
 Include W-2 corrections

Check all of the checkboxes.


Checkout W-2 Employees, Checkboxes

4. Click GO  (Ctrl+G).

5. Click Preview  (Ctrl+Q) to preview the report or click Print  (Ctrl+P).

The Checkout report prints the W-3 information and an error report.

How do I know when there are no errors on the W-2s? When you run Checkout W-2 Employees, the system checks for errors in the W-2 Employee information. If the system finds no errors, the message “No W-2 errors found” prints in the lower left-hand corner of the report.

Anycity Corporation		W-2 Employee Checkout Report		Page: 1
				MMM DD, YYYY HH:MM
Report Criteria:				
Tax year: YYYY				
W-2 Totals				
Wages, tips and other compensation				1,900,214.09
Federal income tax withheld				181,784.31
Social Security wages				1,918,799.59
Social Security tax withheld				118,986.01
Medicare wages and tips				1,918,799.59
Medicare tax withheld				27,822.89
Social Security tips				.00
Allocated tips				.00
Dependant care benefits				.00
Non-Qualified plans				.00
Non-Qualified plan Section 457 distributions				.00
Non-Qualified plan not Section 457 distributions				.00
Box 12 Amounts				
D	Elective deferrals under section 401(k) cash or deferred arrangement (plan)			17,700.50
State Amounts				
<u>State</u>	<u>Employee Count</u>	<u>Wages</u>	<u>Income Tax</u>	
UT	48	1900214.09	85392.34	
No errors found 				

W-2 Employee Checkout Report, No Errors Found message

Is the Checkout report free from errors?

- **Yes, the Checkout report is free from errors.** Great job!
- **No, the Checkout report is NOT free from errors.** First, you'll use Payroll > Employees > Modify Existing Employees to look up the employee record and enter the correct W-2 information. After you fix employee records in the Payroll application, return to [Step 6b. Convert year-end tax information.](#)

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. See the help topic titled [How do I combine multiple W-2s?](#)

STOP!

Did you make any changes to any employee records or pay codes?

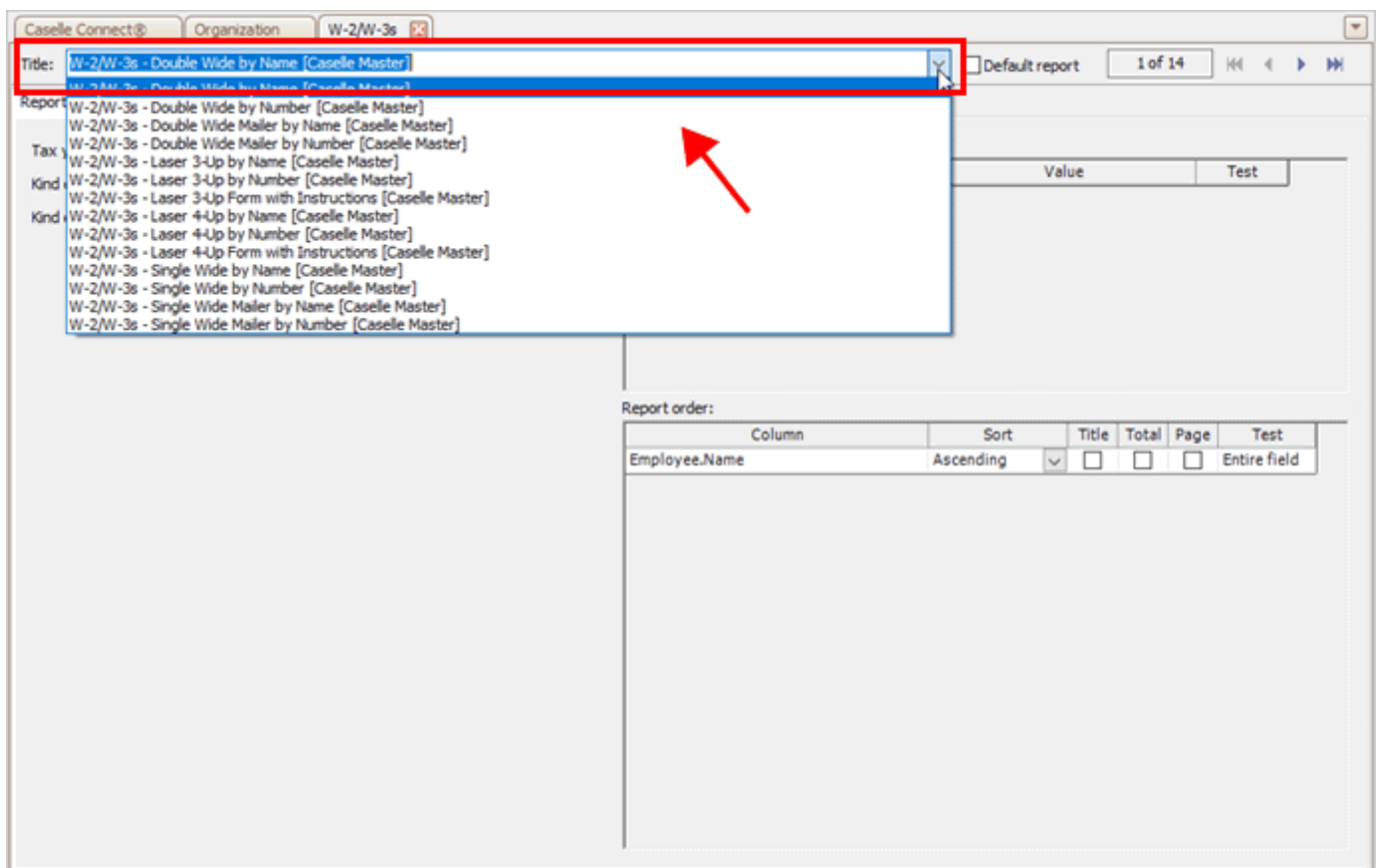
- **Yes, I made changes to employee records or pay codes.** You'll need to reconvert the year-end tax information (see the help topic titled [Convert Year-end Tax Information](#)) and go back to [Step 6b. Convert year-end tax information](#).
 - **No, I did not make any changes to any employee records or pay codes.** You're ready to print sample W-2s to scratch paper. First, you'll need to [back up the Payroll database](#) and then continue to [Step 6g. Print sample W-2s to scratch paper](#).
-

6f. Print sample W-2s to scratch paper

Use the W-2/W-3s Report to print the W-2 information to plain paper. Printing the W-2s to plain paper gives you a chance to check if the W-2 information is printing in the right place on the form and the correct W-2 information is printing for each employee. This is the last chance to find and correct errors before you print the actual W-2s to paper or create the W-2 electronic file.

How do I print sample W-2s to scratch paper?

1. Open Connect Payroll > Government Reporting > W-2/W-3s.
2. Use the Title box to select the report title that matches the tax form that you're using to print W-2s.



W-2/W-3s report, Title box

Where can I find a list of W-2 Forms? If you don't know which report title to select, use the [IRS Tax Forms Reference Sheet](#) to find the tax form that you are using. Then, select the tax form name that corresponds to the report title.

3. Load scratch paper in the printer.

4. Now, click Print  (Ctrl+P).

The following pages show the information that prints on the W-2 Form using the W-2 Form layout that you have selected.

555-68-8888	30714.90	256.47	555-68-8888		
87-0302950	30714.90	1904.28	87-0302950	30714.90	256.47
	30714.90	445.34	ANYCITY CORPORATION	30714.90	1904.28
.00	.00	.00	10 N COMMERCE AVE	30714.90	445.34
ANYCITY CORPORATION		.00	PO BOX 123		.00
10 N COMMERCE AVE			ANYCITY UT 88888	.00	.00
PO BOX 123			30		.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	30714.90		UT 05-785694	30714.90	826.01
826.01					
555-74-3036	66895.90	3272.42	555-74-3036		
87-0302950	66055.98	4281.55	87-0302950	66895.90	3272.42
	66055.98	1001.35	ANYCITY CORPORATION	66055.98	4281.55
.00	.00	.00	10 N COMMERCE AVE	66055.98	1001.35
ANYCITY CORPORATION		.00	PO BOX 123		.00
10 N COMMERCE AVE			ANYCITY UT 88888	.00	.00
PO BOX 123		D 2160.08	90		.00
ANYCITY UT 88888			LANE BLACK	.00	D 2160.08
90			365 PALISADES DR		
LANE BLACK			ANYCITY UT 88888		
365 PALISADES DR					
ANYCITY UT 88888					
UT 05-785694	66895.90		UT 05-785694	66895.90	2855.35
2855.35					

W-2 Form

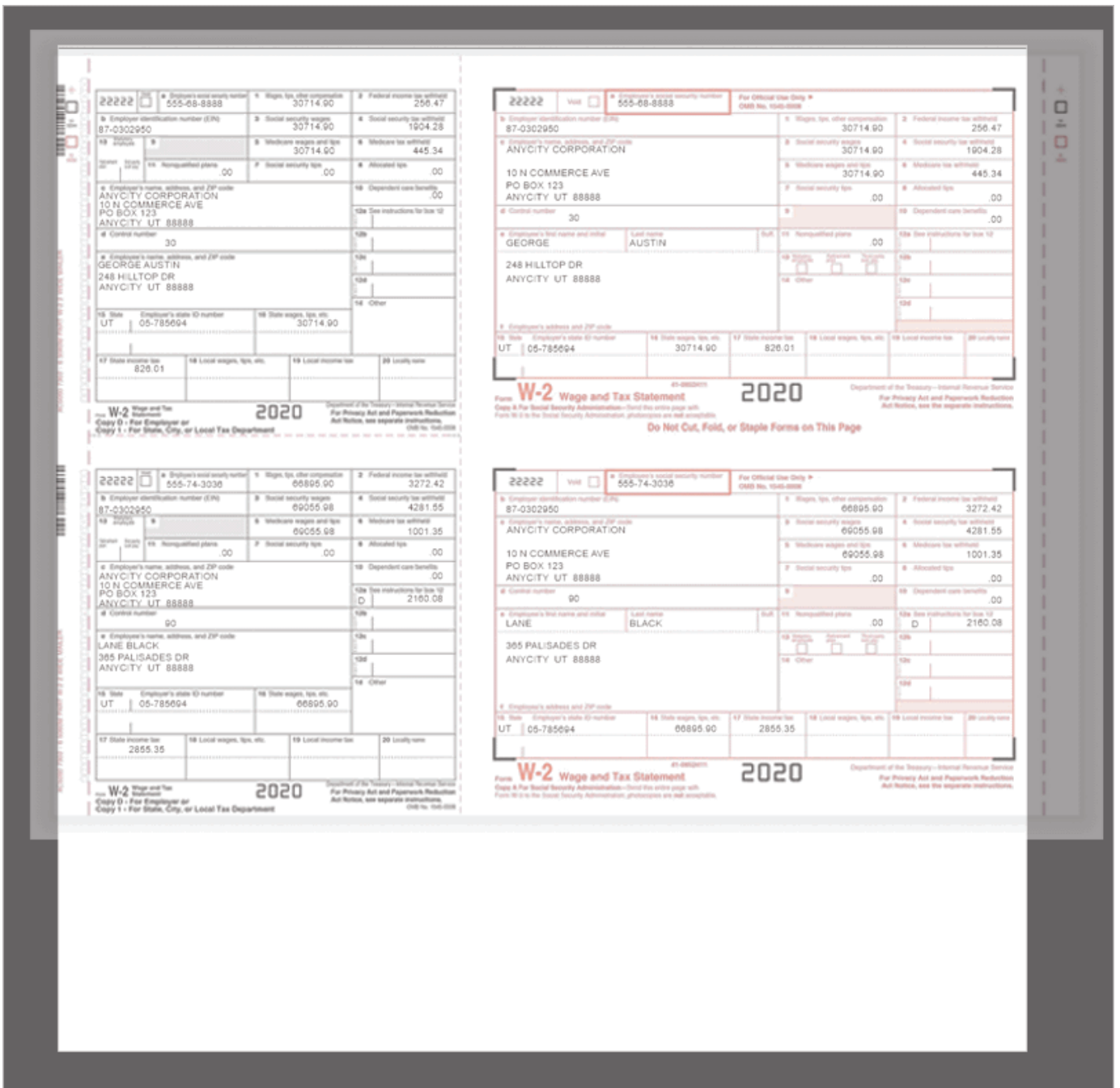
The last page shows the W-3 form.

33333		a Control Number		For Official Use Only			
1 Kind of Payer (Check one)		<input checked="" type="checkbox"/> fed. <input type="checkbox"/> state <input type="checkbox"/> local	<input type="checkbox"/> fed. emp. <input type="checkbox"/> state emp. <input type="checkbox"/> local emp.	2 Kind of Employer (Check one)		<input type="checkbox"/> non-501(c) <input type="checkbox"/> 501(c)	<input type="checkbox"/> state/local gov. <input checked="" type="checkbox"/> federal gov.
3 Total number of Forms W-2		4 Establishment number		5 Wages, tips, other compensation		6 Federal income tax withheld	
48				1900214.00		101704.31	
7 Employer identification number (EIN)		8 Social security wages		9 Social security tax withheld		10 Medicare wages and tips	
870302950		1018799.50		118606.01		27822.89	
11 Employer's name		12 Social security tips		13 Medicare tax withheld		14 Allocated tips	
ANYCITY CORPORATION		.00		1018799.50		.00	
15 Employer's address and ZIP code		16 Dependent care benefits		17 Nonqualified plans		18 Deferred compensation	
10 N COMMERCE AVE PO BOX 123 ANYCITY UT 88888		.00		.00		17700.50	
19 Other EIN used this year		20 For third-party sick pay use only		21		22	
23 State Employer's state ID number		24 Income tax withheld by payer of third-party sick pay		25		26	
UT 05-785604		.00					
27 State wages, tips, etc.		28 State income tax		29 Local wages, tips, etc.		30 Local income tax	
1900214.00		85392.34					
31 Employer contact person		32 Employer's telephone number		33 For Official Use Only		34	
Anycity Corporation		(385) 555-1122					
35 Employer tax number		36 Employer's email address					

W-2/W-3s form alignment page

5. Check if the W-2 information will print in the correct fields on the W-2 Form.

Take a page from the sample W-2 that's printed on scratch paper and an actual W-2 Form. Place the two pages together and hold them up to a light source such as a window or lamp. Now, you can see where Connect will print the W-2 information on the actual W-2 Form.



Stacking the W-2 Form with the W-2 printed to plain paper to check alignment

Does the information that's printed on the sample W-2 display in the correct boxes on the actual W-2 Form?

- **Yes, the information on the sample W-2 will print correctly in the boxes on the actual W-2 Form.** That's good news. You're ready to verify the employee information that printed on the sample W-2s. Go to **Step 6g. Enter corrections in the Payroll system.**
- **No, the information on the sample W-2 prints above or below the box or prints too far to the right or left of the box on the actual W-2 Form.** You may need to adjust the printer settings and then repeat these steps to test the alignment on the sample W-2s. To learn more, see the help topic titled **What if my sample W-2s don't align with the actual W-2s?**

What if I need help with W-2 Form alignment? **Contact customer support** for assistance at (800) 243-8275 or email us at support@caselle.com.

6g. Enter corrections in the payroll system

Carefully check the printed sample W-2s to make sure the W-2 information that prints on each Form W-2 is correct for each employee.

What's the difference between fixing something in Government Reporting vs. Payroll?

Fixing something in Government Reporting allows you to shorten the number of steps required to create the actual W-2s. BUT, you will need to manually update the information that you fixed in the Payroll application, too. Fixing something in Payroll means that you'll need to repeat some year-end steps. BUT you won't have to manually update the employee records in Payroll.

How do I find errors on sample W-2s?

Carefully review the sample W-2s one by one.

Did the correct W-2 information for each employee print on the sample W-2?

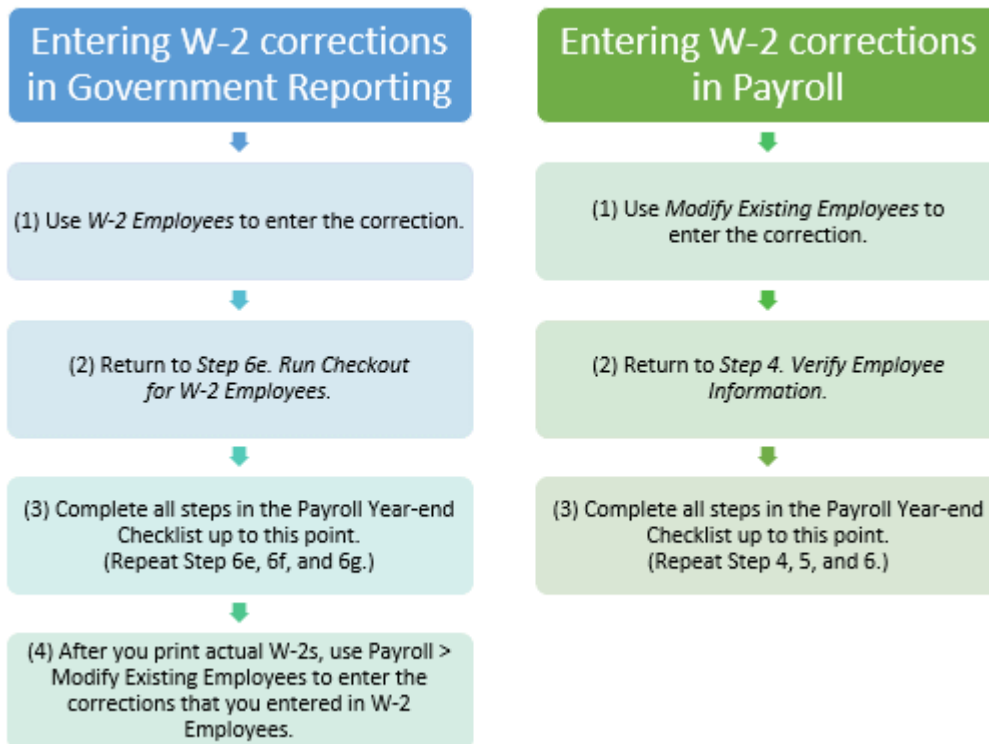
- **Yes, the correct W-2 information for each employee was printed on the sample W-2.** Great! You're ready to [print actual W-2s](#).
- **No, the wrong W-2 information for an employee was printed on a sample W-2.** You'll need to correct the error before you continue. Use the section titled [How do I enter corrections?](#) to correct errors in the sample W-2 information.

How do I enter corrections?

You have two options to correct errors on a sample W-2. You can correct the error in the Government Reporting application or you can correct the error in the Payroll application.

[Entering W-2 corrections in Government Reporting](#) means there are fewer steps to repeat in the Payroll year-end checklist, but you will have to enter the corrections twice: once in Government Reporting and then again in Payroll. Remember, there is no routine to copy information from Government Reporting to the employee record in the Payroll application.

[Entering W-2 corrections in Payroll](#) means you'll need to repeat more steps in the Payroll year-end checklist, but you only have to enter the corrections once. Because you will repeat the step to convert the year-end tax information, the changes that you have made to the employee's record in Payroll will be updated to the Government Reporting application.



Entering W-2 corrections in Government Reporting

1. Use W-2 Employees in Government Reporting to correct the error on the sample W-2.

How do I do this? Open Connect Government Reporting > W-2 Employees. Use the information on the sample W-2 to look up the employee's W-2 information and enter the correction. Keep the corrections that you have made to each employee record that you can use later to update the employee record in the Payroll application.

2. Return to **Step 6e. Run Checkout for W-2 Employees** on the Payroll Year-end Checklist.

Complete Steps 6e, 6f, and 6g.

3. Now, you're ready to start **Step 6h. Print actual W-2s**.

4. When you're done printing actual W-2s and creating the electronic W-2 file, use Connect Payroll > Modify Existing Employees to enter the corrections that you made to the employee's W-2 record in Government Reporting.

Entering W-2 corrections in Payroll

1. Use Modify Existing Employees in Payroll to correct the error on the sample W-2.

How do I do this? Open Connect Payroll > Employees > Modify Existing Employees. Use the information on the sample W-2 to look up the employee record and enter the correction.

2. Return to **Step 4. Verify Employee Information** on the Payroll Year-end Checklist.

Complete Steps 4, 5, and 6 through 6g.

3. Now, you're ready to start **Step 6h. Print actual W-2s**.

6h. Print actual W-2s

You are ready to print the actual W-2 Forms when the sample W-2s have the correct information AND the information on the sample W-2s prints in the correct boxes on the W-2 Form. Even though you can wait until later to print the W-2 Forms, it's best to print the W-2 Forms as soon as possible after you complete [Step 6g. Enter Corrections](#).

STOP!

Do you want to print the W-2 Forms now?

- **Yes, I want to print the W-2 Forms now.** Complete this section to print the W-2 information to the actual W-2 Forms.
 - **No, I want to wait to print the W-2 Forms.** If the actual W-2 Forms will not be printed at this time, go to [Step 7: Finishing Up](#).
-

When should I print the actual W-2s? 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.

How do I print actual W-2s?

1. Load the W-2 Forms into the printer.

Tip! You may wish to wait for a time when the print job will NOT be interrupted.

2. Open Connect Payroll > Government Reporting > W-2/W-3s.

If W-2/W-3s is still open from printing sample W-2s in step 6f, you can skip this step.

3. Set up the options on the W-2/W-3s exactly the way you set up the options that you used when you printed the sample W-2s.

If you have waited until later to print W-2s, you may wish to repeat [Step 6f. Print Sample W-2s to Scratch Paper](#) to check if there have been any changes to the printer form alignment. The alignment check will allow you to see if the W-2 information prints in the right boxes on Form W-2.

4. Click Print (Ctrl+P).

The employee's W-2 information prints on the actual W-2 Forms.

202011, 2020Oct15

6i. Create the electronic W-2 file

Let's find out if your organization needs to create an electronic W-2 file.

Do you use AccuWage (irs.gov) to report W-2 information?

- **Yes, we use AccuWage.** You need to complete this step to create an electronic W-2 file.
- **No, we do NOT use AccuWage.** You do not need to complete this step unless you wish to file W-2s online.

Do you have more than 250 W-2s at your site?

- **Yes, there are more than 250 W-2s at my site.** You may be required by the IRS to submit your W-2 information online. Complete this section to create an Electronic W-2 File.
- **No, there are less than 250 W-2s at my site.** You can submit your W-2 information according to the instructions that have been provided to you by the IRS, or you can file W-2s online.

STOP!

Did you answer “yes” to one or both questions?

- **Yes, I answered “yes” to one or both questions.** Your organization is required to file W-2s online by the IRS. You'll need to complete this section. See the help topic titled [How do I create an electronic W-2 file?](#)
 - **No, but I want to file W-2s online.** Complete this section. See the help topic titled [How do I create an electronic W-2 file?](#)
 - **No, I answered “no” to both questions and I do not want to file W-2s electronically.** You do not need to complete this step. Go to [Step 7: Finishing Up](#).
-

How do I create an electronic W-2 file?

Use Connect Payroll >Government Reporting > Create Electronic W-2 File to create the electronic W-2 file that you will submit to the IRS. To learn how, see [How do I create an electronic W-2 file?](#).

Important!

- Review the YYYY in the file name matches the year being filed. If you changed the tax year to 2022, you may also need to change the YYYY to the tax year being filed. You can change the file name when you set up the electronic file or you can change the file name of the electronic file after it has been created on your computer. We recommend changing the file name before you submit the electronic file to the IRS.
 - Follow the naming guidelines outlined by the state entity that will receive the electronic W-2 file for submitting an electronic W-2 file.
-

How do I use AccuWage to test my electronic W-2 file?

After your electronic W-2 file is created, use the AccuWage application to test it for correctness. AccuWage is a free internet application from the Social Security Association. You can use it to check EFW2 (W-2 Wage and Tax Statements) and EFW2C (W-2C Corrected Wage and Tax Statement) formatted wage files to make sure the file is formatted correctly.

To learn how, see [Using AccuWage to Check W-2 Forms for Correctness](#).

Step 7. Finishing up

Step 0

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

If you have printed all payroll reports for the tax year AND you have updated all transactions for the tax year to the General Ledger, there are three steps to complete. First, you'll **close the current payroll year**. Closing the payroll year means the transactions in the closed year will be locked. Next, you'll **update the new federal tax rates** and last, you'll update the state tax rates. When you're done, the Payroll application will be ready to go for the new payroll year.

Watch a video

Step 7 in the 2022 Payroll Year-end Checklist Webinar. [\[MP4\]](#)

STOP!

Have you printed all payroll reports for the tax year?

- **Yes, I have printed all payroll reports for the tax year.** Continue to the next question.
- **No, I have NOT printed all payroll reports for the tax year.** Do not continue until you have printed all payroll reports for the tax year. When you close the year-end in the Payroll application you will not be able to make any changes to the transactions in the closed year.

Have you updated all transactions for the tax year to the General Ledger?

- **Yes, I have updated all transactions for the tax year to the General Ledger.** You're ready to begin this section.
 - **No, I have NOT updated all transactions for the tax year to the General Ledger.** Do not continue until you finish updating all of the transactions for the tax year to the General Ledger application. Again, when you close the year-end, you will not be able to update transactions from the closed year.
-

Getting started with finishing up

Step 7a. Close year end

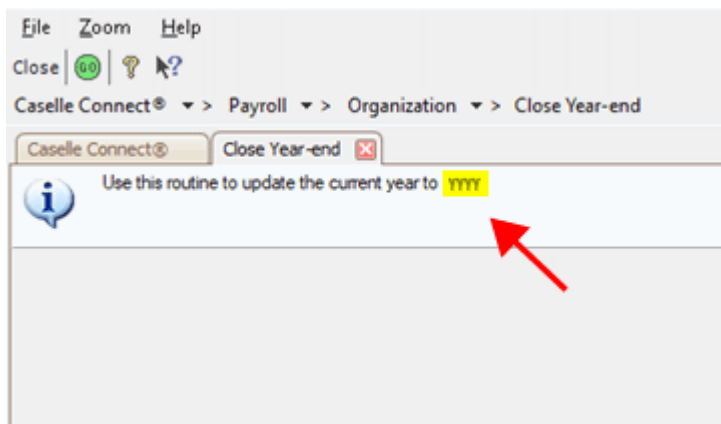
Step 7b. Update new federal and state tax rates

7a. Close the payroll year

Once you have completed the previous steps, closing the payroll year is simple. Closing the payroll year will lock the transactions in the closed year and set the system date in the Payroll application to the new payroll year.

How do I close the payroll year?

1. Open Connect Payroll > Organization > Close Year-end.
2. Verify the new payroll year replaces "YYYY" as the current year.




Close Year-end, current year

What if the date does not display the correct year? If your system does not display **2023** as the current year, **contact customer support** for assistance at (800) 228-9851 or log into Caselle Incident Management System (www.caselle.com/client-login). Do not attempt to close the payroll year unless the correct year is displayed.

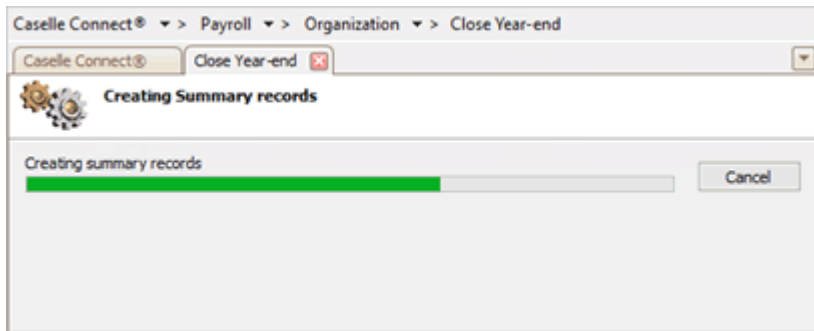
STOP!

Does the current year show 2023?

- **Yes, the current year is 2023.** That's good news. Continue to the next step.
- **No, the current year is not 2023.** There's a problem with the Payroll settings. Please **contact customer support** for assistance at (800) 228-9851 or log into Caselle Incident Management System (www.caselle.com/client-login) to create a help ticket. Do not continue to the next step.

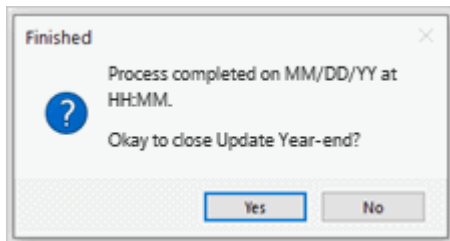
3. Click GO  (CTRL+G).

The summary records for the payroll year are created.



Progress bar

4. When the Finished dialog box displays, click Yes.



Finished dialog box

The payroll year is closed.

202208, 2022Nov04

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 W-2 Forms, you should print them as soon as possible after closing the year end.

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

202011, 2020Oct15

7b. Update new federal and state tax rates

IMPORTANT

- **DO NOT load the new tax rate information until AFTER the payroll year is closed.**
 - **You will receive an email when the new 2023 federal and state tax rates are available to download.**
 - **The new Federal and State tax rates may be released on different dates.**
-

What are the new federal and state tax rates?

Payroll uses the federal and state tax tables to calculate the payroll checks for your employees. The IRS and state taxing agency may release new federal and state tax rates for the new payroll year. The last step of the Payroll Year-end Checklist is to load the new federal and state tax tables so Payroll will use the new tax tables to calculate the correct amount on your payroll checks.

When will the new federal and state tax rates be ready?

The IRS is responsible for releasing the federal tax rate schedules for the new tax year. The IRS usually releases a news release towards the end of the year. You can find more information at [irs.gov](https://www.irs.gov).

The state taxing agency is responsible for releasing the new state tax rates. Caselle waits for the state taxing agency to release the new state tax rates and then we update the tax tables. Some states will release the new tax tables toward the end of the current year or during the beginning of the new year. Other states use the fiscal year end instead of the calendar year end to close the payroll year. In some cases, there may not be any changes to the state tax rates.

You'll receive an email from Caselle when the new state tax tables are ready to download.

When can I update the new federal and state tax rates?

You should wait to load the new federal and state withholding tax rates until after you complete the last pay period of the payroll year being closed. That way the last payroll of the year will use the tax brackets for the payroll year being closed instead of using the tax brackets for the new payroll year.

First, update the Social Security tax pay code

There may be changes to the Social Security tax percentage and maximum wage limit. The new federal Social Security wage limit is available online at [irs.gov](https://www.irs.gov) and Publication 15 (Circular E) Employer's Tax [Publication 15 \(Circular E\) Employer's Tax Guide](#). If the Social Security tax

percentage and wage limit have changed, you will need to update the Social Security tax pay code with the new Social Security wage limit on the employee and employer portion of the pay code.

Do this...

1. Open Connect Payroll > Organization > Pay Codes.

2. Look up the Social Security tax (74-00) pay code.

If Caselle converted your data, then the Social Security tax pay code is 74-00. Your organization may use a different pay code number for Social Security tax.

3. Click Employee tab > Employee subtab.

Update the employee portion of the Social Security tax pay code with the percentage and maximum wage limit for the new payroll year.

The screenshot shows the 'Employee' tab for the Social Security Tax pay code (74-00). The 'Amount/Rate/Percent type' is set to 'Percent of amount'. The 'Percentage' field is set to '6.2000-%'. The 'Maximum wage limit' field is set to '160,200.00'. The 'GL account' is '02-22210' and the 'GL activity' is '0'. The 'Calculation name' is 'Fica Payable'. The 'Employee allocation method' is 'Do not allocate'. The 'Position' is 'All positions' and the 'Position number' is '1'. There are checkboxes for 'Round amounts to nearest dollar', 'Exclude hours', and 'Exclude hours for overtime calculation'. The 'Monthly period numbers' are '1 2 3 4 5' with 'A A A A A ..' below them. The 'Allow calculations with these check types' section has checkboxes for 'Manual', 'Payout', 'Supplemental', 'Termination', and 'Third party'.

Social Security tax pay code, Employee portion

Change the employee portion of the Social Security tax pay code.

- Employee percentage. Enter **-6.20%**
- Employee maximum wage limit. Enter **160,200.000**

4. Click the Employer tab > Employer tab.

Update the employer portion of the Social Security tax pay code with the percentage and maximum wage limit for the new payroll year.

Social Security tax pay code, Employer portion

Change the employer portion of the Social Security tax pay code.

- Employer percentage. Enter **6.20%**
- Employer maximum wage limit. Enter **160,200.000**

5. Click Save (CTRL+S).

The Social Security tax pay code has been updated with the employee and employer percentage and maximum wage limit for the new payroll year.

202211, 2022Dec02

Second, load the new federal and state tax rates

The federal and state withholding tax rates are updated each year by the IRS and state taxing agency. Follow these steps to load the new federal and state withholding tax rates for the new payroll year.

What if my state withholding tax rates are not available? If the state withholding tax rates for your state are not available, you can use the Update Calculations view in Payroll to load the state tax rates later. You should load the new state withholding tax rates before the first payroll of the new year is calculated. You will receive an email from Caselle when your state withholding rates are ready to download.

Loading the new federal and state tax rates

1. Back up the Payroll database.

Use Send Databases in Connect System Management > System Tools to create a backup file.

[\[More\]](#)

2. Open Connect Payroll > Organization > Update Calculations.

3. Update the federal withholding tax rates.

You will receive an email from Caselle when the federal withholding tax rates are available for the new payroll year.

Update Calculations, Federal

Update Calculations, Federal

Set up the following options.

- Uncheck the Add required federal calculations checkbox.
- Check the Update federal calculation formulas.
- Check the Update selected federal calculation tables checkbox.
- Check the *Federal - Married* calculation table checkbox.
- Check the *Federal - Single* calculation table checkbox.

4. Update the state withholding tax rates.

Skip this portion if you are waiting for the email from Caselle to let you know the state withholding tax rates are available to download.

Update Calculations, State

Set up the following options.

- Use the State menu to select the 2-character state code.
- Uncheck the Add required state calculations checkbox.
- Check the Update state calculation formulas.
- Check the Update selected state calculation tables checkbox.
- Check all of the *[State] - [State tax table description]* calculation table checkboxes.

5. Click GO (CTRL+G).

The federal and state withholding rates for the new payroll year have been installed.

202208, 2022Nov03

Verifying the new calculations, calculation formulas, and calculation values

Use [Publication 15](#) or [Publication 15-T](#) to verify the new calculations, calculation formulas, and calculation values. You should verify the new federal information. When the new state information is updated, you should use the state taxing agency website to verify it.

Calculations

- Open Connect Payroll > Organization > Calculations.

Calculation formulas

- Open Connect Payroll > Organization > Calculation Formulas.

Calculation tables

- Open Connect Payroll > Organization > Calculation Tables.

202208, 2022Nov03

You're done!

Congratulations! You're done with the Payroll Year-end Checklist. You're ready to run the first payroll of the new payroll year.

Resources

You may need a few additional resources to finish the checklist.

[Box 12 Codes List](#)

[IRS Tax Forms Reference Sheet](#)

IRS Tax Forms Reference Sheet

Click [here](#) to download the IRS Tax Forms Reference Sheet.

W-2/1099 Descriptions	Form Numbers	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	80481.00	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-I4	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	80487.00	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

Box 12 Codes List

This is a list of the codes and code descriptions for filling in Box 12 on the W-2 Form. For additional information, go to [irs.gov](https://www.irs.gov) to download the [General Instructions for Forms W-2 and W-3](#).

A	Uncollected social security or RRTA tax on tips.
B	Uncollected Medicare tax on tips.
C	Taxable cost of group-item life insurance over \$50,000.
D	Elective deferrals under 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 under section 501(c)(18)(D) tax-exempt organization plan.
J	Nontaxable sick pay.
K	20% excise tax on excess golden parachute payments.
L	Substantiated employee business expense reimbursements.
M	Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (for former employees).
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 a non qualified deferred compensation plan that fails to satisfy section 409A.
AA	Designated Roth contributions under a section 401(k) plan.
BB	Designated Roth contributions under a section 403(b) plan.
DD	Cost of employer-sponsored health coverage
EE	Designated Roth contributions under a governmental section 457(b) plan.
FF	Permitted benefits under a qualified small employer health reimbursement arrangement.
GG	Income from qualified equity grants under section 83(i).
HH	Aggregate deferrals under section 83(i) elections as of the close of the calendar year.

201808, 14Nov2018

Troubleshooting

Troubleshooting and how-tos for year-end tasks.

Payroll Year-end FAQs

[How do I add a Social Security number? \(Employees\)](#)

[How do I change the date range for annual reports?](#)

[How do I change the date range for quarterly reports?](#)

[How do I combine multiple W-2s?](#)

[How do I download and print the Payroll Year-end Checklist?](#)

[How do I print quarterly reports for the 4th quarter?](#)

[How do I review leave pay codes? \(Employees\)](#)

[How do I review leave pay codes? \(Pay Codes\)](#)

[How do I run Checkout for Payroll Year-end?](#)

[What if my sample W-2s don't align with the actual W-2 Form?](#)

[What's the difference between fixing something in Government Reporting vs. Payroll?](#)

Payroll Year-end FAQs

Should I install program updates prior to beginning my Payroll year-end process?

Yes, you'll need to load all program updates before you start the Payroll Year-End Checklist. Usually, the information you'll need from the IRS and year-end reporting is available by December.

Where do I find the new tax information for the new year?

When the IRS updates the federal tax tables, we will update the federal tax tables in Connect Payroll and send an email to you install the update. We'll follow the same pattern for changes to the state tax tables.

Should I update the final pay period of the year to the General Ledger before starting the Payroll Year-End Checklist?

We recommend completing all payroll processes for the final pay period of the year and printing and balancing 4th Quarter reports BEFORE you begin processing the year-end W-2s.

Should I update the final pay period of the year before starting the Payroll Year-End Checklist?

Yes, you can update the final pay period of the year before you start the Payroll Year-End Checklist, but you can also wait until you complete the Payroll Year-End Checklist to close the final pay period of the year. You may need to wait to update the final pay period of the year if you need to make changes or enter corrections as you complete the Payroll Year-End Checklist.

Should I close the payroll year-end before I enter the new tax information?

We recommend that you complete Step 6F: Print Sample W-2s to Scratch Paper BEFORE you enter the tax information for the new year. You can print the actual W-2s later.

I can't start my W-2 process until after the first pay period of the new year. What should I do?

You can start the first payroll of the new year before you start the Payroll Year-End Checklist. Be aware the first payroll will use the prior year tax information to calculate payroll checks.

Can I use Doculivity to print and mail W-2s?

Yes, but there's a fee involved. Contact Doculivity for more information.

Why is the Modify W-2 Employee option grayed out on my screen?

You'll need to update your User Rights to include W-2 & 1099 Reporting. You may need to ask your system administrator for assistance. The system administrator will use System Management > Setup/Modify User Rights to add rights to use W-2 & 1099 Reporting.

What if the payroll amounts on the W-2 Conversion report and the Payroll History report do not match?

You may have two reports for two different report date ranges. Start troubleshooting by printing the Payroll History report [Caselle Master] using the calendar year date. Then, check the payroll amounts on the Payroll History report against the payroll amounts on the W-2 Conversion report.

What if an employee has a 0 (zero) in the Box 2 Wage field on the W-2?

When the Federal or State tax pay code uses “Do Not Calculate” because the employee status is tax exempt, a 0 (zero) prints in the Box 2 Wage field on the W-2. In this situation, the employee’s checks will compute as usual, but the wrong amount will appear on tax reports and year-end W-2 information. To set up the employee record the right way, change the Employee ARP Type to 0 amount (Modify Existing Employees > Pay Codes tab). Now, the tax reports and year-end W-2 information will show the correct amounts. If you have already converted the W-2 information, you will need re-convert the W-2 information to import the correct information into Box 2.

Can I edit an amount on a W-2?

Yes, you can edit an amount on a W-2. Open Clarity Payroll > W-2 & 1099 Reporting > W-2 Employees. Look up the employee’s record, and then locate the W-2 field that needs to be corrected. Now, you can update the amount.

Note: If you reconvert the W-2 information, you will lose the changes you have made to the W-2 amounts.

When can I enter the codes in Box 12 for W-2s?

You can enter the W-2 codes at any time during the year. You can even enter the Box 12 codes when you are in the middle of converting W-2s. If you need to add a Box 12 code to a pay code after you have converted the W-2 information, you must reconvert the W-2 information to ensure you’re working with the latest W-2 information.

Will the Affordable Care Act (ACA) requirements for health insurance paid by the employee and employer show on the W-2?

Yes, the W-2 code for health insurance is “DD”. The DD code is required and will be reported on the W-2.

What if the wrong amounts appear in Box 12 or 14?

Start by checking the employee record for the employee with the wrong amounts. The employee record may have a begin date or end date that affects the amounts that appear on the Payroll History report and W-2 Conversion report. The begin date should be the date when the pay code was applied to the employee record or the end date should be the date when the pay code was removed from the employee record. The employee’s start date and end date can also affect the figures that calculate on the report.

How do I combine W-2s for employees with more than one W-2?

Follow these steps to combine multiple W-2s into a single W-2.

Important! If you reconvert W-2s, you will need to recombine the W-2s for the employee. To make the process run more smoothly, it's a good idea to finish balancing before you combine W-2s for an employee.

Do this...

1. Use the W-2 Conversion report to find all employee numbers that belong to the employee.

This is the report that you created when you ran the Convert Year-End Tax Information routine.

2. Manually combine the totals for each W-2 field for this employee and print the new totals on the W-2 Conversion report.

3. Open Clarity Payroll > W-2 & 1099 Reporting.

4. Look up the employee number that you want to keep. Press Enter.

Remember, you want to display the employee record that you want to keep for this employee.

5. Click the Wage Information tab > General subtab.

6. Type the new totals into each of the W-2 fields.

The W-2 fields display the W-2 information for both of the employee's records.

7. Now display the employee record that you wish to discard.

8. Click Delete (CTRL+D).

The W-2 record is deleted. The W-2 forms are merged into a single W-2 form.

Will the forms print correctly if I use Caselle to print W-2s?

Yes, the forms will print correctly if you use Caselle to print W-2s. Caselle uses the same IRS forms that employers use to print W-2s. You can also use W-2 & 1099 Reporting to print employee copies of 3 or 4 Up forms to perforated paper.

Note: The W-3 form totals that print on Copy A of the W-2 will print at the end of the

W-2 print job. You'll need the W-3 form totals to fill out the W-3 form. The W-2 & 1099 Reporting module will not print the actual W-3 form. The W-3 form must be completed by hand.

How do I download and print the Payroll Year-end Checklist?

You'll need to download both the PDF and XML. The instructions to complete the Payroll Year-end Checklist are included on the PDF. You can view the PDF or print it out. The XML file is the file that you'll import into the Connect Electronic Checklist, it's the checklist that flies out from the right-side of the application.

Payroll Year-end Checklist PDF

Click here to download the [Payroll Year-end Checklist PDF](#) (Steps checklist from the XML). Use this link to download the [Adobe Acrobat Reader](#).

Payroll Year-end Checklist XML

Download and import the [Payroll Year-end Checklist XML](#) into the Connect steps checkout fly-out menu.

202111, 2021Sep09

How do I update my Social Security pay code and employee pay codes for Social Security?

2020 Executive Order Payroll

If you made changes to the Payroll application to defer Social Security in 2020, follow these instructions to start collecting Social Security in 2021.

Who needs to complete this step? You do not need to complete these steps if none of your employees deferred Social Security during 2020.

Step 1. Updating the Social Security pay code

If most of your employees deferred Social Security in 2020, you will need to update the Social Security pay code so it will calculate a percentage.

If most of your employees choose to not defer Social Security, you most likely did not make any changes to the Social Security pay code. You should complete this step anyway to verify the Social Security pay code is set up correctly to calculate Social Security in 2021.

Do this...

1. Open Connect Payroll > Organization > Pay Codes.

2. Use the Pay Code box to look up your organization's Social Security pay code.

The Social Security pay code is usually 74-00. However, your organization may use a different pay code.

The screenshot shows the 'Pay Codes' search interface. The search box contains 'Social Security Tax (74-00)'. Below the search box, a list of results is shown, with 'Social Security Tax (74-00)' selected. A red arrow points to the pay code field in the search results.

Pay Code box

3. Click to select the Employee tab

The screenshot shows the 'Employee' tab selected for the 'Social Security Tax (74-00)' pay code. The 'Employee' tab is highlighted in yellow. Below the tab, there are fields for 'Amount/Rate/Percent type', 'Amount', and 'Maximum limit'. The 'Amount/Rate/Percent type' is set to 'Calculation', 'Amount' is '.00', and 'Maximum limit' is '.00'.

Employee tab

4. Use the Amount/Rate/Percent Type box to select Percent of Amount.

Pay code: 74-00 Social Security Tax

Pay Code Employee Employer Leave Rates W-2/1099 Notes

Employee Used in Calculations Used for Calculation

Amount/Rate/Percent type: Percent of amount

Percentage: .0000 %

Maximum limit: .00

Annual limit: .00

Amount/Rate/Percent Type box

5. Use the Percentage box to enter 6.2

Do not key the minus (-) sign. When you enter 6.2, Connect will add the minus (-) sign for you.

Pay code: 74-00 Social Security Tax

Pay Code Employee Employer Leave Rates W-2/1099 Notes

Employee Used in Calculations Used for Calculation

Amount/Rate/Percent type: Percent of amount

Percentage: 6.2000- %

Maximum limit: .00

Annual limit: .00

Percentage box

6. Click Save  (CTRL+S).

7. When the Employee Pay Code Update window displays, click OK.

Clicking OK will override the settings on the employee pay code for Social Security with the changes that you have made to the primary Social Security pay code.

Employee Pay Code Update

You have made changes to pay code fields that are used as default values for employee pay code information. To apply the changes, select the checkbox. The updated changes will only affect employees who have this pay code and the current value in the employee's pay code matches the Current Value here.

Do you want to apply the changes to the employee's pay code?

Pay code:

<input checked="" type="checkbox"/>	Field	Current Value	New Value
<input checked="" type="checkbox"/>	Employee Amount Rate Percent	.0000	6.2000-
<input checked="" type="checkbox"/>	Employee Amount Rate Percent Code	Calculation	Percent of amount

Help OK Cancel

Employee Pay Code Update window

The Social Security pay code will calculate the Social Security tax. It will not defer Social Security tax. The changes that you have made to the Social Security pay code have been copied to the employee pay code for Social Security in each employee record. The changes will not be copied to Social Security pay code in the Pay Codes table (Organization).

Step 2. Verifying Social Security pay code for all employees

Check the Social Security pay code is set up correctly on each employee record. To do this, use the Report Writer to set up a new report. The new 2020 Social Security Tax Deferral Employee Pay Codes report will show the setting in the Amount/Rate/Percent box and the Percentage box for each employee. Use the report to find employee records that do not show Percent of Amount as the Amount/Rate/Percent and 6.200%- as the Percentage.

A. Setting up 2020 Social Security Deferral Employee Pay Codes Report

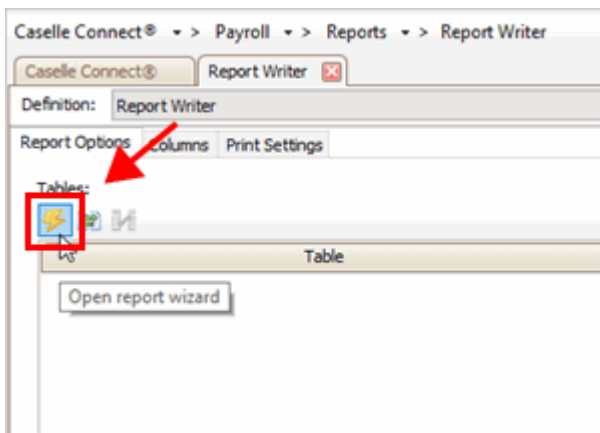
Set up a new report to review the employee pay code for Social Security.

Do this...

1. Open Connect Payroll > Reports > Report Writer.

2. Click New  (CTRL+N).

3. Click Open Report Wizard .

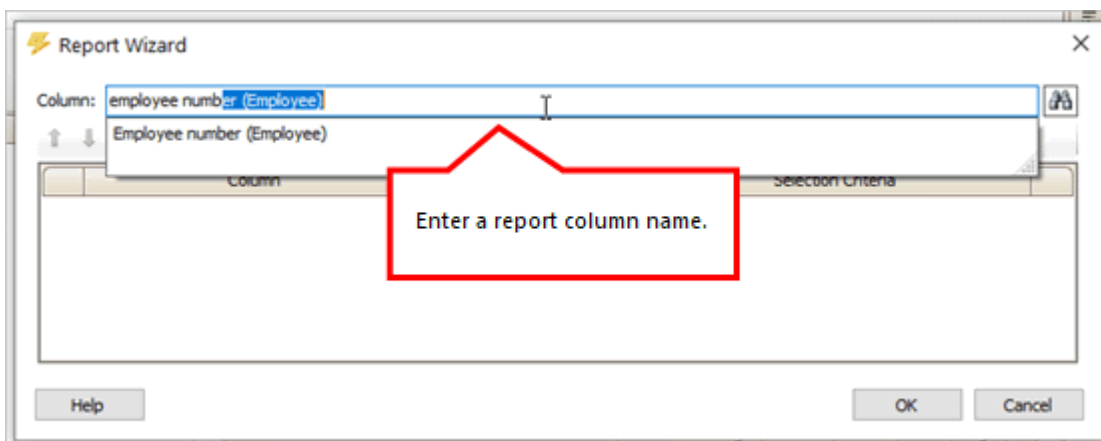


Open Report Wizard button

4. Add the following report columns to add them to the report.

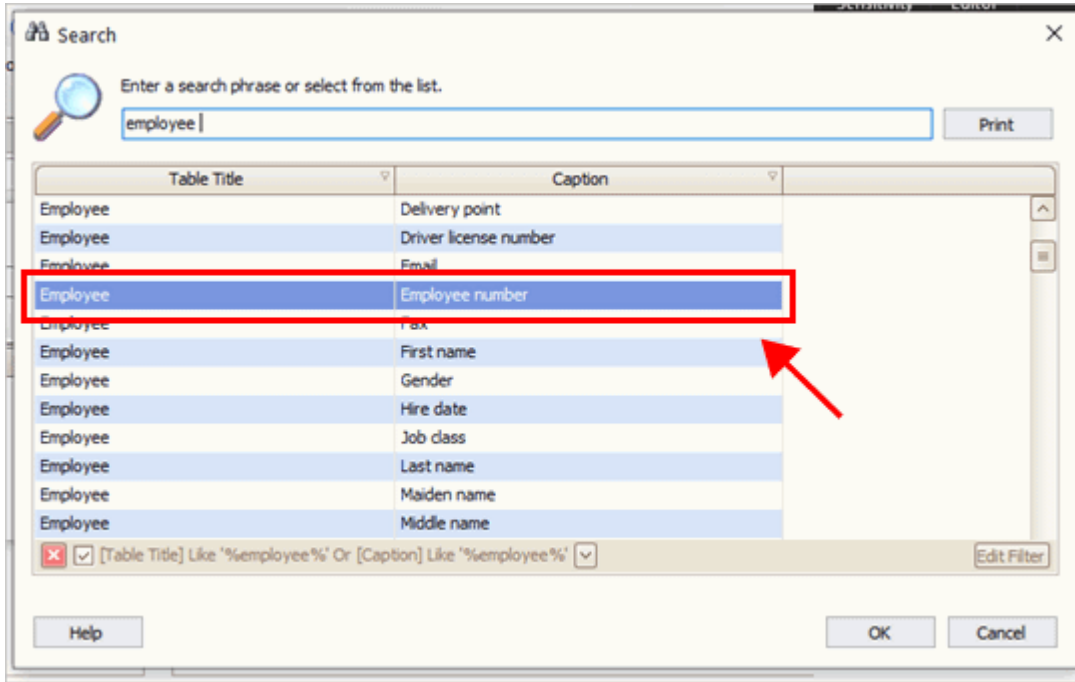
You're setting up the report to include the employee number; the employee name; the value in the Amount/Rate/Percent Code box on the employee pay code; and last, the amount, rate, or percent on the employee pay code.

Use the Column box to enter *Employee number*



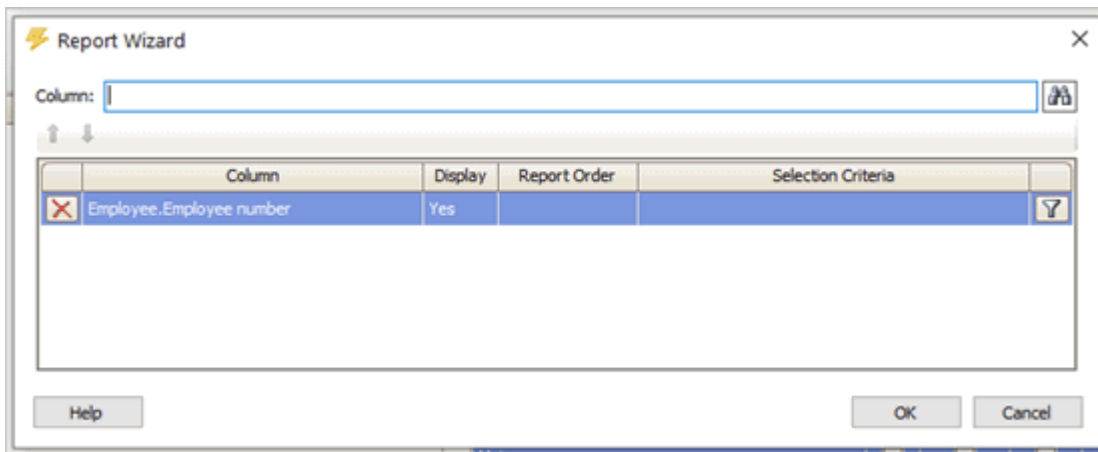
Report Wizard window

Or click Search  to use a Search window to look up a report column.



Search window

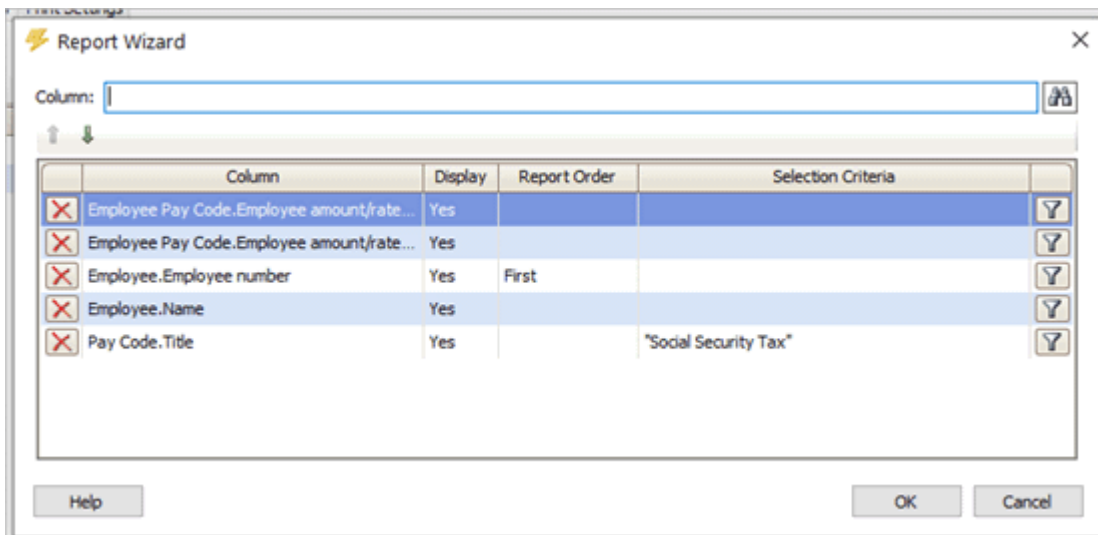
Press Enter to add the report column to the report.



Employee.Employee number report column is added to the report

Repeat these steps to add the following report columns.

- Employee.Employee number
- Employee.Name
- Employee Pay Code.Employee amount/rate/percent code
- Employee Pay Code.Employee amount/rate/percent
- Pay Code.Title



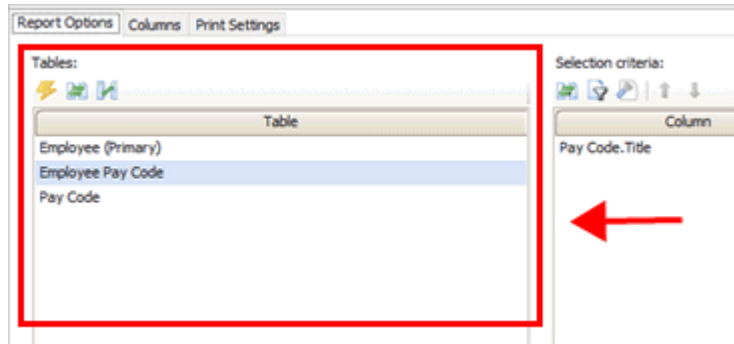
Report Wizard

To make the report easier to use, change the display order to

- Employee.Employee number
- Employee.Name
- Pay Code.Title
- Employee Pay Code.Employee amount/rate/percent code
- Employee Pay Code.Employee amount/rate/percent

Click OK.

The Report Writer will add the Employee (Primary) table, Employee Pay Code table, and Pay Code table to the list.

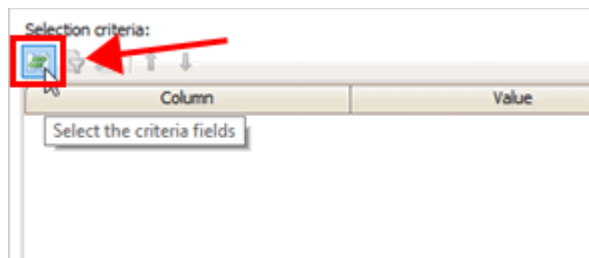


Tables box

5. Set up the Selection Criteria to select the Social Security pay code.

This step will filter the report by Social Security pay code so the report will only show the amount/rate/percent value and amount/rate/percent type for the Social Security employee pay code.

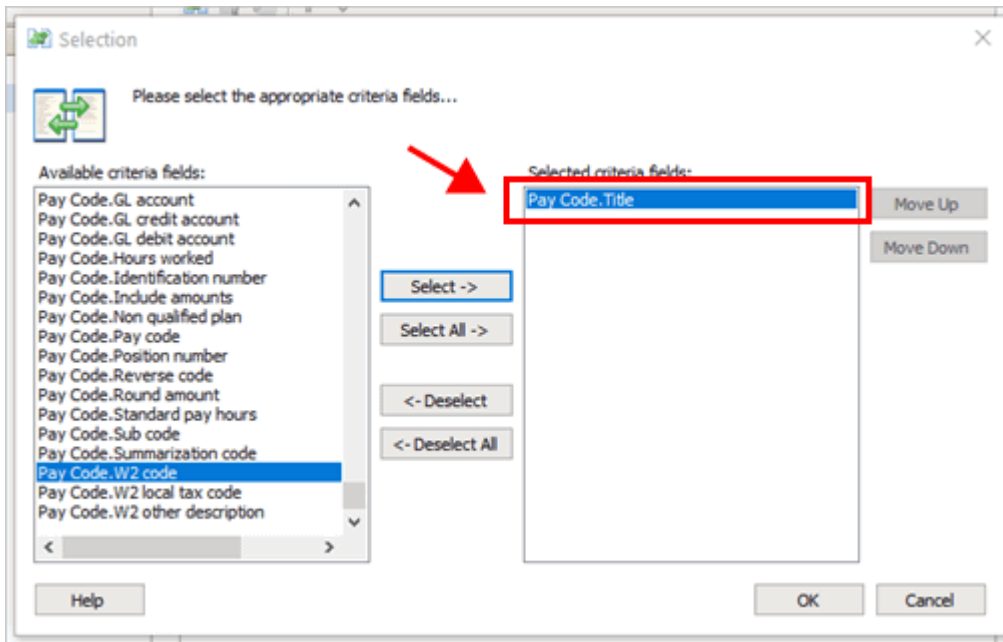
Click Select the Criteria Fields .



Selection Criteria

Move *Pay Code.Title* to the Selected Criteria Fields list, and then click OK.

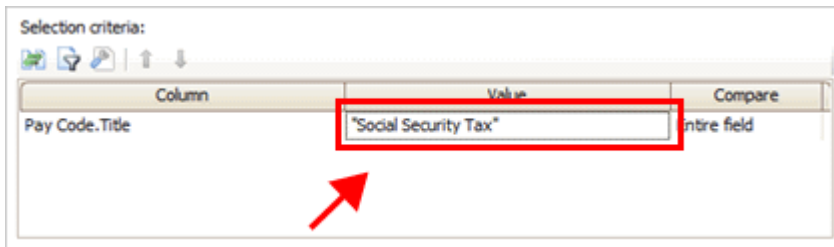
The Available Criteria Fields list shows report columns in alphabetical order by table. The *Pay Code.Title* report column is listed near the bottom of the list.



Selection window

Change the Pay Code.Title value from ALL to *Social Security Tax*.

If your organization uses a different pay code name for the Social Security pay code, you'll substitute that pay code name for *Social Security Tax*.

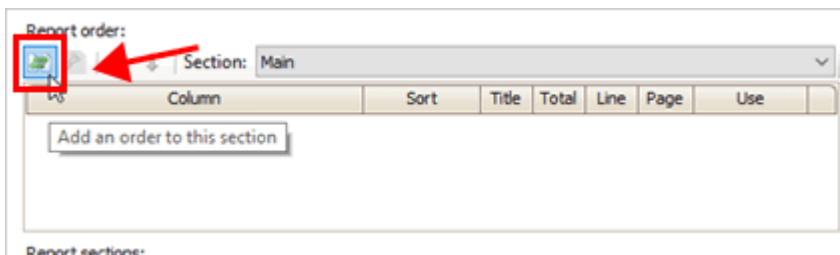


Changing Pay Code.Title value to Social Security Tax

6. Set up the Report Order to order the report by employee number.

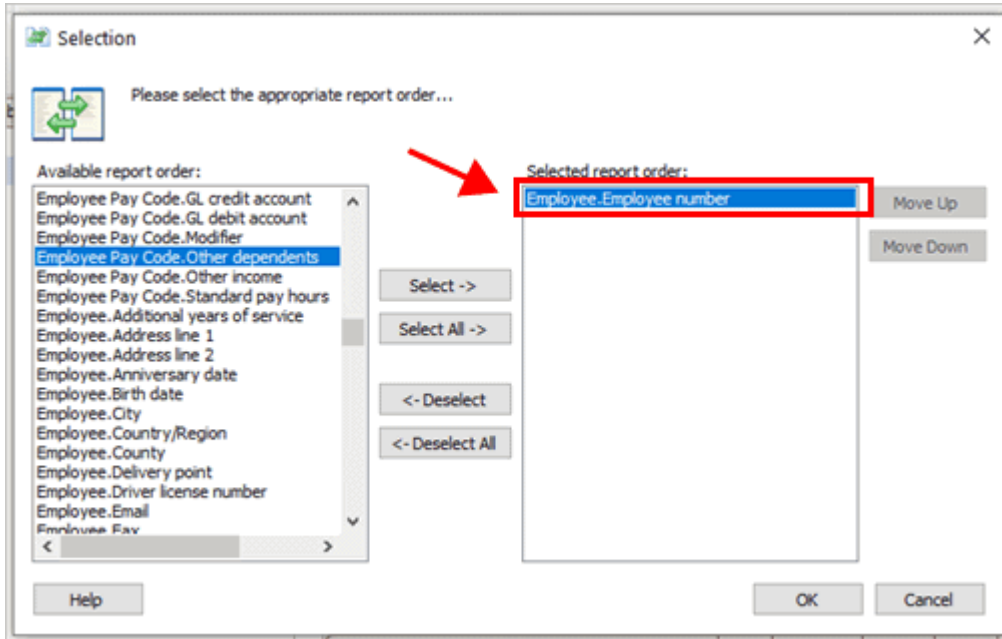
Change the report order to sort the report by employee number (0-9). The report will print employee pay codes for Social Security by employee number.

Click Add an Order To This Section .



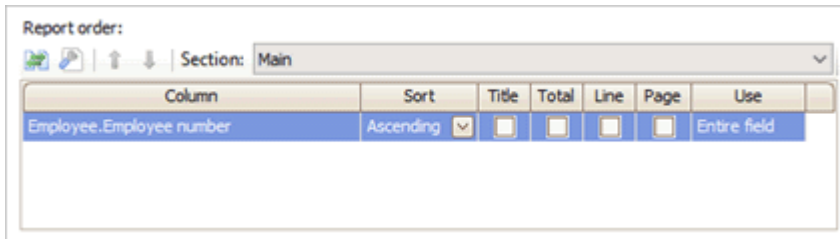
Add an Order To This Section button

Move *Employee.Employee number* to the Selected Report Order list, and then click OK.



Selection window

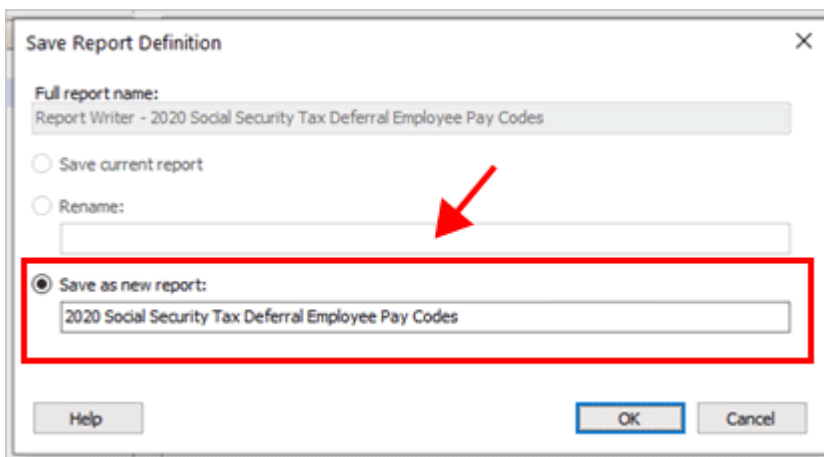
The Employee.Employee number report column is added to the Report Order.



Report Order

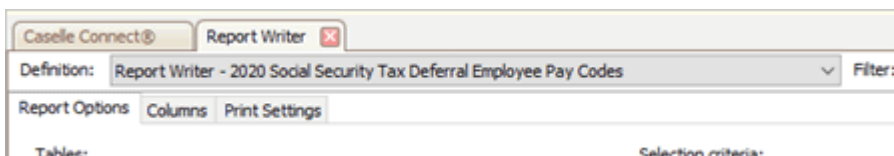
7. Click Save  (CTRL+S).

8. Click Save As New Report and then enter 2020 Social Security Tax Deferral Employee Pay Codes as the report name.



Save Report Definition window

9. Click OK.



Definition box in Report Writer

You have set up and saved the 2020 Social Security Tax Deferral Employee Pay Codes report. Do not exit the Report Writer.

202008, 2020Sep01

B. Printing 2020 Social Security Deferral Employee Pay Codes Report

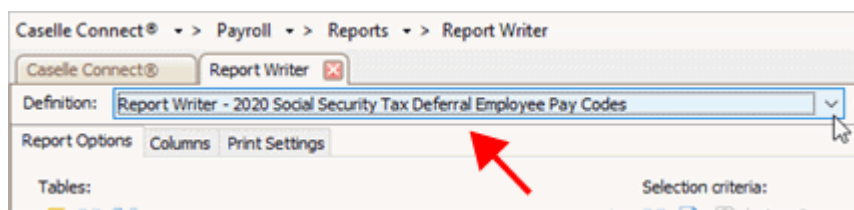
After you save the new report, you're ready to print it.

Do this...

1. Open Connect Payroll > Reports > Report Writer.

If you just finished working on (A) Setting up 2020 Social Security Deferral Employee Pay Codes Report, skip to step 3.

2. Use the Definition box to select 2020 Social Security Tax Deferral Employee Pay Codes.



Definition box

3. Click Print (CTRL+P).

The report shows the settings on the employee pay code for Social Security for each employee.

Employee Number	Employee Amount/Rate/Percent	Name	Employee Amount/Rate/Percent Code	Title
5	6.20	Smith, Jacob S	Percent of amount	Social Security Tax
10	6.20	Rockford, Julie M	Percent of amount	Social Security Tax
15	6.20	Morris, Sharon	Percent of amount	Social Security Tax
20	6.20	Spencer, Annette	Percent of amount	Social Security Tax
25	6.20	Johnson, Douglas	Percent of amount	Social Security Tax
30	6.20	Austin, George	Percent of amount	Social Security Tax
35	6.20	Slade, Randy L	Percent of amount	Social Security Tax
40	6.20	Roberts, Dale B	Percent of amount	Social Security Tax
45	6.20	Hobson, Maurice	Percent of amount	Social Security Tax
50	6.20	Harvey, Marvin	Percent of amount	Social Security Tax
55	6.20	Gordon, Natalie C	Percent of amount	Social Security Tax
60	6.20	McNeil, Annie	Percent of amount	Social Security Tax
65	6.20	Curtis, Amber	Percent of amount	Social Security Tax
70	6.20	Rayburn, Susie	Percent of amount	Social Security Tax
75	6.20	Brown, Shawn A	Percent of amount	Social Security Tax
80	6.20	Dickens, Amy	Percent of amount	Social Security Tax
85	6.20	Ellison, Ray	Percent of amount	Social Security Tax

2020 Social Security Tax Deferral Employee Pay Codes Report

202008, 2020Sep01

C. Reviewing 2020 Social Security Deferral Employee Pay Codes Report

Use the report to answer the following questions for each employee.

- (1) Does the Employee Amount/Rate/Percent show 6.20-?
- (2) Does the Employee Amount/Rate/Percent Code show Percent of Amount?
- (3) Does the Title show the Social Security Tax pay code title?

Employee Number	Employee Amount/Rate/Percent	Name	Employee Amount/Rate/Percent Code	Title
5	6.20	Smith, Jacob S	Percent of amount	Social Security Tax
10	6.20	Rockford, Julie M	Percent of amount	Social Security Tax
15	6.20	Morris, Sharon	Percent of amount	Social Security Tax
20	6.20	Spencer, Annette	Percent of amount	Social Security Tax
25	6.20	Johnson, Douglas	Percent of amount	Social Security Tax
30	6.20	Austin, George	Percent of amount	Social Security Tax
35	6.20	Slade, Randy L	Percent of amount	Social Security Tax
40	6.20	Roberts, Dale B	Percent of amount	Social Security Tax
45	6.20	Hobson, Maurice	Percent of amount	Social Security Tax
50	6.20	Harvey, Marvin	Percent of amount	Social Security Tax
55	6.20	Gordon, Natalie C	Percent of amount	Social Security Tax
60	6.20	McNeil, Annie	Percent of amount	Social Security Tax
65	6.20	Curtis, Amber	Percent of amount	Social Security Tax
70	6.20	Rayburn, Susie	Percent of amount	Social Security Tax
75	6.20	Brown, Shawn A	Percent of amount	Social Security Tax
80	6.20	Dickens, Amy	Percent of amount	Social Security Tax
85	6.20	Ellison, Ray	Percent of amount	Social Security Tax

2020 Social Security Tax Deferral Employee Pay Codes Report

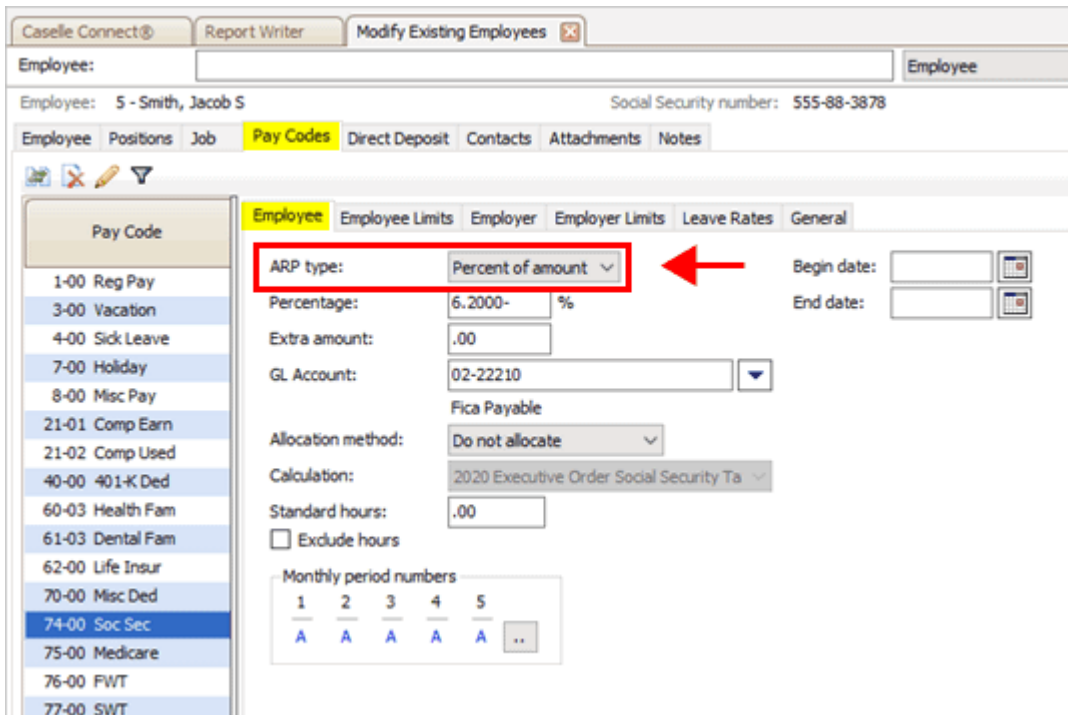
Does the Employee Amount/Rate/Percent on the report show 6.20-?

The employee pay code for Social Security should show 6.20- in the Percentage box on the Employee tab. To fix this error, use Modify Existing Employees to update the employee pay code for Social Security with 6.2 (remember, Connect will add the minus (-) sign) in the Percentage box on the employee portion.

Employee pay code, Percentage box

Does the Employee Amount/Rate/Percent Code on the report show Percent of Amount?

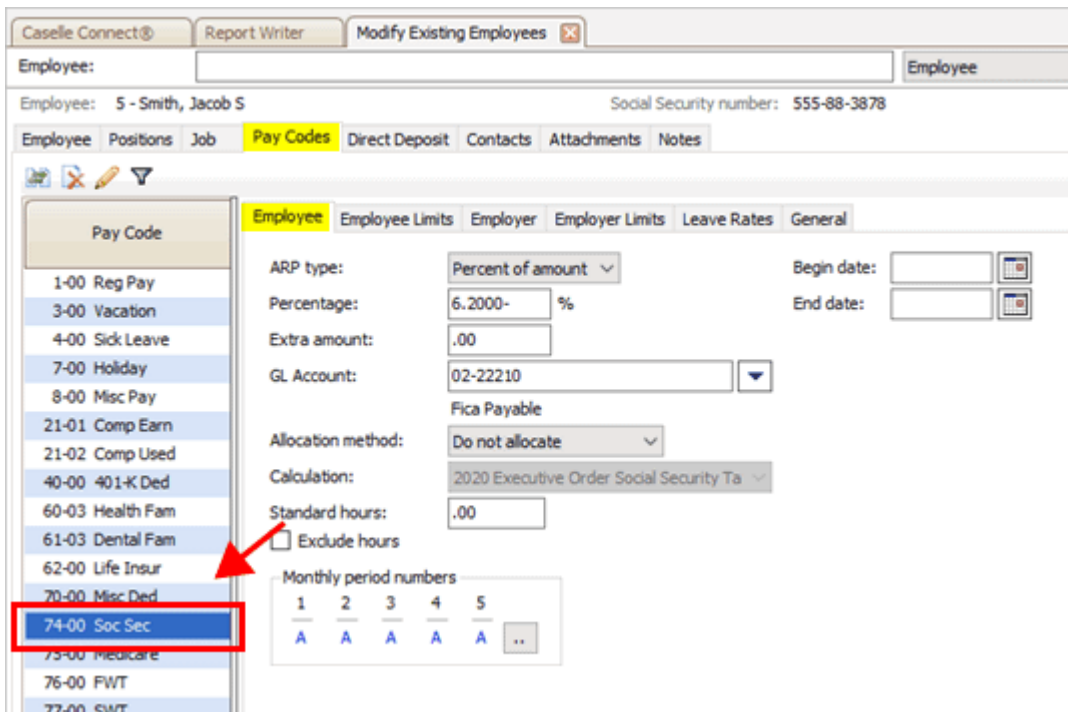
The employee pay code for Social Security should show Percent of Amount in the ARP Type box on the Employee tab. To fix this error, use Modify Existing Employees to select Percent of Amount as the ARP Type on the employee portion of the employee pay code for Social Security.



Employee pay code, ARP Type box

Does the Title on the report show the Social Security Tax pay code title?

The employee pay code for Social Security should show the pay code title for the Social Security Tax pay code. Your organization may use a different name for the Social Security pay code and you should see that name listed here. If the pay code title doesn't show the Social Security Tax pay code title, use Modify Existing Employees to link the employee pay code for Social Security to the Social Security pay code that your organization is using.



Employee pay code, Pay Code list

202008, 2020Sep02

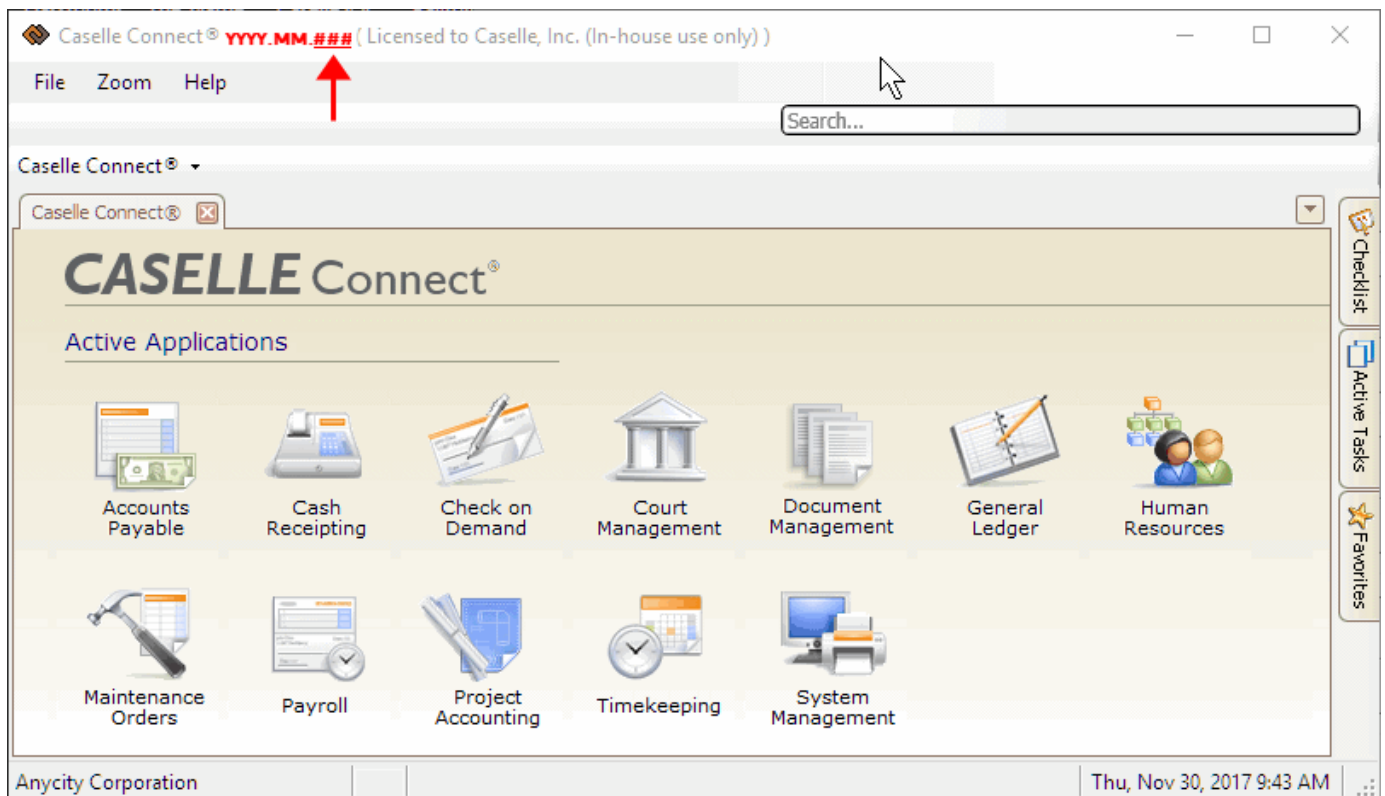
How do I check the Connect version number?

Before you begin, make sure you're running the correct version. The latest version will include updates to routines and reports that you will need to finish the year-end checklist.

Checking the Connect version number

1. Open Caselle Connect.

The software version number displays in the title bar on the Connect Main Menu. Like this...



Software version number on the Connect Main Menu

2. To close the payroll year, the Connect software version numbers should all begin with **2022.11.100** or later.

Is the version number correct?

- **Yes, the version number is correct.** The correct software version is installed. You're ready to go.
- **No, the version number is not correct.** You'll need to download and update the application before you can continue. Go to Connect System Management > Installation and select **Install Program Updates**. Contact the application administrator if you need assistance.

How do I add a Social Security number? (Employees)

Add a Social Security number to an employee's record.

Adding a Social Security number

1. Open Connect Payroll > Employees > Modify Existing Employees.
2. Look up an employee.
3. On the Employee tab, use the Social Security Number box to enter the employee's Social Security number.

The screenshot shows the 'Employee' tab in the Connect Payroll system. The form is for an employee with the following details:

- Employee number: 5
- Name: Smith, Jacob S
- Address line 1: 475 15th St
- City: Anycity
- State/Province: UT
- Zip/Postal code: 88888
- Country/Region:
- Telephone 1: (385) 555-3105
- Birth date: 12/11/1973
- Age: 46
- Gender: Male
- Social Security number: 555-88-3878 (highlighted with a red box and arrow)
- User: Jacob S Smith (JacobS)

Social Security number box

What if the employee's Social Security number begins with a zero? See the help topic titled How do I add a Social Security number that starts with zero?

4. Click Save  (CTRL+S).

The Social Security number is saved in the employee's record.

202011, 2020Oct16

What's the difference between fixing something in Government Reporting vs. Payroll?

When you're completing the Payroll Year-end Checklist, steps 1 to 5 involve making changes to the employee information in the Payroll database. Once you convert the employee tax information to the Government Reporting application, the tax information is copied to the W-2 Employees table. The changes that you make to the W-2 Employees table will not be copied into the employee record in the Payroll application. If you're working in step 6 and you find an error, you can choose one of two ways to fix it but the error will ultimately need to be corrected in both applications.

	I need to repeat steps in the Payroll Year-end Checklist	I need to copy fixes that I made in Government Reporting to Payroll
I updated the W-2 Employees table (Government Reporting)		✓
I updated the W-2 Employees table (Government Reporting)	✓	

After you convert year-end tax information, the W-2 information moves from Payroll to the Government Reporting application. Which means...

- Fixing something in the Government Reporting application allows you to shorten the number of steps required to create the actual W-2s. You will need to keep track of each fix so you can manually update the same information that you fixed the Government Reporting application in the Payroll application, too.
- Fixing something in the Payroll application means that you'll need to repeat some year-end steps. You won't have to manually update the same information in both applications.

What if my sample W-2s don't align with the actual W-2 Form?

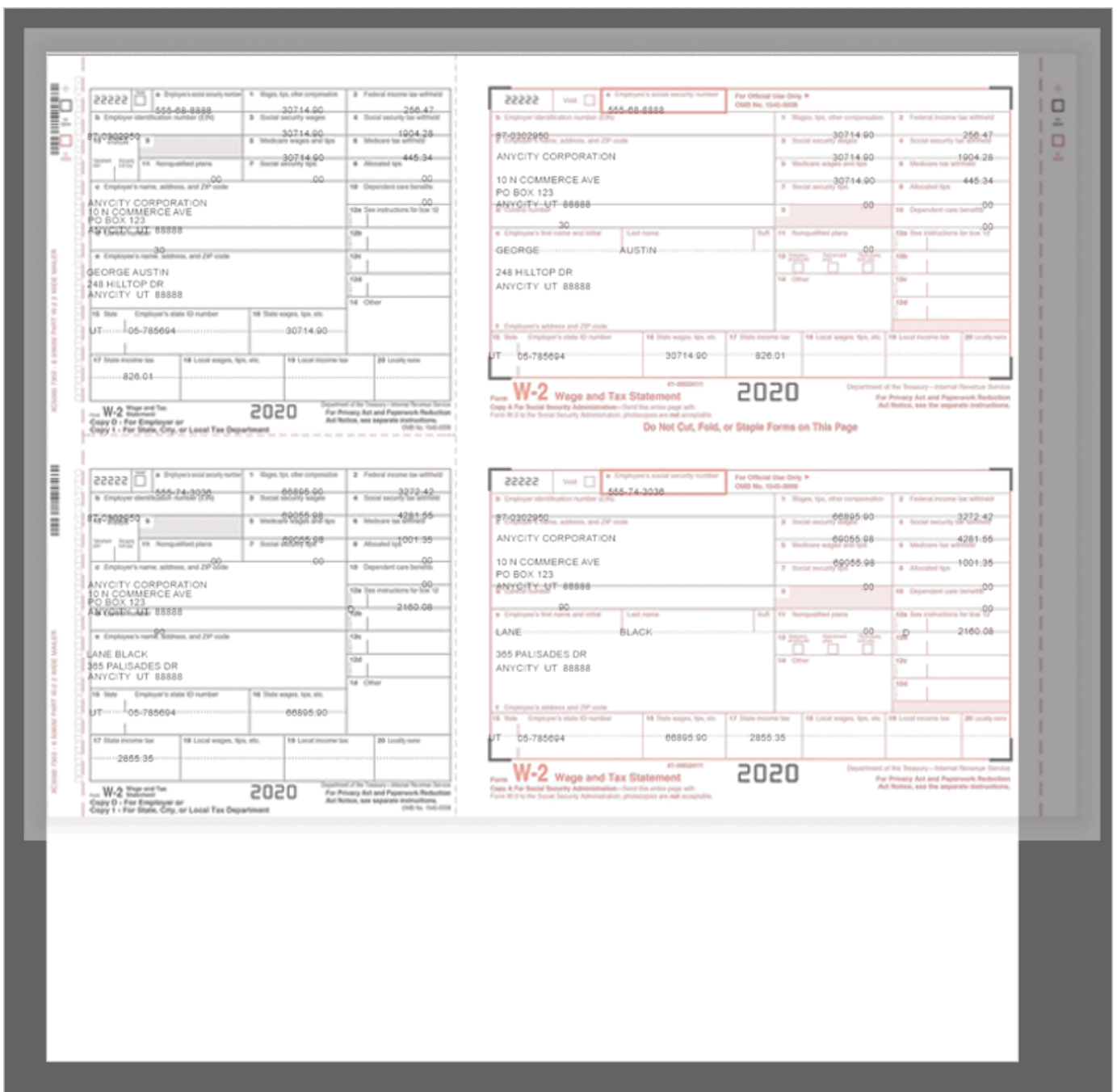
The W-2 information does not print in the right place on the form when you place a W-2 Form on top of a W-2 printed to plain paper. Follow these troubleshooting steps to fix the problem.

Are you using the right W-2 Form for the W-2 report?

When you print the W-2/W-3s report, you should select the report title that matches the W-2 Form that you will use to print the W-2s. For example, if your using the W-2 Form form layout for a double-wide mailer, then you would also want to select the report definition W-2 Double Wide when you set up the W-2/W-3s report. If the W-2 Form doesn't match the report definition, the W-2 information may print in the wrong place.

Is the W-2 information printing above or below the box?

This is a printer issue where the printer pulls the paper too early or too late. The printed information is centered from left to right in the box.

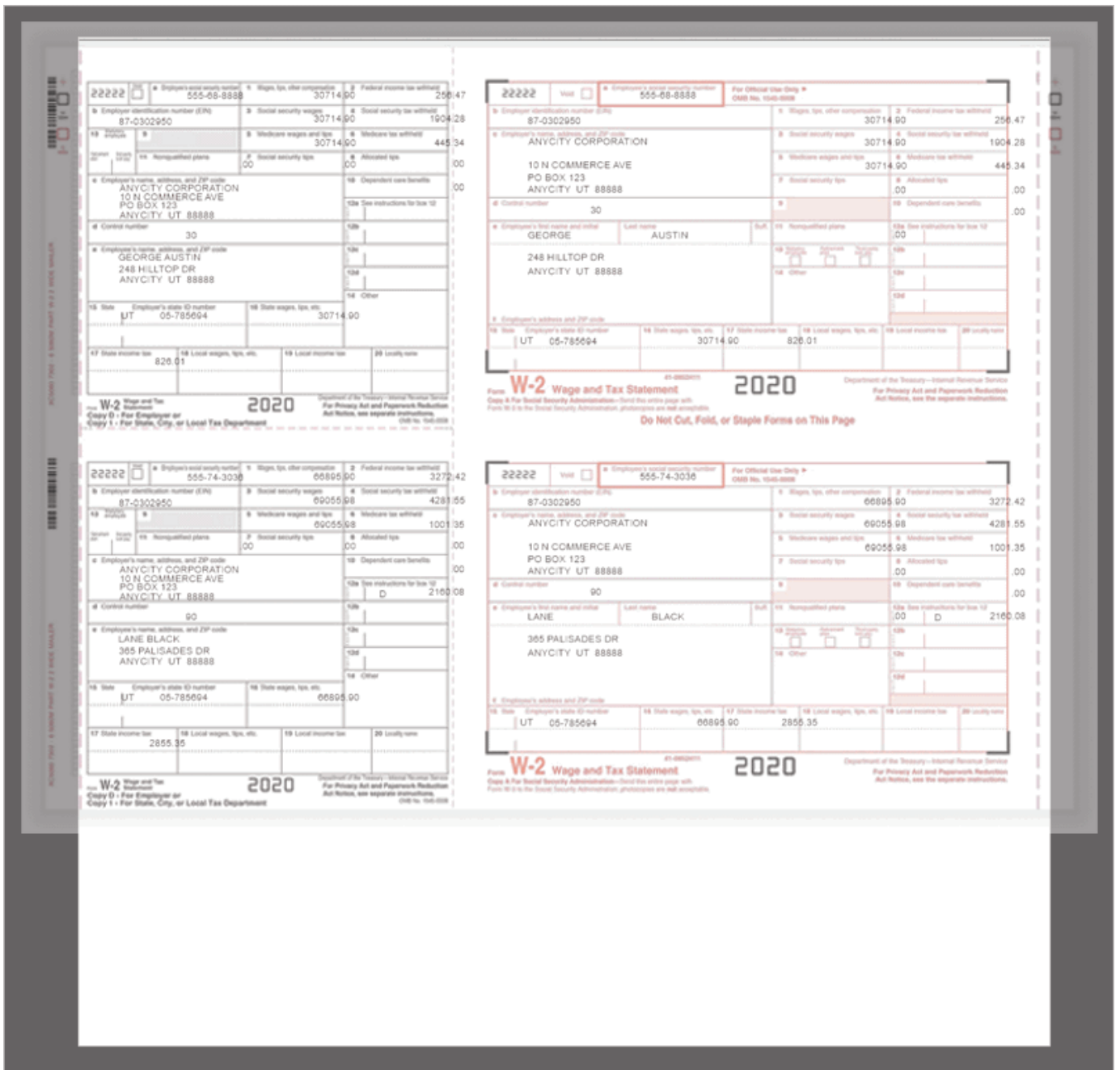


W-2 information prints below the box

- To fix text that prints below the box, use the Connect Print Settings tab or Windows Printers & Scanners to decrease the Top margin.
- To fix text that prints above the box, use the Connect Print Settings tab or Windows Printers & Scanners to increase the Top margin.

Is the W-2 information printing too far to the right or left of the box?

In this example, the W-2 information prints to the right of where it should print on the W-2 Form.



W-2 information prints to the right of the box

- To fix text that prints to the right of the box, use the Connect Print Settings tab or Windows Printers & Scanners to decrease the Left margin.
- To fix text that prints to the left of the box, use the Connect Print Settings tab or Windows Printers & Scanners to increase the Left margin.

If you need assistance, [contact customer support](#) for assistance at (800) 228-9851 or email us at support@caselle.com.

202111, 2021Sep08

How do I run Checkout for Payroll Year-end?

After you have performed the previous steps, run the Checkout to verify that there are no errors.

Videos

- [Running Checkout and troubleshooting common errors \(2m37s\)](#).

Important! If there are any errors on the Checkout report, contact customer support for assistance. Do NOT continue until the Checkout report is free of errors.

Running Checkout for Payroll Year-end

1. Open Connect Payroll > Organization > Checkout.

2. Run Checkout for ALL employees.

Casele Connect® Checkout

Employee Other

Selection criteria:

Column	Value
Employee.Employee number	All

< >

Checkout prior years

Employee Information

Check allocation percentages

Check for single active net pay code

Check for missing Social Security number

Verify monthly pay periods

Validate Workers Compensation pay code

Check for active primary position

Check for tax pay codes set to do not calculate

Find terminated employees that can be deleted

Find terminated employees with issues

Check for positive FICA, FWT, and SWT totals

Check for FWT and SWT amounts differing from the prior pay period by more than %

Check for different YTD employee and employer amounts for Social Security and Medicare

Verify Social Security calculation

Verify Medicare calculation

Verify Medicare Premium

Beginning date:

Ending date:

Selection Criteria - Selecting all employees

3. Verify the Beginning Date and Ending Date.

These dates should default to the payroll year being closed. The routine will scan and check data from the selected year.

Important! If these dates are incorrect, DO NOT change them because the dates in the Connect Payroll application are not correct. Call customer support at (800) 243-8275 for assistance immediately.

Selection criteria:

Column	Value
Employee.Employee number	All

Checkout prior years
 Employee Information
 Check allocation percentages
 Check for single active net pay code
 Check for missing Social Security number
 Verify monthly pay periods
 Validate Workers Compensation pay code
 Check for active primary position
 Check for tax pay codes set to do not calculate
 Find terminated employees that can be deleted
 Find terminated employees with issues
 Check for positive FICA, FWT, and SWT totals
 Check for FWT and SWT amounts differing from the prior pay period by more than 20.00 %
 Check for different YTD employee and employer amounts for Social Security and Medicare
 Verify Social Security calculation
 Verify Medicare calculation
 Verify Medicare Premium
 Beginning date: 01/01/YYYY
 Ending date: 12/31/YYYY

Beginning Date and Ending Date in Checkout

4. Click GO (CTRL+G).

The error report prints.

Here's a list of common Checkout errors:

- Employee is missing a Social Security number. Use Modify Existing Employees to add the employee's Social Security number.
- Maximum wage limit changed and amounts need to be recalculated. **Contact customer support** for assistance at (800) 243-8275 or email us at support@caselle.com.
- Deduction amount does not match the calculated amount. **Contact customer support** for assistance at (800) 243-8275 or email us at support@caselle.com.

Did the Checkout report list any errors?

- **Yes, there are errors on the Checkout report.** Fix the errors. If you need help, call customer support for assistance at (800) 243-8275. Do not continue until the Checkout report is error-free.
- **No, the Checkout report is error-free.** Great news! The pay codes are ready to go. You're ready for the next step.

IMPORTANT! If there are any errors on the Checkout report, contact Customer support for assistance at (801) 243-8275. Do NOT continue until the Checkout report is free of errors.

Updated 28Nov2018

How do I print quarterly reports for the 4th quarter?

Print the Quarterly reports required for your site for the fourth quarter; include Federal and State quarterly reports.

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.

This is a list of the Quarterly reports:

- FUTA Report
- State Combined Report
- Workers Compensation List
- Workers Compensation Report
- 941 Report
- SUTA Report
- SUTA Wage List
- SUTA Worksite Report

Printing quarterly reports

1. Open Connect Payroll > Reports > [Insert Report Name].

See the list of Quarterly reports, shown above.

2. Verify the quarterly Date Range for the selected report.

[How do I change the date range for quarterly reports?](#)

3. Click Print (Ctrl+P) to print the report.

4. Repeat these steps to print the next Quarterly reports.

The Quarterly reports print. Set the quarterly reports aside. You'll need them later.

30Nov2017

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. This is not a step in the Payroll Year-end Checklist. The instructions are here just in case you need them.

Combining multiple W-2s into a single W-2

1. Use the W-2 conversion report to find all employee numbers that belong to this employee.
2. 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 report.

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	459.16
			648.64	847.04	.00		
			10461.52	13661.52	.00	.00	.00
			161.68	198.08		.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	

Using the W-2 Conversion Report to combine totals

3. Open Connect Payroll > Government Reporting > W-2 Employees.
4. Use the Employee box to enter the employee number for the employee that you want to keep.

The screenshot shows the 'W-2 Employees' screen in Caselle Connect. The breadcrumb trail is 'Caselle Connect > Payroll > Government Reporting > W-2 Employees'. There are two tabs: 'W-2 Employees' (active) and another with a close button. Below the tabs is an 'Employee:' label followed by a text input field containing the placeholder text 'Enter employee name or number.'. Below the input field, the text 'Employee: 5 Smith, Jacob S' is displayed. At the bottom, there are three subtab buttons: 'Employee' (selected), 'Wage Information', 'Electronic Filing', and 'Notes'. A red arrow points to the 'Employee' subtab.

Employee box

5. On the Wage Information > General subtab, enter the new totals for the combined amounts into each of the W-2 boxes.

Employee	Wage Information	Electronic Filing	Notes
General	Coded Amounts	Other Descriptions	States Localities
Wages, tips, other compensation:	10,461.52		
Federal income tax withheld:	773.04		
Third party federal tax withheld:	.00		
Social Security wages:	10,461.52		
Social Security tax withheld:	648.64		
Medicare wages and tips:	10,461.52		
Medicare tax withheld:	161.68		
Social Security tips:	.00		
Allocated tips:	.00		
Dependent care benefits:	.00		
Nonqualified plans:	.00		

Original federal wage information

Here is the updated federal wage information.

Employee	Wage Information	Electronic Filing	Notes
General	Coded Amounts	Other Descriptions	States Localities
Wages, tips, other compensation:	13,661.52		
Federal income tax withheld:	773.04		
Third party federal tax withheld:	.00		
Social Security wages:	13,661.52		
Social Security tax withheld:	847.04		
Medicare wages and tips:	13,661.52		
Medicare tax withheld:	198.08		
Social Security tips:	.00		
Allocated tips:	.00		
Dependent care benefits:	.00		
Nonqualified plans:	.00		

Updated federal wage information

6. On the Wage Information tab > States subtab, enter the new totals for the combined amounts into each of the W-2 boxes.

Employee	Wage Information	Electronic Filing	Notes
General	Coded Amounts	Other Descriptions	States Localities
State	Wages	Income Tax	
UT	10,565.10	281.70	
State:	UT (Utah)		
Wages:	10,565.10		
Income tax:	281.70		

Original state wage information

Here is the updated state wage information.

Employee	Wage Information	Electronic Filing	Notes
General	Coded Amounts	Other Descriptions	States Localities
State	Wages	Income Tax	
UT	13,661.52	459.16	
State:	UT (Utah)		
Wages:	13,661.52		
Income tax:	459.16		

Updated state wage information

7. Click Save  (CTRL+S).

The updated W-2 wage information is saved. This is the wage information that will print on the W-2 Form.

8. Now display the employee record that you wish to discard for this employee.

9. Click Delete  (Ctrl+D).

The W-2s have been combined. When you're done combining W-2s, you'll need to re-verify the employee information, see the help topic titled [Step 4: Verify employee information](#).

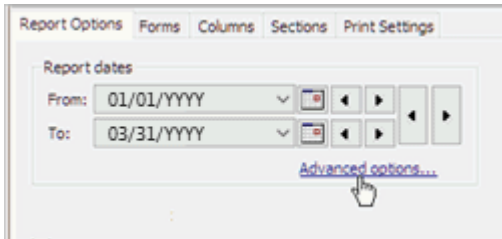
202011, 2020Oct15

How do I change the date range for quarterly reports?

Change the report date range to print a quarterly report.

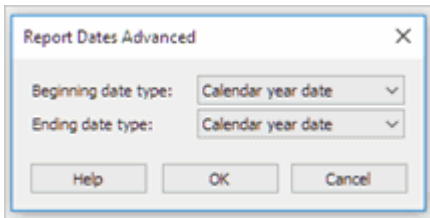
Changing the date range for quarterly reports

1. Click Advanced Options.



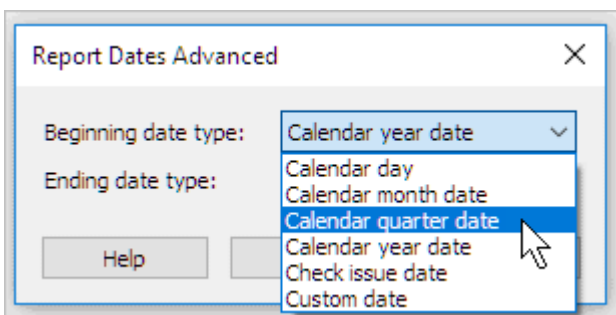
Advanced Options link in Report Dates

The Report Dates Advanced form displays.



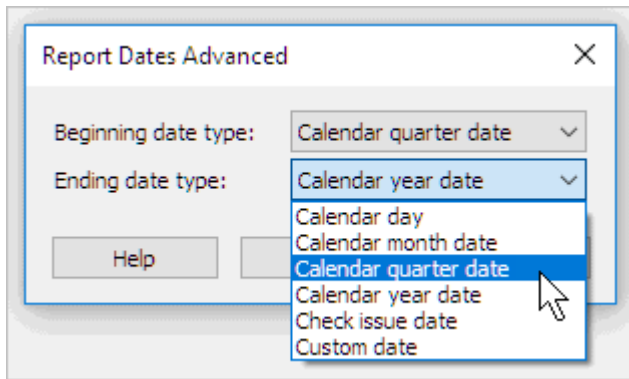
Report Dates Advanced form

2. Use the Beginning Date Type menu to select Calendar Quarter Date.



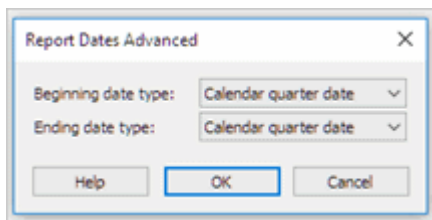
Calendar Quarter Date as the Beginning Date Type

3. Use the Ending Date Type menu to select Calendar Quarter Date.



Calendar Year Date as the Ending Date Type

The Beginning Date Type and Ending Date Type are set to Calendar Quarter Date.



Report Date Range is Calendar Quarter Date

4. Click OK.

The report date range will select a calendar year (01/01/YYYY to 12/31/YYYY).

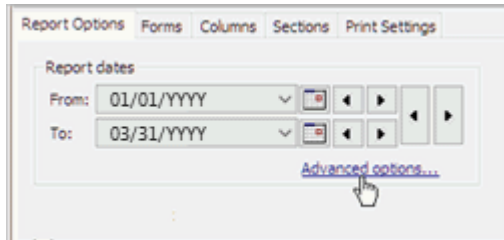
6Jan2018

How do I change the date range for annual reports?

Change the report date to print an annual report from the first day of the year to the last day (01/01/YYYY to 12/31/YYYY).

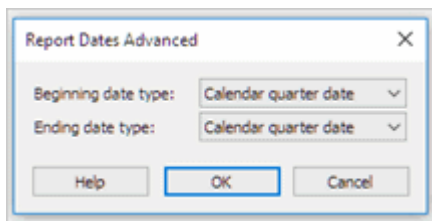
Changing the date range for annual reports

1. Click Advanced Options.



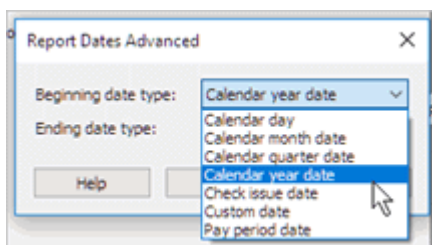
Advanced Options link in Report Dates

The Report Dates Advanced form displays.



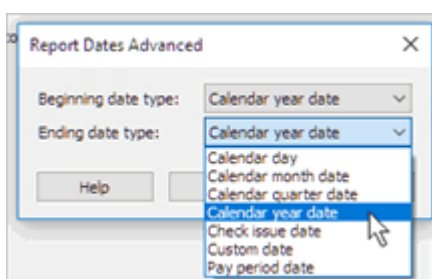
Report Dates Advanced form

2. Use the Beginning Date Type menu to select Calendar Year Date.



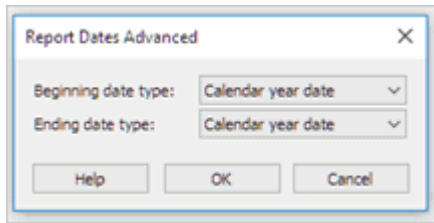
Calendar Quarter Date as Beginning Date Type

3. Use the Ending Date Type menu to select Calendar Year Date.



Calendar Quarter Date as Ending Date Type

The Beginning Date Type and Ending Date Type are set to Calendar Quarter Date.



Report Date Range is Calendar Year Date

4. Click OK.

The report date range will select a calendar quarter date.

16Jan2018

How do I verify electronic filing information? (Government Reporting)

If your organization is filing electronic W-2s, check the following settings in the Government Reporting application:

- W-2 contact information
- Preferred method of notification
- Preparer code
- Employer/Agent employer identification number (EIN)
- Employment code
- Kind of employer
- Third party pay

Verifying electronic W-2 settings

1. Open Connect Payroll > Government Reporting > Organization.

2. Click the Federal tab.

The screenshot shows the 'Caselle Connect' application window with the 'Payroll' > 'Government Reporting' > 'Organization' path. The 'Federal' tab is highlighted in yellow. Below the tabs, the 'Federal ID number' is set to '87-0302950'. There are also input fields for '1099 minimum amounts' for Miscellaneous, Interest, Dividend, Retirement, Real estate, and Government payments, all set to '.00'.

Federal tab in Government Reporting Organization

3. Click the Electronic Filing tab.

The screenshot shows the 'Caselle Connect' application window with the 'Payroll' > 'Government Reporting' > 'Organization' path. The 'Electronic Filing' tab is highlighted in yellow. The '1099 Contact information' section includes fields for Name (Silvia Foster), Phone ((385) 555-1122), Extension, Email (Anycity@ci.anycity.ut.us), and Fax ((385) 555-1222). The 'W-2 Contact information' section has identical fields. The 'SSA/RTN' field is empty. The 'Preferred method of problem notification' is set to a dropdown menu. The 'Preparer code' is 'L (Self-Prepared)'. The 'Agent indicator code' is a dropdown menu. The 'Employer/Agent employer identification number (EIN)' is empty. The 'Agent for EIN' is empty. The 'Employment code' is 'R (Regular (all others))'. The 'Tax jurisdiction code' is a dropdown menu. The 'Kind of employer' is 'S (State and Local Governmental Employer)'. The 'Third party' field is '.00'. There are checkboxes for 'Terminating business indicator' and 'Third party sick pay indicator', both of which are unchecked.

Electronic Filing tab

4. Verify the following information.

Connect will use this information to print W-2s and create the electronic W-2 file.

The screenshot shows the 'Organization' setup screen in Caselle Connect. The 'Electronic Filing' tab is selected, and the 'ACA' sub-tab is active. The form is divided into two main sections: '1099 Contact information' and 'W-2 Contact information'. Both sections have identical fields for Name, Phone, Email, and Fax. The 'W-2 Contact information' fields are highlighted in yellow. To the right, there are several dropdown menus and checkboxes for filing preferences: 'Preferred method of problem notification' (set to '1 (Email/Internet)'), 'Preparer code' (set to 'L (Self-Prepared)'), 'Agent indicator code' (empty), 'Employer/Agent employer identification number (EIN)' (empty), 'Agent for EIN' (empty), 'Employment code' (set to 'R (Regular (all others))'), 'Tax jurisdiction code' (empty), 'Kind of employer' (set to 'S (State and Local Governmental Employer)'), and 'Third party' (set to '.00'). There are also two unchecked checkboxes: 'Terminating business indicator' and 'Third party sick pay indicator'.

W-2 information in Government Reporting

W-2 Contact Information

Check the W-2 contact name, phone, email, and fax.

Preferred method of problem notification

Select your preferred method of communication.

Preparer code

If you are preparing W-2s for your organization, then select **L (Self-Prepared)**.

Employer/Agent employer identification number (EIN)

A nine-digit number, also known as the Federal Employer Identification Number or Federal Tax Identification Number, that's assigned by the Internal Revenue Service (IRS).

Agent for EIN

You can use the same number as the Employer/Agent Employer Identification Number (EIN).

Employment code

Usually **R (Regular (all others))**.

Kind of employer

Usually **S (State and Local Government Employer)**.

Third party

If your organization has third party pay, enter the amount paid by the third party in the **Third Party** box and then click to select the **Third Party Sick Pay Indicator** checkbox.

5. Click Save (CTRL+S).

How do I create an electronic W-2 file?

Create Electronic W-2s

Save W-2s to an electronic file. A *W-2 Form* is the form that an employer sends to the employee and the IRS at the end of the year. The W-2 Form reports the employee's annual wages and taxes withheld from the employee's paycheck. Use *Create Electronic W-2 File* to save the W-2 Forms in an electronic file, also known as *magnetic media*.

This routine will create two electronic W-2 files:

- **State Electronic W-2 File:** [filename].[UT].txt where [UT] is the 2-letter code for the state name.
- **Federal Electronic W-2 File:** [filename].txt

Depending on your state's W-2 requirements, you can submit electronic files for state, federal, or both state and federal.

What's new?

- **2022.02.** Updated the State box with U.S. states, U.S. territories, and Canadian Provinces.
- **2018.11.** (1) Changes to the IRS filing requirement for W-2 and 1099 forms. If W-2 forms plus 1099 forms is greater than 250, your organization needs to file W-2s, 1099s, and ACA electronically. (2) Added new Box 12 Code GG money field, *Income from Qualified Equity Grants Under Section 83(i)*, has been added to the RO (Employee Optional) Record in positions 122-132 and RU (Total Optional) Record in positions 160 -174. (3) Added Box 12 Code HH money field, *Aggregate Deferrals Under Section 83(i) Elections as of the Close of the Calendar Year*, has been added to the RO (Employee Optional) Record in positions 133 - 143 and RU (Total Optional) Record in positions 175 - 189.

Additional information

- [IRS Online Error Reference Material page](#)
- A BSO User ID and password is required by the SSA to send an electronic file. To register, go to <https://www.ssa.gov/bsa/services.htm>
- Any income tax withheld by a third party needs to be loaded in the Organization table.
- The Social Security Administration has free software available to test the magnetic media W-2 file. Go to www.socialsecurity.gov/employer/accuwage

States with Electronic W-2 File Formats

These states have an electronic W-2 file format in Connect. To request an electronic W-2 file format for your state, contact customer service at (800) 243-8275.

- Alabama
- Arizona
- Arkansas
- Colorado

- Georgia
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Louisiana
- Massachusetts
- Michigan
- Minnesota
- Missouri
- Nebraska
- New Mexico
- North Carolina
- Ohio (updated on 31Jan2018) (2018.08 or later include an updated format)
- Oklahoma
- Oregon
- Pennsylvania
- Utah
- Wisconsin

These states do not submit W-2 information:

- Alaska
- California
- Nevada
- South Dakota
- Tennessee
- Texas
- Washington
- Wyoming

Updated 23Mar2018

Creating an electronic W-2 file

1. Open Connect Payroll > Government Reporting > Create Electronic W-2 File.


Income tax withheld by a third party... If income tax is withheld by a third party, you will need to save the third party income tax on the Electronic Filing settings in Government Reporting Organization. See the help topic titled How do I enter income tax withheld by a third party for electronic W-2s? (Government Reporting)

2. Use the Tax Year menu to select the tax year to include in the electronic file.

Caselle Connect® > Payroll > Government Reporting > Create Electronic W-2 File

Caselle Connect® Create Electronic W-2 File

Any income tax withheld by a third party must be loaded in the W-2 and 1099 Reporting Organization table.
To test the electronic W-2 file, download the free software from the Social Security Administration at <http://www.socialsecurity.gov/employer/accuware>.

Tax year: **YYYY** 

File path: D:\electronic files

File name: AnycityCorporationYYYYW2s

BSO User ID: *****

Resubmission:
Resubmission WFID:

Transmission type: Original

Correction title:

Print: No report

Tax Year in Create Electronic W-2 File

3. Use the File Path box to enter the drive and directory.


This is the location where the electronic file will be created and saved.

Caselle Connect® > Payroll > Government Reporting > Create Electronic W-2 File

Caselle Connect® Create Electronic W-2 File

Any income tax withheld by a third party must be loaded in the W-2 and 1099 Reporting Organization table.
To test the electronic W-2 file, download the free software from the Social Security Administration at <http://www.socialsecurity.gov/employer/accuware>.

Tax year: YYYY

File path: **D:\electronic files** 

File name: AnycityCorporationYYYYW2s

BSO User ID: *****

Resubmission:
Resubmission WFID:

Transmission type: Original

Correction title:

Print: No report

File Path in Create Electronic W-2 File

4. Use the File Name box to enter the file name of the electronic W-2 file.

This name will be assigned to the electronic file.

Important!

- Review the YYYY in the file name matches the year being filed. If you changed the tax year to 2022, you may also need to change the YYYY to the tax year being filed. You can change the file name when you set up the electronic file or you can change the file name of the electronic file after it has been created on your computer. We recommend changing the file name before you submit the electronic file to the IRS.

- Follow the naming guidelines outlined by the state entity that will receive the electronic W-2 file for submitting an electronic W-2 file.

Caselle Connect® > Payroll > Government Reporting > Create Electronic W-2 File

Caselle Connect® Create Electronic W-2 File

Any income tax withheld by a third party must be loaded in the W-2 and 1099 Reporting Organization table.
To test the electronic W-2 file, download the free software from the Social Security Administration at <http://www.socialsecurity.gov/employer/accuware>.

Tax year:

File path:

File name:

BSO User ID:

Resubmission
Resubmission WFID:

Transmission type:

Correction title:

Print:

File Name in Create Electronic W-2 File

5. Click to select the field titled Authorized BSO User ID.

Employers must register with the Social Security Administration to get a BSO (Business Services Online) User ID and password. To register, go to <https://www.ssa.gov/bso/services.htm>

Caselle Connect® > Payroll > Government Reporting > Create Electronic W-2 File

Caselle Connect® Create Electronic W-2 File

Any income tax withheld by a third party must be loaded in the W-2 and 1099 Reporting Organization table.
To test the electronic W-2 file, download the free software from the Social Security Administration at <http://www.socialsecurity.gov/employer/accuware>.

Tax year:

File path:

File name:

BSO User ID:

Resubmission
Resubmission WFID:

Transmission type:

Correction title:

Print:

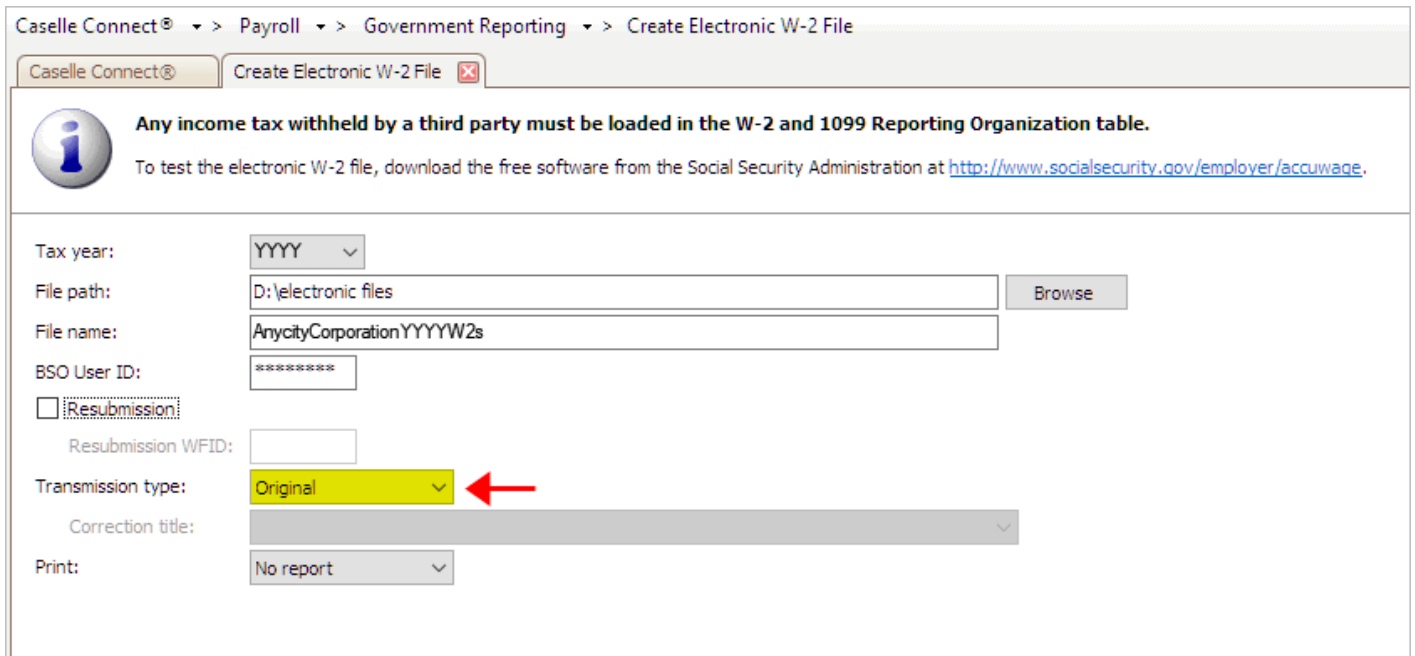
BSO User ID in Create Electronic W-2 File

Note: The SSA will not deactivate BSO User ID after 365 days of non-use. Passwords will expire after 90 days.

6. Do not select the Resubmission checkbox.

7. Use the Transmission Type menu to select Original.

This flags the electronic file as the initial electronic file.



Caselle Connect® > Payroll > Government Reporting > Create Electronic W-2 File

Caselle Connect® Create Electronic W-2 File

Any income tax withheld by a third party must be loaded in the W-2 and 1099 Reporting Organization table.
To test the electronic W-2 file, download the free software from the Social Security Administration at <http://www.socialsecurity.gov/employer/accuware>.

Tax year: YYYY


File path: D:\electronic files

File name: AnycityCorporationYYYYW2s

BSO User ID: *****

Resubmission

Resubmission WFID:

Transmission type: Original 

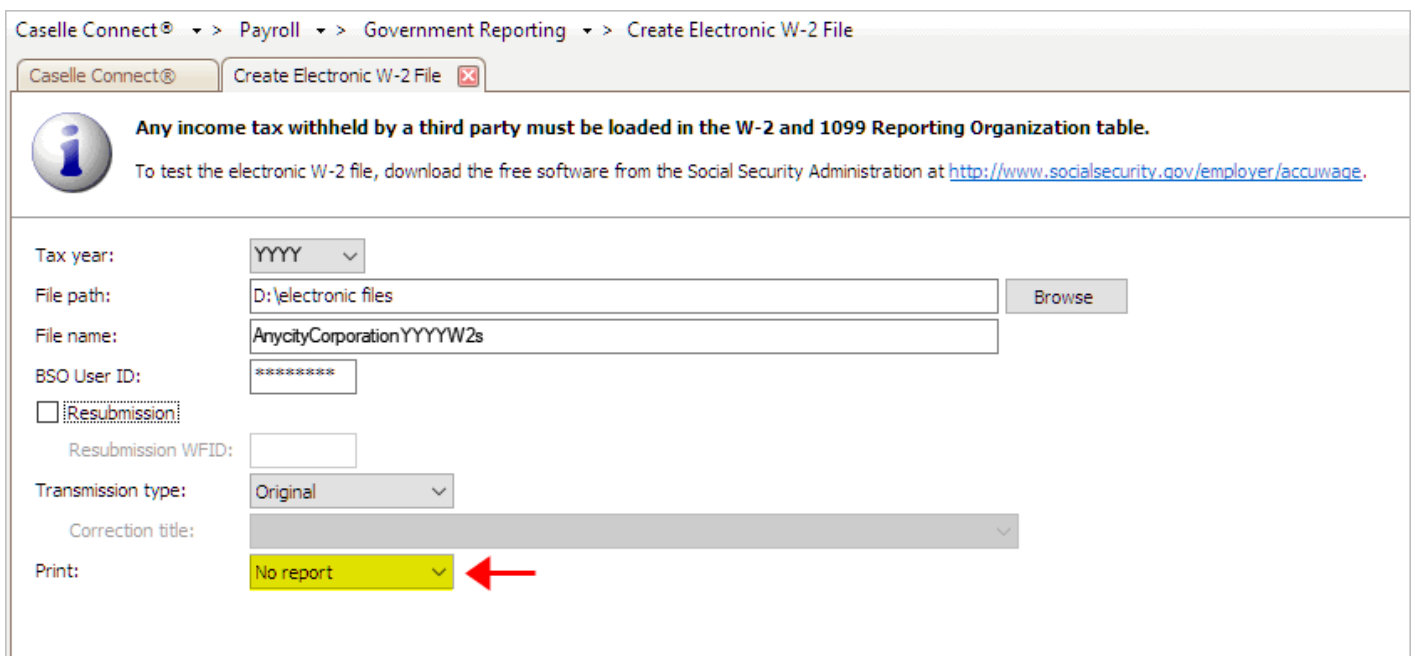
Correction title:

Print: No report

Transmission Type is Original

8. Use the Include menu to select *No Report* or *Report*.

Using *No Report* to create the electronic file. While using *Report* will create the electronic file AND print a report of the contents of the electronic file.



Caselle Connect® > Payroll > Government Reporting > Create Electronic W-2 File

Caselle Connect® Create Electronic W-2 File

Any income tax withheld by a third party must be loaded in the W-2 and 1099 Reporting Organization table.
To test the electronic W-2 file, download the free software from the Social Security Administration at <http://www.socialsecurity.gov/employer/accuware>.

Tax year: YYYY

File path: D:\electronic files

File name: AnycityCorporationYYYYW2s


BSO User ID: *****

Resubmission

Resubmission WFID:

Transmission type: Original

Correction title:

Print: No report 

Print is No Report

9. Click GO (CTRL+G).

Connect saves the original electronic W-2 file to the selected destination.

2019Nov27

Using AccuWage to check W-2 Forms for correctness

You can use the AccuWage application to test the electronic W-2 file. AccuWage is a free application from ssa.gov that you can use to check W-2s before you upload them.

Do this...

1. Download the AccuWage application from the ssa.gov/employer/accuwageint website.
2. Follow the instructions on the AccuWage application to test your electronic W-2 file.

Did AccuWage load your electronic W-2 file?

- **Yes, my electronic W-2 file loaded.** Wonderful! Your electronic W-2 file is ready to submit to the IRS.
- **No, my electronic W-2 file did not load.** Contact customer support at 801.246.8275 or log into Caselle Incident Management System (www.caselle.com/client-login).

Creating the electronic W-2 file detail report

1. Open Connect Payroll > Government Reporting > Create Electronic W-2 File.
2. Click to select the field titled Tax Year, and then enter the tax year to include in the electronic file.
3. Click to select the field titled File Name.
4. Enter the file name of the electronic W-2 file.
5. Click to select the field titled Authorized Employee's PIN.
6. Enter the personal identification number (PIN) assigned to the employee by the Social Security Association (SSA).
7. Use the Include menu to select Detail Report.
8. Click to select the checkbox to include the federal wage/tax information, other federal information (W-2 codes), state information, and U.S. territories.
 - Include federal wage/tax information: Use this option to include the federal wage/tax information found in the RW record.
 - Include other federal information (W-2) codes: Use this option to include the W-2 code disbursements in the report (Codes J, K, L, and P are not reported in the electronic file).
 - Include state information: Include state and local information found in the RS record.
 - Include U.S. territories: Include Puerto Rico, Virgin Islands, American Samoa, Guam, and Northern Mariana information found in the RO record.
9. Click GO (CTRL+G).

Connect saves the electronic W-2 file with the employee information, W-2 totals, and the selected additional information.

Creating the electronic W-2 file totals only report

1. Open **Connect Payroll > Government Reporting > Create Electronic W-2 File**.
2. Click to select the field titled **Tax Year**, and then enter the tax year to include in the electronic file.
3. Click to select the field titled **File Name**.
4. Enter the file name of the electronic W-2 file.
5. Click to select the field titled **Authorized Employee's PIN**.
6. Enter the personal identification number (PIN) assigned to the employee by the Social Security Association (SSA).
7. Use the **Include** menu to select **Totals Only Report**.

Connect saves the electronic W-2 file with the employee information and W-2 totals.

How do I add state-specific information for filing W-2s online? (Government Reporting)

If you're filing electronic W-2s for a state that requires additional information, you'll need to add the state-specific information to the Government Reporting application.

States that need state-specific information for filing electronic W-2s:

- Idaho (ID)
- Indiana (IN)
- Iowa (IA)
- Kansas (KS)
- Louisiana (LA)

Adding state-specific information for filing electronic W-2s

1. Open Connect Payroll > Government Reporting > Organization.

2. Click the States tab.

The screenshot shows the 'Caselle Connect' application with the navigation path: Payroll > Government Reporting > Organization. The 'States' tab is selected and highlighted in yellow. A table lists state abbreviations and identification numbers, with 'UT' and '56-7458126' visible. A red arrow points to the 'Identification Number' column. To the right, the 'Electronic Filing' sub-tab is active, showing 'State: UT (Utah)' and 'ID number: 56-7458126'.

States tab in Government Reporting Organization

3. Click the Electronic Filing tab.

The screenshot shows the same application with the 'Electronic Filing' sub-tab selected and highlighted in yellow. A red arrow points to this sub-tab. Below the sub-tab, there are tabs for 'Idaho', 'Indiana', 'Iowa', 'Kansas', and 'Louisiana'. The 'Idaho' tab is active, displaying various filing details: 'Filing cycle: M (Monthly)', 'Total withholding payments made: .00', 'Split monthly filer (cycle B only): .00', 'Calendar year payments (cycle B only): .00', 'Penalty on balance due: .00', 'Interest on balance due: .00', 'Fed/State combined 1099 participant: 0 (No)', and 'Penalty for late filing: .00'.

Electronic Filing tab

4. Click Add a New State.

Caselle Connect® > Payroll > Government Reporting > Organization

Organization

General Federal States Localities Passwords Tracking User-Defined Notes

State Abbreviation	Identification Number
UT	56-7458126

Electronic Filing

Add a new state Iowa Kansas Louisiana

Filing cycle: M (Monthly)

Total withholding payments made: .00

Split monthly filer (cycle B only): .00

Calendar year payments (cycle B only): .00

Penalty on balance due: .00

Interest on balance due: .00

Fed/State combined 1099 participant: 0 (No)

Add a New State button

5. Use the State dialog box to select a state for filing electronic W-2s and then click OK.

State

State: AK

Help OK Cancel

State dialog box

The state is added to the Electronic Filing list.

Caselle Connect® > Payroll > Government Reporting > Organization

Organization

General Federal States Localities Passwords Tracking User-Defined Notes

State Abbreviation	Identification Number
UT	56-7458126
AK	

Electronic Filing

Idaho Indiana Iowa Kansas Louisiana

Filing cycle: M (Monthly)

Total withholding payments made: .00

Split monthly filer (cycle B only): .00

Calendar year payments (cycle B only): .00

Penalty on balance due: .00

Interest on balance due: .00

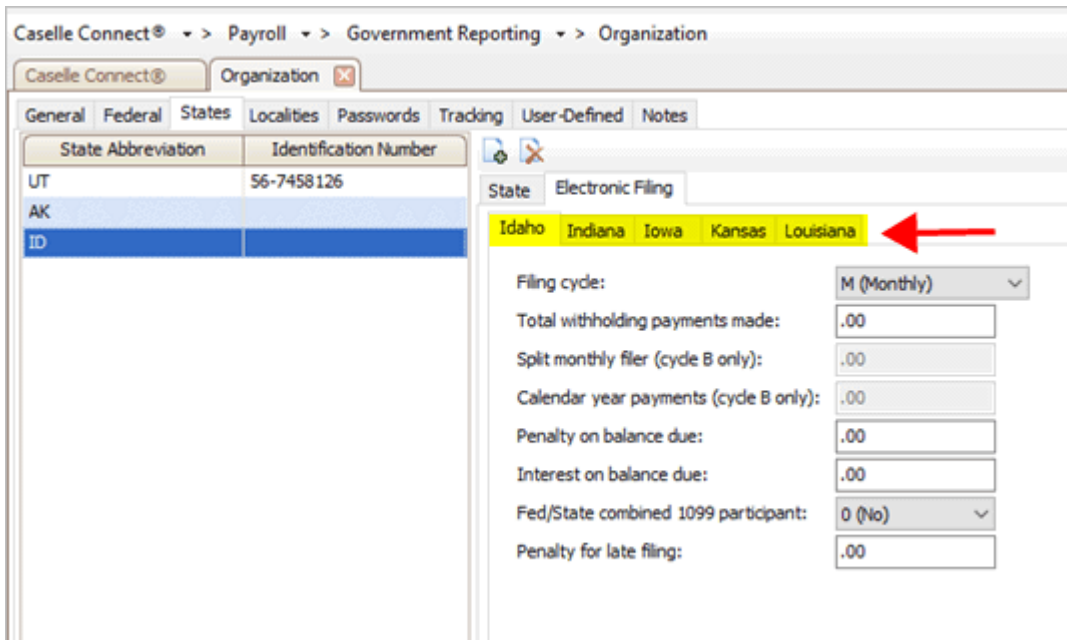
Fed/State combined 1099 participant: 0 (No)

Penalty for late filing: .00

Electronic Filing list

6. If you added Idaho (ID), Indiana (IN), Iowa (IA), Kansas (KS), or Louisiana (LA), click on the tab with the state name and fill in the requested information.

These states need additional state-specific information to file electronic W-2s.



States that need additional information for electronic filing

7. Click Save (CTRL+S).

The state-specific fields are set up to file electronic W-2s.

2019.11, 2019Nov26

How do I review leave pay codes? (Employees)

If the Adjust Carryover Hours Report shows the wrong leave balance for an employee, follow these steps to troubleshoot the issue.

You need to find out if

- the correct leave pay codes are assigned to the employee, and
- the leave pay code is set up correctly.

Reviewing leave pay codes on an employee

1. Open Connect Payroll > Employees > Modify Existing Employees.
2. Look up the employee name or number and then press Enter.
3. Click to select the Pay Codes tab.
4. Look up the leave pay codes on the employee record and verify the (1) correct leave pay code is assigned to the employee and...

Caselle Connect® > Payroll > Employees > Modify Existing Employees

Caselle Connect® Modify Existing Employees


Employee: Employee

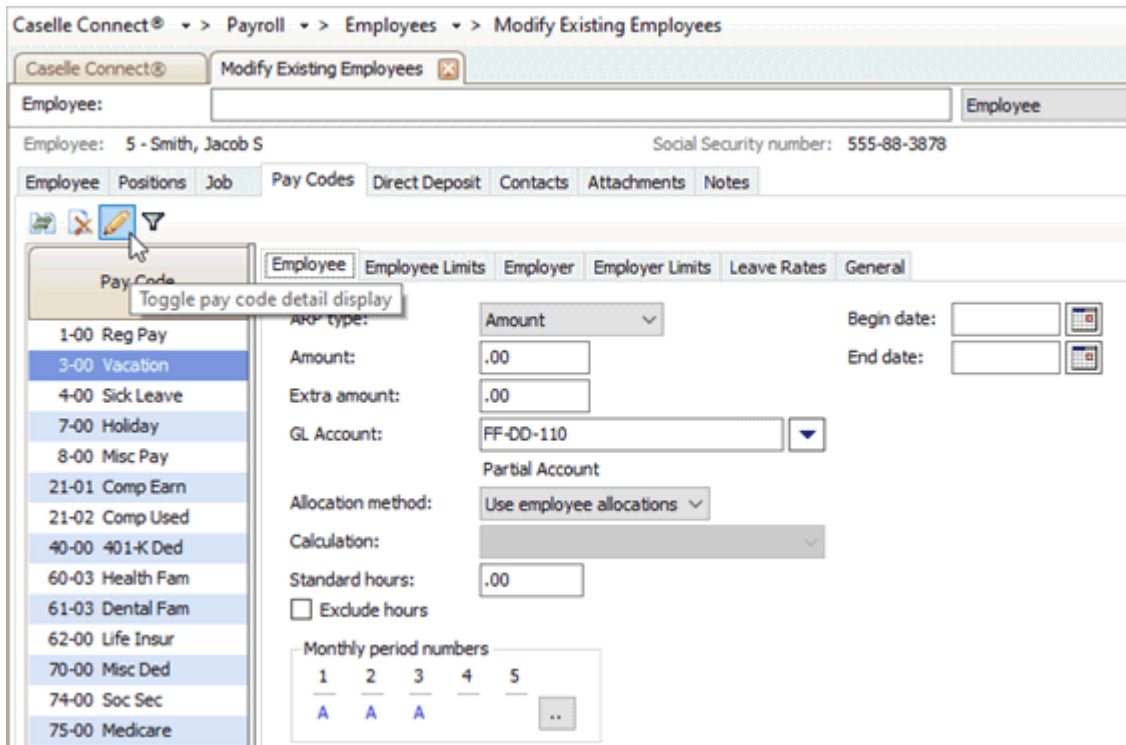
Employee: 5 - Smith, Jacob S Social Security number: 555-88-3878

Employee Positions Job Pay Codes Direct Deposit Contacts Attachments Notes

Pay Code		Employee ARP		Employee Pay Period Amt/Rate	Monthly Pay Periods 1-5	Employer ARP		Employer Pay Period Amt/Rate	Monthly Pay Periods 1-5
1-00 Reg Pay	GR	100.0000	%A	4053.8462	A A A	.0000		.0000	
3-00 Vacation	GR	.0000	\$A	.0000	A A A	.0000		.0000	301
4-00 Sick Leave	GR	.0000	\$A	.0000	A A A	.0000		.0000	401
7-00 Holiday	GR	.0000	\$A	.0000	A A A	.0000		.0000	701
8-00 Misc Pay	GM	.0000	\$A	.0000	A A A	.0000		.0000	
21-01 Comp Earn	GO	.0000	\$A	.0000	A A A	.0000		.0000	
21-02 Comp Used	GR	.0000	\$A	.0000	A A A	.0000		.0000	901
40-00 401-K Ded	D	-5.0000	%A	-202.6923	A A A	3.0000	%A	121.6154	A A A
60-03 Health Fam	D B	-150.0000	\$A	-150.0000	A A	1200.0000	\$A	1200.0000	A
61-03 Dental Fam	D	-12.5000	\$A	-12.5000	A A	50.0000	\$A	50.0000	A
62-00 Life Insur	D	-21.0000	\$A	-21.0000	A A	3.0000	\$A	3.0000	A A
70-00 Misc Ded	D B	.0000	\$A	.0000	A A A	.0000		.0000	
74-00 Soc Sec	SS	-6.2000	%A	-251.3385	A A A A A	6.2000	%A	251.3385	A A A A A
75-00 Medicare	MD	-1.4500	%A	-58.7808	A A A A A	1.4500	%A	58.7808	A A A A A

Employee's leave pay codes in Modify Existing Employees

...the (2) leave pay code settings are correct. To view the employee pay code detail, click **Toggle Pay Code Detail Display** .



Employee pay code detail view in Modify Existing Employees

202011, 2020Oct15

How do I review leave pay codes? (Pay Codes)

Review the pay code settings if the Carryover Leave Hours report is incorrect and the error is on a pay code.

Reviewing leave pay codes in the Pay Codes table

1. Open Connect Payroll > Organization > Pay Codes.

2. Look up a leave pay code.

If you're not sure which pay code is causing the problem, the Carryover Leave Hours Report will list the pay codes that your organization is using to calculate leave.

The screenshot shows the 'Pay Codes' table in the Connect Payroll system. The table has columns for 'Pay Code', 'Employee', 'Employer', 'Leave Rates', 'W-2/1099', and 'Notes'. The first row is selected, showing '3-00 Vacation Pay'. Below the table, the details for this pay code are displayed:

- Pay code: 3
- Sub code: 00
- Title: Vacation Pay
- Abbreviated title: Vacation
- Type: Gross Regular
- State: (dropdown menu)
- Identification number: (text field)
- Calculation order: 2 [Modify calculation order](#)
- Add on new employee
- Allow employee options
- Allow employer options
- Allow payout payments
- Use as summarization pay code

Organization > Pay Codes showing 3-00 Vacation Pay

3. Review the leave pay code settings, check the

- employee settings,
- employer settings, and
- leave rate settings.

How do I update calculations?

Run this routine to update federal and state changes to calculations, calculation formulas, and calculation tables (rates and modifiers). This routine is part of the Payroll Year-End Checklist; however, you can run this routine at any time to update federal and state calculations.

In Connect 2019.08 or earlier, updating the federal and state formulas and calculation tables meant entering the new amounts and rates by hand. In Connect 2019.11 or later, you can update the federal and state formulas and calculations tables for the new payroll year by downloading the update and then running Update Calculations to install it.

Why is this important?

Payroll uses Calculations (Organization > Calculations) to link together the calculation formula, calculation table, and pay code type. Like this...

Calculation = Calculation Formula + Calculation Table + Pay Code Type

To complete the Payroll Year-end Checklist, you will need to update the formulas, rates, and modifiers for the next payroll year.

Videos

- Watch the 2019.11 release webinar to learn more about *Update Calculations*. [Watch a video \(5m08s\)](#)

Why can't I click on the Update Calculations link?

Update Calculations is a new routine to Payroll. When you install version 2019.11, the Update Calculations link on the Organization menu in Payroll will not be available. To use the *Update Calculations* routine, an IT admin or System admin will need to grant user rights to the user who will be running the Update Calculations routine. To learn more, see the help topic titled [How do I assign user rights?](#)

How will I know when I need to update calculations?

You'll receive an email from Connect when there's a new calculation, calculation formula, or tax table for your state.

Before you get started

- Before proceeding, back up the current files. Always make a backup of the database BEFORE running routines that modify or delete transactions. See the help topic titled [How do I back up the database?](#)

Updating federal and state calculations, calculation formulas, and tax tables

Replace or add the latest federal and state calculations, calculation formulas, and tax tables in the Payroll application.

Do this...

1. Open Connect Payroll > Organization > Update Calculations.

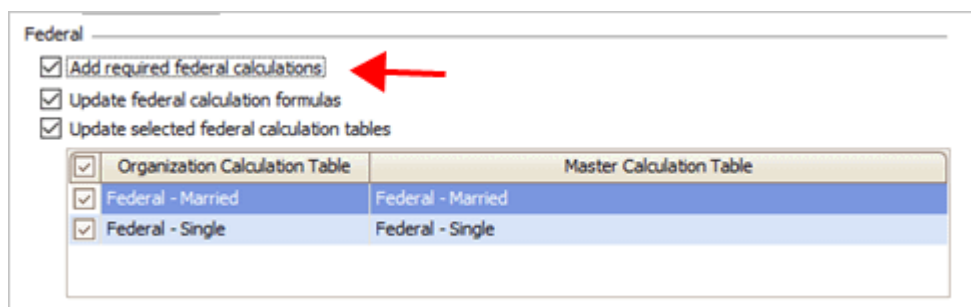
Before proceeding, back up the current files. Always make a backup of the database BEFORE running routines that modify or delete transactions. See the help topic titled [How do I back up the Payroll database?](#)

2. Set up the Federal section.

The options in the Federal section will update the Federal calculations, calculation formulas, and tax tables.

Click to select the Add Required Federal Calculations checkbox.

This option will check the *Married - Federal Withholding* and *Single - Federal Withholding* calculations. If a calculation is missing from the Calculations table (Organization > Calculations), Connect will add the missing calculation.



Federal

Add required federal calculations

Update federal calculation formulas

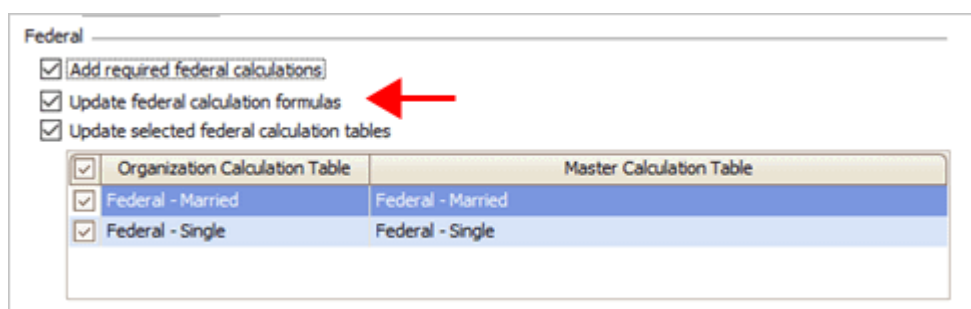
Update selected federal calculation tables

Organization Calculation Table	Master Calculation Table
<input checked="" type="checkbox"/> Federal - Married	Federal - Married
<input checked="" type="checkbox"/> Federal - Single	Federal - Single

Add required federal calculations checkbox

Click to select the Update Federal Calculation Formulas checkbox.

This option will download the *Federal withholding* calculation for the new payroll year. The Federal withholding calculation determines how much money to withhold from an employee's payroll check based on the employee's wages, exemptions, and modifiers.



Federal

Add required federal calculations

Update federal calculation formulas

Update selected federal calculation tables

Organization Calculation Table	Master Calculation Table
<input checked="" type="checkbox"/> Federal - Married	Federal - Married
<input checked="" type="checkbox"/> Federal - Single	Federal - Single

Update federal calculation formulas checkbox

Click to select the Update Selected Federal Calculation Tables checkbox.

This option will download the *Federal - Single* and *Federal - Married* withholding tax rates for the new payroll year. The tax tables define the tax amount and tax rate based on the employee's taxable wages.



Federal

Add required federal calculations

Update federal calculation formulas

Update selected federal calculation tables

Organization Calculation Table	Master Calculation Table
<input checked="" type="checkbox"/> Federal - Married	Federal - Married
<input checked="" type="checkbox"/> Federal - Single	Federal - Single

Update selected federal calculation tables checkbox

Next, use the table to select the checkboxes next to **Federal - Married** and **Federal - Single**.

The calculation tables that are saved in the Payroll application may be saved with a different name than the name that's saved on the master calculation. You can use the column titled *Organization Calculation Table* to see the name that's assigned to the calculation table in the Payroll application. The column titled *Master Calculation Table* will show you the name of the calculation table that will be saved when you run this routine.

Organization Calculation Table	Master Calculation Table
<input checked="" type="checkbox"/> Federal - Married	Federal - Married
<input checked="" type="checkbox"/> Federal - Single	Federal - Single

Organization and master calculation table

Note: If the master calculation has a different name from the calculation table that's already saved in the Payroll application, after you run this routine there will be two records for Federal - Married and Federal - Single stored in Organization > Calculation Formulas. Make sure that you have selected Add Required Federal Calculations to make sure the Federal calculation uses the correct calculation formula.

5. Set up the State section.

These options will update the state calculations, calculation formulas, and tax tables.

Use the State list to select a state.

The list will only show the states that are set up in the States table in Payroll. If you're updating more than one state, you'll need to run this routine once for each state.

Organization Calculation Table	Master Calculation Table
<input checked="" type="checkbox"/> UT Married	
<input checked="" type="checkbox"/> UT Single	

State

Click to select the Add Required State Calculations checkbox.

This option will check the state calculations that are saved in the Payroll application. If a calculation is missing from the Calculations table (Organization > Calculations), Connect will add the missing calculation.

Add required state calculations checkbox

Click to select the Update Sate Calculation Formulas checkbox.

This option will download the state *withholding* calculation for the new payroll year. The state withholding calculation determines how much money to withhold from an employee's payroll check based on the employee's wages, exemptions, and modifiers.

State: UT Utah

Add required state calculations

Update state calculation formulas

Update selected state calculation tables

Organization Calculation Table	Master Calculation Table
<input checked="" type="checkbox"/> UT Married	
<input checked="" type="checkbox"/> UT Single	

Update state calculation formulas checkbox

Click to select the Update Selected State Calculation Tables checkbox.

This option will download the withholding tax rates for the new payroll year. The tax tables define the tax amount and tax rate based on the employee's taxable wages.

State: UT Utah

Add required state calculations

Update state calculation formulas

Update selected state calculation tables

Organization Calculation Table	Master Calculation Table
<input checked="" type="checkbox"/> UT Married	
<input checked="" type="checkbox"/> UT Single	

Update selected state calculation tables checkbox

Next, use the table to select the checkboxes next to the state's calculation table.

The calculation tables that are saved in the Payroll application may be saved with a different name than the name that's saved on the master calculation. You can use the column titled *Organization Calculation Table* to see the name that's assigned to the calculation table in the Payroll application. The column titled *Master Calculation Table* will show you the name of the calculation table that will be saved when you run this routine.

State: UT Utah

Add required state calculations

Update state calculation formulas

Update selected state calculation tables

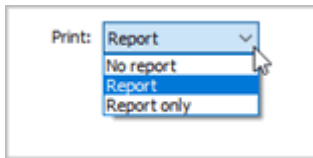
Organization Calculation Table	Master Calculation Table
<input checked="" type="checkbox"/> UT Married	
<input checked="" type="checkbox"/> UT Single	

Organization and master calculation table

Note: If the master calculation has a different name from the calculation table that's already saved in the Payroll application, after you run this routine there will be separate records for the state stored in Organization > Calculation Formulas. Make sure that you have selected Add Required Federal Calculations to make sure the state calculation is updated so Payroll will use the correct calculation formula.

6. Select the print output.

You can create transactions, print a report, or create transactions and print a report.



Print menu

What do you want to do?

- **I want to create transactions without printing a report.** Select No Report from the Print menu.
- **I want to print a report without creating transactions.** Select Report Only from the Print menu.
- **I want to create transactions AND print a report.** Select Report from the Print menu.

7. Click GO (CTRL+G).

The latest federal and state calculations are updated.

2019.11, 2019Nov08

Updating federal withholding tax calculations

Follow these instructions to update the federal withholding tax calculations without updating the state withholding tax calculations.

Do this...

1. Open Connect Payroll > Organization > Update Calculations.

Before proceeding, back up the current files. Always make a backup of the database BEFORE running routines that modify or delete transactions. See the help topic titled [How do I back up the Payroll database?](#)

2. Set up the Federal section.

The options in the Federal section will update the Federal calculations, calculation formulas, and tax tables.

Click to select the Add Required Federal Calculations checkbox.

This option will check the *Married - Federal Withholding* and *Single - Federal Withholding* calculations. If a calculation is missing from the Calculations table (Organization > Calculations), Connect will add the missing calculation.



Add required federal calculations checkbox

Click to select the Update Federal Calculation Formulas checkbox.

This option will download the *Federal withholding* calculation for the new payroll year. The Federal withholding calculation determines how much money to withhold from an employee's payroll check based on the employee's wages, exemptions, and modifiers.

Federal

Add required federal calculations

Update federal calculation formulas

Update selected federal calculation tables

<input checked="" type="checkbox"/> Organization Calculation Table	Master Calculation Table
<input checked="" type="checkbox"/> Federal - Married	Federal - Married
<input checked="" type="checkbox"/> Federal - Single	Federal - Single

Update federal calculation formulas checkbox

Click to select the Update Selected Federal Calculation Tables checkbox.

This option will download the *Federal - Single* and *Federal - Married* withholding tax rates for the new payroll year. The tax tables define the tax amount and tax rate based on the employee's taxable wages.

Federal

Add required federal calculations

Update federal calculation formulas

Update selected federal calculation tables

<input checked="" type="checkbox"/> Organization Calculation Table	Master Calculation Table
<input checked="" type="checkbox"/> Federal - Married	Federal - Married
<input checked="" type="checkbox"/> Federal - Single	Federal - Single

Update selected federal calculation tables checkbox

Next, use the table to select the checkboxes next to **Federal - Married** and **Federal - Single**.

The calculation tables that are saved in the Payroll application may be saved with a different name than the name that's saved on the master calculation. You can use the column titled *Organization Calculation Table* to see the name that's assigned to the calculation table in the Payroll application. The column titled *Master Calculation Table* will show you the name of the calculation table that will be saved when you run this routine.

Federal

Add required federal calculations

Update federal calculation formulas

Update selected federal calculation tables

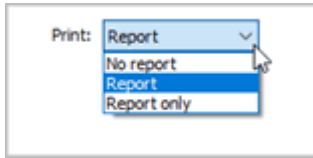
<input checked="" type="checkbox"/> Organization Calculation Table	Master Calculation Table
<input checked="" type="checkbox"/> Federal - Married	Federal - Married
<input checked="" type="checkbox"/> Federal - Single	Federal - Single

Organization and master calculation table

Note: If the master calculation has a different name from the calculation table that's already saved in the Payroll application, after you run this routine there will be two records for Federal - Married and Federal - Single stored in Organization > Calculation Formulas. Make sure that you have selected Add Required Federal Calculations to make sure the Federal calculation uses the correct calculation formula.

3. Select the print output.

You can create transactions, print a report, or create transactions and print a report.



Print menu

What do you want to do?

- **I want to create transactions without printing a report.** Select No Report from the Print menu.
- **I want to print a report without creating transactions.** Select Report Only from the Print menu.
- **I want to create transactions AND print a report.** Select Report from the Print menu.

4. Click GO (CTRL+G).

The latest federal calculations are updated.

2019.11, 2019Nov08

Updating state withholding tax calculations

Follow these instructions to update the state withholding calculations. The federal withholding calculations will not be updated. Running this routine will add the new state withholding tax calculations to the Payroll application.

Do this...

1. Open Connect Payroll > Organization > Update Calculations.

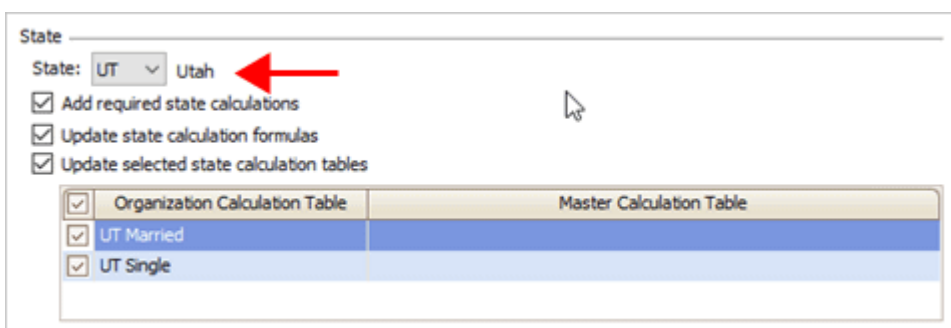
Before proceeding, back up the current files. Always make a backup of the database BEFORE running routines that modify or delete transactions. See the help topic titled [How do I back up the Payroll database?](#)

2. Set up the State section.

These options will update the state calculations, calculation formulas, and tax tables.

Use the State list to select a state.

The list will only show the states that are set up in the States table in Payroll. If you're updating more than one state, you'll need to run this routine once for each state.



State

Click to select the Add Required State Calculations checkbox.

This option will check the state calculations that are saved in the Payroll application. If a calculation is missing from the Calculations table (Organization > Calculations), Connect will add the missing calculation.

State: Utah

Add required state calculations

Update state calculation formulas

Update selected state calculation tables

<input checked="" type="checkbox"/>	Organization Calculation Table	Master Calculation Table
<input checked="" type="checkbox"/>	UT Married	
<input checked="" type="checkbox"/>	UT Single	

Add required state calculations checkbox

Click to select the Update State Calculation Formulas checkbox.

This option will download the state *withholding* calculation for the new payroll year. The state withholding calculation determines how much money to withhold from an employee's payroll check based on the employee's wages, exemptions, and modifiers.

State: Utah

Add required state calculations

Update state calculation formulas

Update selected state calculation tables

<input checked="" type="checkbox"/>	Organization Calculation Table	Master Calculation Table
<input checked="" type="checkbox"/>	UT Married	
<input checked="" type="checkbox"/>	UT Single	

Update state calculation formulas checkbox

Click to select the Update Selected State Calculation Tables checkbox.

This option will download the withholding tax rates for the new payroll year. The tax tables define the tax amount and tax rate based on the employee's taxable wages.

State: Utah

Add required state calculations

Update state calculation formulas

Update selected state calculation tables

<input checked="" type="checkbox"/>	Organization Calculation Table	Master Calculation Table
<input checked="" type="checkbox"/>	UT Married	
<input checked="" type="checkbox"/>	UT Single	

Update selected state calculation tables checkbox

Next, use the table to select the checkboxes next to the state's calculation table.

The calculation tables that are saved in the Payroll application may be saved with a different name than the name that's saved on the master calculation. You can use the column titled *Organization Calculation Table* to see the name that's assigned to the calculation table in the Payroll application. The column titled *Master Calculation Table* will show you the name of the calculation table that will be saved when you run this routine.

State

State: Utah

Add required state calculations

Update state calculation formulas

Update selected state calculation tables

<input checked="" type="checkbox"/>	Organization Calculation Table	Master Calculation Table
<input checked="" type="checkbox"/>	UT Married	
<input checked="" type="checkbox"/>	UT Single	

Organization and master calculation table

Note: If the master calculation has a different name from the calculation table that's already saved in the Payroll application, after you run this routine there will be separate records for the state stored in Organization > Calculation Formulas. Make sure that you have selected Add Required Federal Calculations to make sure the state calculation is updated so Payroll will use the correct calculation formula.

3. Select the print output.

You can create transactions, print a report, or create transactions and print a report.

Print:

- Report
- No report
- Report
- Report only

Print menu

What do you want to do?

- **I want to create transactions without printing a report.** Select No Report from the Print menu.
- **I want to print a report without creating transactions.** Select Report Only from the Print menu.
- **I want to create transactions AND print a report.** Select Report from the Print menu.

4. Click GO (CTRL+G).

The latest state calculations are updated.

2019.11, 2019Nov08