

Classic Payroll Year-end Procedure Guide – 2022

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Caselle Classic Payroll Year-End Checklist - 2022

Welcome back!

Please refer to your Year End Steps Checklist contained in this document. The Payroll Year-end Checklist is a list of tasks that need to be completed at the end of the year. These tasks will help you clean up the Payroll database, prepare W-2 and 1099 forms, close the year to prevent others from changing the payroll data, and prepare for the new year.

Need more help?

If you need more help, please contact **Civic Customer Service** at **(888) 241-1517**. Our hours are 7:30 A.M. to 5:00 P.M., M-F, CST.

Let's get started...

Before you get started...

Are you using the latest IRS W-2 forms?

There are two optional form types to choose from:

4-up form type

4-up laser W-2's contain all information for one employee on one sheet ([click here to see a sample](#)), including Copy B for Federal, Copy C for employee and two (2) copies of Copy 1 for State, City, or Local Tax Department. Order enough sheets to have one for each employee. To print a copy for your files, simply reprint the W-2's on plain paper, or order employer's File Copy D (form number BW2ERD05). Copy D prints two employees per sheet, so order enough sheets to have one for every two employees.

2-up form type

2-up laser W-2's require three different forms for each employee:

1. Federal Copy B
2. State/City Copy 2
3. Employee's Copy C

Depending on your locality, you may need an additional State/City Copy 2 for each employee. The sheets are perforated and print two separate employees' W-2's per sheet. Order enough of each of these forms to have one sheet for every two employees. To print a copy for your files, simply reprint the W-2's on plain paper, or order employer's File Copy D.

Electronic W-2 Filing (EFW2)

W-2 Electronic filing is required for employers issuing 250 or more W-2's. If your municipality or utility does not electronically file with the Social Security Administration, an additional "2-up" form must be ordered. This form is red in color, and prints two separate employees' W-2's per sheet. Order enough sheets to have one for every two employees. Depending on which state you are in, you may need an employer's State/City Copy 1 as well. If you are unsure whether you have the Electronic W-2 module, please call Civic Support.

Do you have the latest Caselle release installed and running?

You should be running release 2.16.____ or later. If you're not sure what release you are running, login to Classic and look in the upper left corner. If the release number is lower than 2.16, you should download this version before proceeding. Follow these steps to download the latest version:

Important: Everyone must be out of Caselle Classic before the new update can be installed.

1. Login into to Classic.
2. Go to **System Management | Install Program Update**.
3. Click on **Download and Install Program Update(s)**.
4. If a new update is available for any module, an **Updates found** window will appear. Click **Continue**.
5. Click **OK** when the "Update completed" screen appears.

Important! Complete the Payroll Year-End Steps Checklist

You must complete the Payroll Year-End Steps checklist in order to close the current Payroll year.

Tip! Use the Payroll Year-end Steps Checklist on the next two (2) pages to chart your progress.

Detailed steps on how to complete the checklist follow.

Payroll

STEPS CHECKLIST – YEAR-END STEPS

| | |
|--|--|
| <p>IMPORTANT !!! The following steps must be completed in the following order to CLOSE the current payroll year. >>The IRS changes W-2 form layouts almost every year. Make sure you have the latest program release installed. >>Print W-2s as soon as possible. DO NOT load the new tax rate information until AFTER the year-end steps have been completed.</p> | |
| | |
| 1. Complete the Pay Period Checklist for the last pay period paid in December (page 6) | |
| 2. Verify pay code rates and limits (page 8) | |
| 3. Run the Employee Checkout (page 10) | |
| 4. Print the Payroll Summary for the entire calendar year (page 11) | |
| 5. Verify the employee information on the Payroll Summary (page 13) | |
| 6. Verify that YTD totals and Range totals match (page 14) | |
| 7. Print the Quarterly reports for the 4 th quarter (page 15) | |
| 8. Print the Annual 941 Report for the entire calendar year (page 17) | |
| 9. Print any annual payroll reports for the current year (page 18) | |
| 10. Print a Leave Time Report (page 19) | |
| 11. Verify carryover limits (page 20) | |
| 12. Verify ID numbers (page 23) | |
| 13. Verify the General Ledger updates have been completed (page 24) | |
| 14. Review the Subject To and Exempt From status for all pay codes (page 26) | |
| 15. Report in Boxes 10-12, and 14 (page 27) | |
| 16. Report in Boxes 10, 11, 12, and 14 (page 28) | |
| 17. Review Employee maintenance (page 32) | |
| 18. Run Employee Checkout again (page 33) | |
| 19. Perform a backup of the current year's payroll files (page 35) | |

Payroll

STEPS CHECKLIST – YEAR-END STEPS (cont.)

| | |
|---|--|
| 20. Select the W-2 and 1099 application (page 38) a. Run Convert from Payroll (page 39) b. Check the conversion printout and match the totals (page 40) c. Verify Control table W-2/1099 information (page 41) d. Run W-2 Checkout (page 44) e. Print the W-2s as soon as possible (page 45) | |
| 21. Report W-2 information to the IRS (page 47) | |
| 22. Be sure all current-year payroll reports and updates have been completed (page 48) | |
| 23. Perform Year-end Closing (page 49) | |
| 24. Load New Tax Rates (page 51) | |
| 25. Print a new Prelist (page 52) | |
| 26. Enter the payroll for the new year (page 54) | |

Step 1: Complete the Pay Period Checklist

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

| Anycity Corporation | | Payroll Year-end | | Page: 1 | |
|---|--|------------------|--|-----------------------|--|
| | | | | Dec DD, YYYY HH:MM:PM | |
| | | | | | |
| Year-end Steps | | | | | |
| *** IMPORTANT *** Use the following steps to close the current year. Complete the steps in the order listed. | | | | | |
| *** Latest program release must be installed. *** The latest program release contains the most recent changes to the W-2 form, as mandated by the IRS. | | | | | |
| *** Print W2's ASAP *** DO NOT load the new tax rate information until AFTER the year-end steps have been completed. | | | | | |
| 1. Complete the Pay Period Checklist Complete the checklist for the final payroll that is paid in December BEFORE continuing. | | | | | |
| 2. Verify the General Ledger Updates for year Verify the PC, PB, and CDP journals in the General Ledger have been posted correctly for all periods January - December. | | | | | |
| 3. Verify Pay Code Rates and Limits Check pay codes for Social Security, Medicare, SUTA, and so on. On the Employee tab, check Maximum Wage Limit. | | | | | |
| 4. Run Checkout Correct ALL Checkout errors before continuing. | | | | | |
| 5. Print the Payroll History. Select the Calendar Year Report [Caselle Master]. | | | | | |

When the final Pay Period Checklist for the year has been completed, you are ready to begin working on the Year-end Steps Checklist.

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

Step 1: Complete the Pay Period Checklist

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

Step 2: Verify Pay Code Rates/Limits

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

- Check **Social Security Rates/Limits**.
- Check **Medicare Rates/Limits**.
- Check any other limits that may apply (i.e., disability, deferred comps, etc.).

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

Do this...

1. Open **Classic Payroll > Maintenance > Pay Code**.
2. Enter the Social Security Pay Code for your site in the Lookup Bar. Press **Enter**.
3. On the **General 2** tab, verify the amount in the **Maximum Wage Limit** field is correct for the Payroll year being closed.

The screenshot shows the 'Payroll - Pay Code Maintenance' window. The title bar indicates it is licensed to Civic Systems. The menu bar includes File, Maintenance, Main Menu, Edit, Search, Inquiry, and Help. The toolbar contains various icons for file operations and navigation. The 'Pay Code' field is set to '74-00 Social Security Tax'. The 'Pay Code/Sub Code' dropdown is set to '13 of 23'. The 'General 2' tab is selected, showing the 'Maximum Limit' as '.00' and the 'Maximum Wage Limit' as '147,000.00'. The 'State' dropdown is set to 'WI' and the 'ID No.' field is empty.

Step 2: Verify Pay Code Rates/Limits

- On the **Pay Periods** tab, verify the number in the **Amt-Rate%** field is correct for the Payroll year being closed.

The screenshot shows the 'Payroll - Pay Code Maintenance' window for 'Social Security Tax' (Pay Code: 74-00). The 'Pay Periods' tab is selected. The 'Amt-Rate-%' field is set to '6.2000 %'. The 'Benefits' section also shows 'Amt-Rate-%' as '6.2000 %'. The 'Pay Check' section has 'Code: % of Amount' and 'Amt-Rate-%' as '6.2000 %'. The 'W-2 / 1099' tab is also visible.

Payroll - Pay Code Maintenance (Licensed to Civic Systems)

File Maintenance Main Menu Edit Search Inquiry Help

Pay Code: Pay Code/Sub Code 13 of 23

Pay Code: 74-00 Social Security Tax

General 1 General 2 Pay Periods W-2 / 1099 Notes

Pay Check Code: % of Amount Amt-Rate-%: 6.2000 %

Benefits Code: % of Amount Amt-Rate-%: 6.2000 %

☐ Round Amounts to Nearest Dollar ☐ Calculate on Unpaid Employee

☐ Exclude Hours

- Repeat steps 2-4 for any other applicable pay code rates/limits.

The screenshot shows the 'Payroll - Pay Code Maintenance' window for 'MEDICARE' (Pay Code: 75-00). The 'Pay Periods' tab is selected. The 'Maximum Wage Limit' field is set to '999,999.99'. The 'State' dropdown is set to 'None'. The 'ID No.' field is empty. The 'W-2 / 1099' tab is also visible.

Payroll - Pay Code Maintenance (Licensed to Civic Systems)

File Maintenance Main Menu Edit Search Inquiry Help

Pay Code: Pay Code/Sub Code 120 of 131

Pay Code: 75-00 MEDICARE

General 1 General 2 Pay Periods W-2 / 1099 Notes

Maximum Limit: .00 State: None

Maximum Wage Limit: 999,999.99 ID No:

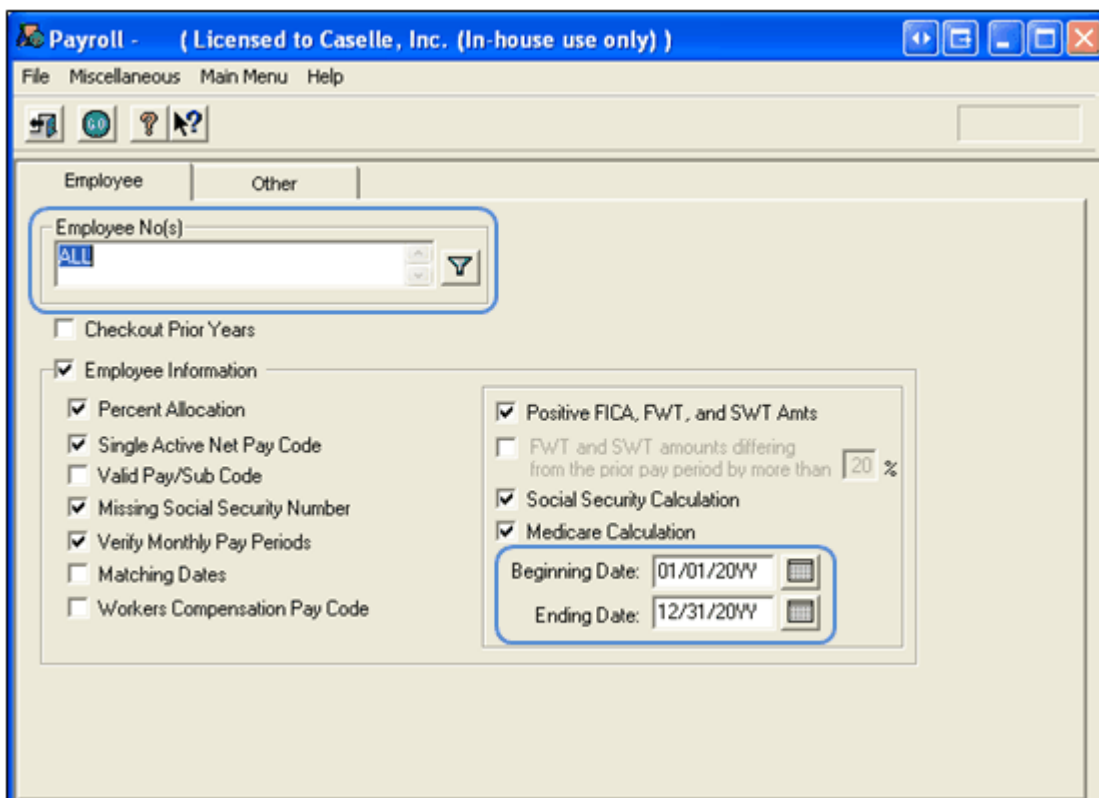
Step 3: Run the Employee Checkout

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

Do this...

1. Open **Classic Payroll > Miscellaneous > Checkout**.
2. Run **Checkout** for ALL employees.
3. Verify the **Beginning** and **Ending Date**. These should default to the year being closed in order to scan and check the entire year's data.

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



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

Step 4: Print the Payroll Summary

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

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

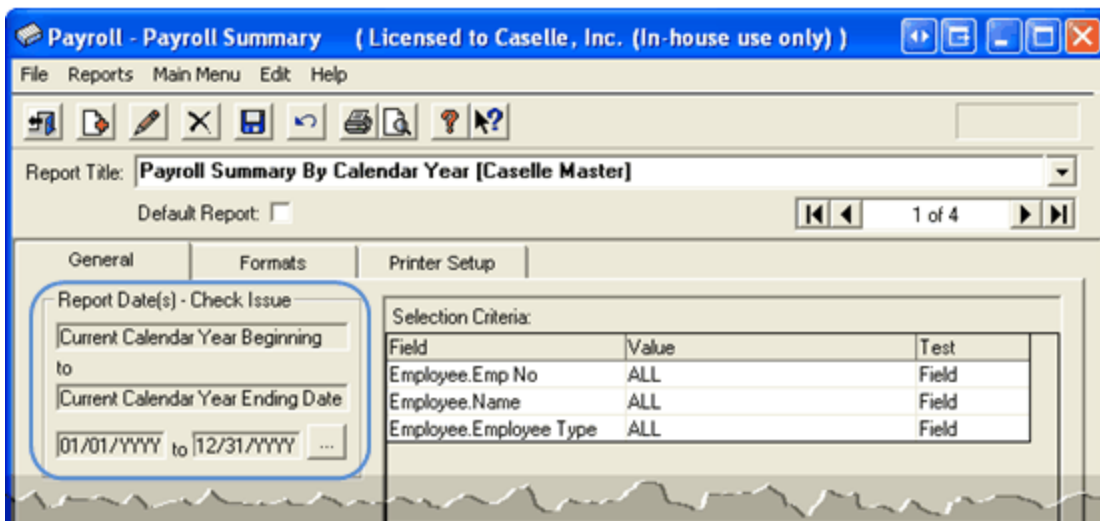
You will also use this report later to compare with the data on the Payroll Conversion report (Step 20-B).

Tip! The Payroll Summary 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 this...

1. Open **Classic Payroll > Reports > Payroll Summary > Calendar Year**.
2. The date range will default to the current year dates. Click on the Ellipsis button in the date area, to change the date range to the **01/01/YYYY to 12/31/YYYY**.

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



| Field | Value | Test |
|------------------------|-------|-------|
| Employee.Emp No | ALL | Field |
| Employee.Name | ALL | Field |
| Employee.Employee Type | ALL | Field |

Step 4: Print the Payroll Summary

| Anycity Corporation | | | Payroll Summary by Name | | | | | | | | | | Page: 1 | | |
|---------------------|----------|---|---|-----------------|-----|--------|-------|-----|---------|------------|-----|--------|----------------------|-----|-----------|
| | | | Check Issue Date(s): 01/01/20YY to 12/31/20YY | | | | | | | | | | Dec 22, 20YY 12:04pm | | |
| Date | Check No | M | Hours | Gross / Expense | | | Taxes | | | Deductions | | | Net / Inb | | |
| | | | | PC | Typ | Amount | PC | Typ | Amount | PC | Typ | Amount | PC | Typ | Amount |
| 30 Austin, George | | | | | | | | | | | | | | | |
| 01/16/20YY | 11760 | | .00 | 1-00 | GR | 993.33 | 74-00 | SS | 61.59 - | | | | 85-00 | N | \$42.74 - |
| | | | | | | | 75-00 | MD | 14.40 - | | | | | | |
| | | | | | | | 76-00 | FW | 41.19 - | | | | | | |
| | | | | | | | 77-00 | SW | 33.41 - | | | | | | |
| 01/30/20YY | 11837 | | .00 | 1-00 | GR | 993.33 | 74-00 | SS | 61.59 - | | | | 85-00 | N | \$42.74 - |
| | | | | | | | 75-00 | MD | 14.40 - | | | | | | |
| | | | | | | | 76-00 | FW | 41.19 - | | | | | | |
| | | | | | | | 77-00 | SW | 33.41 - | | | | | | |
| 02/13/20YY | 11908 | | .00 | 1-00 | GR | 993.33 | 74-00 | SS | 61.59 - | | | | 85-00 | N | \$42.74 - |
| | | | | | | | 75-00 | MD | 14.40 - | | | | | | |
| | | | | | | | 76-00 | FW | 41.19 - | | | | | | |
| | | | | | | | 77-00 | SW | 33.41 - | | | | | | |
| 02/27/20YY | 11949 | | .00 | 1-00 | GR | 993.33 | 74-00 | SS | 61.59 - | | | | 85-00 | N | \$42.74 - |
| | | | | | | | 75-00 | MD | 14.40 - | | | | | | |
| | | | | | | | 76-00 | FW | 41.19 - | | | | | | |
| | | | | | | | 77-00 | SW | 33.41 - | | | | | | |
| 03/16/20YY | 12018 | | .00 | 1-00 | GR | 993.33 | 74-00 | SS | 61.59 - | | | | 85-00 | N | \$42.74 - |
| | | | | | | | 75-00 | MD | 14.40 - | | | | | | |
| | | | | | | | 76-00 | FW | 41.19 - | | | | | | |
| | | | | | | | 77-00 | SW | 33.41 - | | | | | | |
| 03/31/20YY | 12072 | | .00 | 1-00 | GR | 993.33 | 74-00 | SS | 61.59 - | | | | 85-00 | N | \$42.74 - |
| | | | | | | | 75-00 | MD | 14.40 - | | | | | | |
| | | | | | | | 76-00 | FW | 41.19 - | | | | | | |
| | | | | | | | 77-00 | SW | 33.41 - | | | | | | |
| 04/16/20YY | 12137 | | .00 | 1-00 | GR | 993.33 | 74-00 | SS | 61.59 - | | | | 85-00 | N | \$42.74 - |
| | | | 4.00 | 3-00 | GR | .00 | 75-00 | MD | 14.40 - | | | | | | |
| | | | | | | | 76-00 | FW | 41.19 - | | | | | | |
| | | | | | | | 77-00 | SW | 33.41 - | | | | | | |
| 04/26/20YY | 12179 | | .00 | 1-00 | GR | 993.33 | 74-00 | SS | 61.59 - | | | | 85-00 | N | \$42.74 - |
| | | | | | | | 75-00 | MD | 14.40 - | | | | | | |
| | | | | | | | 76-00 | FW | 41.19 - | | | | | | |
| | | | | | | | 77-00 | SW | 33.41 - | | | | | | |
| 05/15/20YY | 12245 | | .00 | 1-00 | GR | 993.33 | 74-00 | SS | 64.43 - | | | | 85-00 | N | \$75.22 - |
| | | | 4.00 | 9-00 | GR | 45.84 | 75-00 | MD | 15.07 - | | | | | | |
| | | | | | | | 76-00 | FW | 48.06 - | | | | | | |
| | | | | | | | 77-00 | SW | 36.39 - | | | | | | |
| 05/31/20YY | 12307 | | .00 | 1-00 | GR | 993.33 | 74-00 | SS | 61.59 - | | | | 85-00 | N | \$42.74 - |
| | | | | | | | 75-00 | MD | 14.40 - | | | | | | |
| | | | | | | | 76-00 | FW | 41.19 - | | | | | | |
| | | | | | | | 77-00 | SW | 33.41 - | | | | | | |
| 06/16/20YY | 12364 | | .00 | 1-00 | GR | 993.33 | 74-00 | SS | 61.59 - | | | | 85-00 | N | \$42.74 - |
| | | | 22.00 | 3-00 | GR | .00 | 75-00 | MD | 14.40 - | | | | | | |
| | | | | | | | 76-00 | FW | 41.19 - | | | | | | |
| | | | | | | | 77-00 | SW | 33.41 - | | | | | | |
| M=Manual Check | | | | | | | | | | | | | | | |

Step 5: Verify the Employee Information on the Payroll Summary

First, use the Payroll Summary to verify employee totals and amounts.

Second, if there are errors in the employee totals and amounts, use Manual Check Entry to enter corrections.

Third, reprint the Payroll Summary, if necessary.

Do this...

1. Review the **Payroll Summary**.
2. Verify the employee totals and amounts.
3. Correct any errors in **Manual Check Entry**.
4. Reprint the **Payroll Summary**, if necessary.

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

Payroll - Payroll Summary (Licensed to Caselle, Inc. (In-house use only))

File Reports Main Menu Edit Help

Report Title: Payroll Summary By Calendar Year [Caselle Master]

Default Report: ☐

1 of 4

General Formats Printer Setup

Report Date(s) - Check Issue

Current Calendar Year Beginning to Current Calendar Year Ending Date

01/01/YYYY to 12/31/YYYY ...

Selection Criteria:

| Field | Value | Test |
|------------------------|-------|-------|
| Employee.Emp No | ALL | Field |
| Employee.Name | ALL | Field |
| Employee.Employee Type | ALL | Field |

Step 6: Verify that YTD and Range Totals Match

Look at the last page(s) of the **Payroll Summary**. Verify that the **Year-to-Date** and the **Range** totals match.

Important! If the totals **DO NOT** match, there is a problem. Verify the report date range the report order is Employee Number, and then reprint the report. If the totals on the reprinted report still do not match, call customer service for assistance.

| Anycity Corporation | | Payroll Summary by Name | | | | | | Page: 1 | |
|---------------------|----|---|---------|------------------|----------|-----------|-----------|----------------------|------------|
| | | Check Issue Date(s): 01/01/20YY to 12/31/20YY | | | | | | Dec 22, 20YY 12:04pm | |
| Date | | Anycity Corporation | | | | | | Page: 47 | |
| | | Check Issue Date(s): 01/01/20YY to 12/31/20YY | | | | | | Dec 22, 20YY 12:04pm | |
| 01/16/20YY | 30 | Grand Totals: Range Totals | | | | | | | |
| | | 18,753.46 | 1-00 GR | 355,843.20 | 74-00 SS | 22,858.05 | 40-00 D | 4,739.18 | 85-00 N |
| | | 48.50 | 2-00 GO | 854.63 | 75-00 MD | 5,345.64 | 65-00 D | 200.00 | |
| | | 985.51 | 3-00 OR | 6,347.47 | 76-00 FW | 22,753.06 | | | |
| | | 297.01 | 4-00 GR | 505.43 | 77-00 SW | 13,592.65 | | | |
| | | .00 | 8-00 GM | 2,119.94 | | | | | |
| | | 201.52 | 9-00 GR | 3,004.16 | | | | | |
| | | 20,289.00 | | 388,674.93 | | 64,549.40 | | 4,939.18 | 299,186.25 |
| 02/13/20YY | | Grand Totals: 20YY Year-to-Date Totals | | | | | | | |
| | | 18,753.46 | 1-00 GR | 355,843.20 | 74-00 SS | 22,858.05 | 40-00 D | 4,739.18 | 85-00 N |
| | | 48.50 | 2-00 GO | 854.63 | 75-00 MD | 5,345.64 | 65-00 D | 200.00 | |
| | | 985.51 | 3-00 OR | 6,347.47 | 76-00 FW | 22,753.06 | | | |
| | | 297.01 | 4-00 GR | 505.43 | 77-00 SW | 13,592.65 | | | |
| | | .00 | 8-00 GM | 2,119.94 | | | | | |
| | | 201.52 | 9-00 GR | 3,004.16 | | | | | |
| | | 20,289.00 | | 388,674.93 | | 64,549.40 | | 4,939.18 | 299,186.25 |
| 03/16/20YY | | Grand Totals: 20YY Quarterly Amounts | | | | | | | |
| | | Range | PC | Title | Tip | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
| | | 355,843.20 | 1-00 | Regular Pay | GR | 58,281.31 | 58,227.81 | 113,468.73 | 127,875.35 |
| | | 854.63 | 2-00 | Overtime Pay | GO | - | - | 121.89 | 732.74 |
| | | 6,347.47 | 3-00 | Vacation Pay | OR | 320.22 | 2,030.26 | 983.60 | 2,405.31 |
| | | 505.43 | 4-00 | Sick Leave | GR | - | - | 112.00 | 393.43 |
| | | - | 7-00 | Holiday Pay | GR | - | - | - | - |
| | | 2,119.94 | 8-00 | Miscellaneous P | GM | - | - | 239.94 | 1,880.00 |
| | | 3,004.16 | 9-00 | Comp Time Pay | GR | 478.35 | 452.22 | 1,204.34 | 869.55 |
| | | - | 20-00 | Misc Reimburse | E | - | - | - | - |
| | | - | 21-00 | Travel Reimburse | E | - | - | - | - |
| | | 4,739.18 | 40-00 | 401-K Deduction | D | 750.00 | 750.00 | 1,413.22 | 1,825.96 |
| | | 200.00 | 65-00 | Credit Union | D | 32.00 | 64.00 | 48.00 | 56.00 |
| | | - | 70-00 | Miscellaneous D | D | - | - | - | - |
| | | 22,858.05 | 74-00 | Social Security | SS | 3,539.07 | 3,801.85 | 7,199.47 | 8,317.68 |
| | | 5,345.64 | 75-00 | Medicare Tax | MD | 827.53 | 889.01 | 1,693.77 | 1,945.33 |
| | | 22,753.06 | 76-00 | Federal Withhold | FW | 3,466.80 | 3,000.73 | 7,314.94 | 9,040.79 |
| | | 13,592.65 | 77-00 | State Withholdin | SW | 2,077.23 | 2,271.57 | 4,373.51 | 4,870.24 |
| | | 299,186.25 | 85-00 | Net Pay | N | 48,357.15 | 49,641.03 | 94,087.57 | 109,100.40 |
| | | - | 86-00 | Direct Deposit | N | - | - | - | - |
| | | - | 90-00 | State Retirement | I | - | - | - | - |
| | | - | 91-00 | Health Insurance | I | - | - | - | - |
| | | - | 92-00 | Long Term Disab | I | - | - | - | - |
| | | - | 98-00 | SUTA- State Un | SU | - | - | - | - |
| | | - | 99-00 | Workers Comp | WC | - | - | - | - |
| | | .00 | Proof | | | .00 | .00 | .00 | .00 |

Step 7: Review the Quarterly Reports for the 4th Quarter

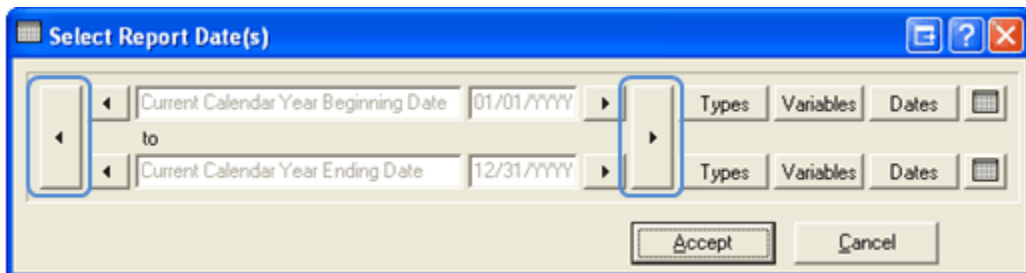
Print the Quarterly reports for the 4th Quarter that are required for your site:

- FUTA Report
- State Combined Report
- Workers Compensation List
- Workers Compensation Report
- 941 Report (more about this in Step 8)
- SUTA Report
- SUTA Wage List
- SUTA Work-site Report

Tip! You should have received the official Form 941 and Schedule B forms from the IRS. You may use the corresponding Caselle reports that you will print out here to easily copy the information to the federal forms. If you want to print the report information directly onto the official forms, contact Customer Service for instructions.

Do this...

1. Open **Classic Payroll > Reports** and select the desired reports from the list.
2. Verify the quarterly **Date Range** selected for the report.
 - Click the **Ellipsis** button in the date area.
 - From the dialog box that appears, click one of the **Large Arrow** buttons (**left** to select dates in the past, **right** to select dates in the future) until you have changed the date range to the correct quarter.



Step 7: Review the Quarterly Reports for the 4th Quarter

3. Click **Preview** (CTRL+Q) to preview the report, or click **Print** (CTRL+P) to print the report.
4. From the Printer Form screen, select the desired printer, verify the settings, and click **GO** (CTRL+G).
5. Review the report for accuracy.

[illegible]

Step 8: Print the Annual 941 Report

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

- The Annual 941 Report should match the total of all the Quarterly 941 Reports for the year.
- You can compare the Year-to-Date totals from 941 Report with those found on the Payroll Summary.

Do this...

1. Open **Classic Payroll > Reports > Government Reports > 941 Report**.
 2. Change the report **Date Range** to select the check issue dates for the entire calendar year being closed.
 - a. Click the **Ellipsis** button in the Date area.
 - b. From the dialog box that appears, click the **Types** button on the *top* row and select **Calendar Year Date** from the drop-down menu. Next click the **Types** button on the *bottom* row, and again select **Calendar Year Date** from the drop-down menu.
 - c. Click **Accept**.
 3. Click **Preview** (CTRL+Q) to preview the report, or click **Print** (CTRL+P) to print the report.
 4. From the Printer Form screen, select the desired printer, verify the settings, and click **GO** (CTRL+G).
-


Step 9: Print Annual Payroll Reports

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

- 12-month transmittal reports for all pay codes
- Employee Master List

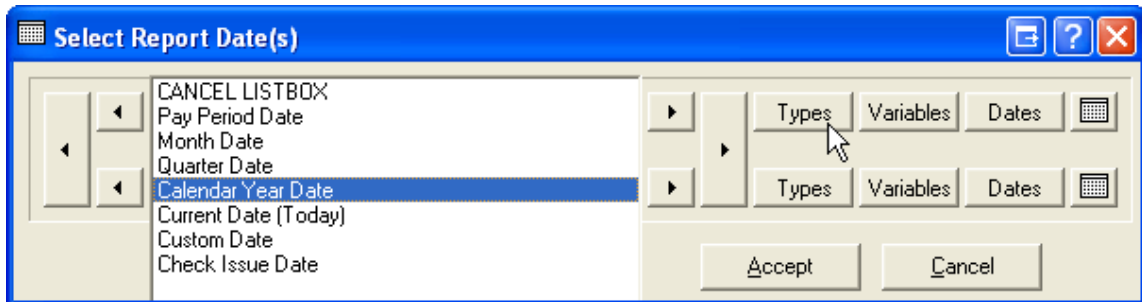
Do this...

1. Open **Classic Payroll > Reports > Transmittal Reports**.
2. Select the Transmittal Report you would to print for the year.
3. Change the report **Date Range** to select the check issue dates for the entire calendar year being closed.

a) Click on the **Ellipsis** button  in the date area.

b) From the dialog that appears, click the **Types** button on the *top* row and select **Calendar Year Date** from the drop-down menu. Next, click the **Types** button on the *bottom* row, and again select **Calendar Year Date** from the drop-down menu.

c) Click **Accept**.



4. Click **Preview** (CTRL+Q) to preview the report, or click **Print** (CTRL+P) to print the report.
5. From the Printer Form screen, select the desired printer, verify the settings, and click **GO** (CTRL+G).
6. Review the printed report.

Step 10: Print Leave Time Report

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

Tip! If any of the employee's Leave Time Balances are incorrect, from the Payroll menu select Data Entry > Manual Leave Time Entry to make corrections.

Do this...

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

Tip! YTD totals will be listed on the current pay period's report. There is no need to change the dates.

3. Click **Preview** (CTRL+Q) to preview the report, or click **Print** (CTRL+P) to print the report.
4. From the Printer Form screen, select the desired printer, verify the settings, and click **GO** (CTRL+G).
5. Review the printed report.

| Anycity Corporation | | Leave Time Report by Number | | | | | | | | | | Page: 1 | |
|---------------------|-------------------|--|------------|---------|-----------|---------------|---------------|------------|--------------|-------------|------------------|----------------------|--|
| | | Pay Period Date(s): 01/01/20YY to 12/31/20YY | | | | | | | | | | Dec 22, 20YY 05:14pm | |
| Emp No | Name | PC | PC Title | Rate No | Rate Desc | Hours Beg Bal | Hours Accrued | Hours Used | Hours Remain | Hourly Rate | Liability Amount | Mag | |
| 5 | Smith, Jacob S | 3-00 | Vacation | 301 | Vac | 159.88 | .00 | .00 | 159.88 | 19.0154 | 3,136.11 | | |
| | | 4-00 | Sick Leave | 401 | S L | 44.34 | .00 | .00 | 44.34 | 19.8154 | 889.75 | | |
| | | 7-00 | Holiday | 701 | Hol | 90.00 | .00 | .00 | 90.00 | 19.8154 | 1,580.23 | | |
| | | 9-00 | Comp Time | 901 | Com | 27.50 | .00 | .00 | 27.50 | 19.8154 | 536.42 | | |
| 10 | Rockford, Julie M | 3-00 | Vacation | 301 | Vac | 49.88 | .00 | .00 | 49.88 | 14.7115 | 733.81 | | |
| | | 4-00 | Sick Leave | 401 | S L | 49.34 | .00 | .00 | 49.34 | 14.7115 | 725.87 | | |
| | | 7-00 | Holiday | 701 | Hol | 80.00 | .00 | .00 | 80.00 | 14.7115 | 1,176.92 | | |
| | | 9-00 | Comp Time | 901 | Com | 45.74 | .00 | .00 | 45.74 | 14.7115 | 672.90 | | |
| 15 | Morris, Sharon | 3-00 | Vacation | 301 | Vac | 79.02 | .00 | .00 | 79.02 | 9.5000 | 893.88 | | |
| | | 4-00 | Sick Leave | 401 | S L | 10.34 | .00 | .00 | 10.34 | 9.5000 | 100.23 | | |
| | | 7-00 | Holiday | 701 | Hol | 80.00 | .00 | .00 | 80.00 | 9.5000 | 760.00 | | |
| | | 9-00 | Comp Time | 901 | Com | 47.25 | .00 | .00 | 47.25 | 9.5000 | 448.88 | | |
| 20 | Spencer, Annette | 3-00 | Vacation | 301 | Vac | 63.02 | .00 | .00 | 63.02 | 11.5000 | 724.73 | | |
| | | 4-00 | Sick Leave | 401 | S L | 22.09 | .00 | .00 | 22.09 | 11.5000 | 254.04 | | |
| | | 7-00 | Holiday | 701 | Hol | 80.00 | .00 | .00 | 80.00 | 11.5000 | 920.00 | | |
| | | 9-00 | Comp Time | 901 | Com | 47.25 | .00 | .00 | 47.25 | 11.5000 | 543.38 | | |
| 25 | Johnson, Douglas | 3-00 | Vacation | 301 | Vac | 57.02 | .00 | .00 | 57.02 | 15.8731 | 893.88 | | |
| | | 4-00 | Sick Leave | 401 | S L | 56.34 | .00 | .00 | 56.34 | 15.8731 | 893.02 | | |
| | | 7-00 | Holiday | 701 | Hol | 90.00 | .00 | .00 | 90.00 | 15.8731 | 1,253.96 | | |
| | | 9-00 | Comp Time | 901 | Com | 42.50 | .00 | .00 | 42.50 | 15.8731 | 672.11 | | |
| 30 | Austin, George | 3-00 | Vacation | 301 | Vac | 35.47 | .00 | .00 | 35.47 | 13.0000 | 461.11 | | |
| | | 4-00 | Sick Leave | 401 | S L | 71.15 | .00 | .00 | 71.15 | 13.0000 | 924.95 | | |
| | | 7-00 | Holiday | 701 | Hol | 90.00 | .00 | .00 | 90.00 | 13.0000 | 1,170.00 | | |
| | | 9-00 | Comp Time | 901 | Com | 40.25 | .00 | .00 | 40.25 | 13.0000 | 523.25 | | |
| 35 | Slade, Randy L | 3-00 | Vacation | 301 | Vac | 50.52 | .00 | .00 | 50.52 | 15.8654 | 801.52 | | |
| | | 4-00 | Sick Leave | 401 | S L | 48.34 | .00 | .00 | 48.34 | 15.8654 | 766.93 | | |
| | | 7-00 | Holiday | 701 | Hol | 80.00 | .00 | .00 | 80.00 | 15.8654 | 1,269.23 | | |
| | | 9-00 | Comp Time | 901 | Com | 39.00 | .00 | .00 | 39.00 | 15.8654 | 618.75 | | |
| 40 | Roberts, Dale B | 3-00 | Vacation | 301 | Vac | 52.52 | .00 | .00 | 52.52 | 13.4815 | 707.00 | | |

Step 11: Verify Carryover Limits

Note: If your organization does not use carryover limits, skip to Step 12.

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

You should verify the carryover limits for **each** leave time rate in use in your organization.

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

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

Tip! If the last pay period of the year does not include the last day of the month, (for example, a biweekly pay period ending 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.

To setup Carryover Limit Adjustments, do this...

1. Open **Classic Payroll > Maintenance > Leave Time Rates**.
2. Select the **Levels** tab to view the **Carryover Limit** for this leave time rate.
 - Notice that different levels within this **Leave Time Rate** may have different limits **Accumulation** and **Carryover Limits**.
 - If levels have not been set up, each **Leave Time Rate** will have to be checked individually.

Payroll - Leave Time Rates Maintenance (Licensed to Caselle, Inc. (In-house use))

File Maintenance Main Menu Edit Search Inquiry Help

Rate No: 301 Vacation - Fixed Hours

General Levels Notes

| Level | Description | Months | Hours | Accumulation Limit | Carryover Limit |
|-------|-------------------------------|--------|-------|--------------------|-----------------|
| 1 | Vacation-Fixed Hrs - 0-1 yr | 12 | 3.08 | 120.00 | 80.00 |
| 2 | Vacation-Fixed Hrs - 2-10 yrs | 108 | 4.62 | 160.00 | 80.00 |
| 3 | Vacation-Fixed Hrs - 11+ yrs | 9999 | 6.16 | 200.00 | 80.00 |

3. Select the **General** tab.
4. Click on **Adjust to Carryover At** and select the appropriate carryover option to adjust any excess hours accumulated to the **Carryover Limit**. For example, **Calendar Year-end**, **Anniversary Date**, or **Fiscal Year-end**.

The screenshot shows a software window titled "Payroll - Leave Time Rates Maintenance (Licensed to Caselle, Inc. (In-house use))". The window has a menu bar with "File", "Maintenance", "Main Menu", "Edit", "Search", "Inquiry", and "Help". Below the menu is a toolbar with various icons. The main area displays "Rate No: 301" and "Vacation - Fixed Hours". There are three tabs: "General", "Levels", and "Notes", with "General" selected. In the "General" tab, the "Rate No:" field contains "301". The "Description:" field contains "Vacation - Fixed Hours". The "Abbreviated Description:" field contains "Vac". The "Type:" dropdown is set to "Fixed". The "Adjust to Carryover at:" dropdown is set to "Calendar Year End". The "Initial Level Date Based on:" dropdown is set to "Hire Date". The "Modifier:" field contains "100.00 %". There is a checkbox labeled "Can Exceed Accumulation Limit" which is currently unchecked. At the bottom, there are two tabs: "Percentage" and "Fixed", with "Fixed" selected.

To run Adjust Carryover Limits, do this...

Note: Only perform these steps if **Adjust to Carryover At** is set to **Calendar Year-end**.

1. Open **Classic Payroll > Miscellaneous > Leave Rate Options > Adjust Carryover Hours**.
2. Read the notice on the screen. Be sure you have a backup of your Payroll files before proceeding.

3. This routine will adjust employee leave time carryover based on the settings for the selected leave time rate(s), as described on the screen. You may change the Pay Codes and/or Leave Rates, as necessary for your site.

Payroll - Adjust Carryover Hours (Licensed to Caselle, Inc. (In-house use only))

File Miscellaneous Main Menu Help

Make sure you have a current backup before proceeding.

- This option will adjust employee leave time hours based on the settings for the selected leave rate(s).
- Anniversary Date - hours will be adjusted if the anniversary date is within the current pay period.
- Calendar Year End - hours will be adjusted if the calendar year end date is within the current pay period.
- Fiscal Year End - hours will be adjusted if the fiscal year end date is within the current pay period.

Current Pay Period: 1/31/20YY to 12/31/20YY

Employee No(s): ALL

Options:

- ☒ Print Report
- ☒ **Adjust Carryover Hours**

Pay Code(s):

- 3-00 Vacation Pay
- 4-00 Sick Leave
- 7-00 Holiday Pay
- 9-00 Comp Time Pay

Leave Rate(s):

- 301 Vacation - Fixed Hours
- 302 Vacation - Percentage
- 401 Sick Leave - Fixed Hours
- 402 Sick Leave - Percentage
- 701 Holiday - 10 days
- 901 Comp Time

4. Check the **Adjust Carryover Hours** checkbox.
5. Click **GO** (CTRL+G).

—

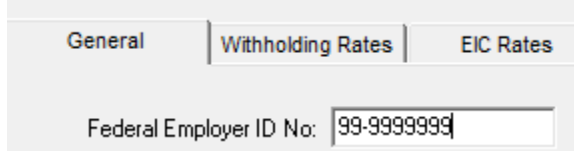
Step 12: Verify ID Numbers

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

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

To verify the Federal Employer ID Number, do this...

1. Select **Classic Payroll > Maintenance > Federal**.
2. Select the **General** tab.
3. Verify the **Federal Employer ID Number**.



The screenshot shows a software interface with three tabs: 'General', 'Withholding Rates', and 'EIC Rates'. The 'General' tab is active. Below the tabs, there is a label 'Federal Employer ID No:' followed by a text input field containing the value '99-9999999'.

To verify the State Tax ID Number, do this...

1. Select **Classic Payroll > Maintenance > Pay Code**.
2. Display the State Withholding Pay Code (e.g. pay code 77).
3. Select the **General 2** tab.
4. Verify the **State** and **State Tax ID Number** in the upper right.

To verify the Employee Social security Numbers, do this...

1. Select **Maintenance > Employee**.
2. Display the first employee record.
3. Select the **General** tab.
4. Verify the employee's Social Security Number (SSN).
5. Repeat for each employee.

Step 13: Verify General Ledger Update

Next, verify with your GL person that all General Ledger updates for the year have been completed properly. If this is your responsibility, you will need to check each journal to make sure there are no duplicate transactions in any of the pay periods through the month of December.

Do this...

1. Open **Classic General Ledger> Inquiry > Account Inquiry**.
2. Click the **Journal** tab.
3. In the Lookup bar, enter the desired journal code (in other words, **PC**, **PB**, **CDP**, or **CDPT** or the corresponding journal codes used by your site).
4. Verify that no duplications exist in the journal for any pay periods for the entire year being closed. (Any duplications should have already been caught during GL Bank Reconciliation.)
5. Repeat steps 3 and 4 for each of the Payroll journals in use by your site.

The screenshot shows the 'General Ledger - Account Inquiry' window. The 'Journal' tab is selected, indicated by a blue circle with the number '2'. The 'Journal' field is set to 'PC' and 'PAYROLL JOURNAL', with a blue circle and the number '3' pointing to it. The 'Period' is set to '03/31/20YY'. The 'Detail' button is highlighted with a blue circle. Below the tabs, a table displays payroll transactions for the period 03/12/20YY.

| Date | Journal | Ref No | Payee or Description / GL Account No | Amount |
|------------|---------|--------|--|------------|
| 03/12/20YY | PC | 1.01 | PAYROLL TRANS FOR 3/12/yy PAY PERIOD 53-80-110 SALARIES & WAGES | 1,352.61 |
| 03/12/20YY | PC | 2.01 | PAYROLL TRANS FOR 3/12/yy PAY PERIOD 10-44-110 SALARIES & WAGES | 2,505.92 |
| 03/12/20YY | PC | 3.01 | PAYROLL TRANS FOR 3/12/yy PAY PERIOD 02-22800 MISC DEDUCTIONS PAYABLE | (375.00) |
| 03/12/20YY | PC | 4.01 | PAYROLL TRANS FOR 3/12/yy PAY PERIOD 02-22210 FICA PAYABLE | (1,590.45) |
| 03/12/20YY | PC | 5.01 | PAYROLL TRANS FOR 3/12/yy PAY PERIOD 02-22220 FEDERAL w/H PAYABLE | (1,270.08) |
| 03/12/20YY | PC | 6.01 | PAYROLL TRANS FOR 3/12/yy PAY PERIOD 02-22230 STATE w/H PAYABLE | (759.35) |
| 03/12/20YY | PC | 7.01 | PAYROLL TRANS FOR 3/12/yy PAY PERIOD | |

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

1. Open **Classic General Ledger > Reports > Journals**.
 2. In the **Selection Criteria**, double-click on the **Value** column heading. Enter the desired journal code (i.e., PC, PB, CDP, or CDPT) in the **Enter Value** field, and click **Accept**.
 3. Change the **GL Period** to the beginning and ending dates for the entire calendar year being closed (January - December).
 4. Click **Preview** (CTRL+Q) to preview the report, or click **Print** (CTRL+P) to print the report.
-

Step 14: Review Pay Codes

The **Subject To** and **Exempt From** designations are used to identify portions of a pay code that are either subject to certain taxes, or exempt from taxes.

Do this...

1. Open **Classic Payroll > Maintenance > Pay Code**.
2. Display the first pay code.
3. On the General 1 tab review the **Subject To** or **Exempt From** selections for the pay code.

Reminder: Deduction codes set as Exempt From will *reduce* the amount of wages listed in boxes 1, 3, 5, and 16 on the W-2.

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

Payroll - Pay Code Maintenance (Licensed to Caselle, ...)

File Maintenance Main Menu Edit Search Inquiry Help

Pay Code: [] Pay Code/Sub Code [] 1 of 39

Pay Code: 1-00 Regular Pay

General 1 | General 2 | Pay Periods | W-2 / 1099 | Notes

Pay Code: **1**
 Sub Code: 00
 Title: Regular Pay
 Abbreviated Title: Regular
 Type: Gross Regular
 GL Account: FF-DD-110
 Partial GL Account: No

Subject To

| | | | | | |
|------------------|-------------------------------------|----------|---------------|-------------------------------------|----------|
| Social Security: | <input checked="" type="checkbox"/> | 100.00 % | SUTA: | <input checked="" type="checkbox"/> | 100.00 % |
| Medicare: | <input checked="" type="checkbox"/> | 100.00 % | FUTA: | <input type="checkbox"/> | .00 % |
| FWT: | <input checked="" type="checkbox"/> | 100.00 % | Retirement: | <input checked="" type="checkbox"/> | 100.00 % |
| SWT: | <input checked="" type="checkbox"/> | 100.00 % | Workers Comp: | <input checked="" type="checkbox"/> | 100.00 % |

Calculation Order: 1

Pay Code: 40-00 401-K Deduction

General 1 | General 2 | Pay Periods | W-2 / 1099

Pay Code: **40**
 Sub Code: 00
 Title: 401-K Deduction
 Abbreviated Title: 401-K Ded
 Type: Deduction
 GL Account: 02-22550
 DEFERRED COMP/401K PAYABLE

Exempt From

| | | | | | |
|------------------|-------------------------------------|----------|---------------|--------------------------|-------|
| Social Security: | <input type="checkbox"/> | .00 % | SUTA: | <input type="checkbox"/> | .00 % |
| Medicare: | <input type="checkbox"/> | .00 % | FUTA: | <input type="checkbox"/> | .00 % |
| FWT: | <input checked="" type="checkbox"/> | 100.00 % | Retirement: | <input type="checkbox"/> | .00 % |
| SWT: | <input checked="" type="checkbox"/> | 100.00 % | Workers Comp: | <input type="checkbox"/> | .00 % |

Step 15: Determine Box 10-12, 14 Info

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

Note: Civic 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 what amounts need to be reported in each box.

Step 16: Report Box 10, 11, 12, and 14 Info

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

Tip! Your accountant/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.

To select W-2 Box 12 Codes, do this...

1. Open **Classic Payroll > Maintenance > Pay Code**.
2. Select the **W-2/1099** tab.
3. Select the appropriate code to describe the pay code amount from the **W-2 Code (Box 12)** drop-down list.
4. Repeat step 3 for each pay code in use at your site with Box 12 requirements.

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

Pay Code: 40-00 401-K Deduction

General 1 General 2

W-2 Code (Box 12): 3 D

W-2 Other Desc (Box 14): D

Dependent Care: E

Non-Qualified Plan: F

W-2 Code

Select one of the following from the drop-down list.

Blank

A Uncollected Social Security tax on tips.

B Uncollected Medicare tax on tips.

C Cost of group-term life insurance coverage over \$50,000.

D Contributions made to plan section 401(k).

E Contributions made to plan section 403(b).

F Contributions made to plan section 408(k)(6).

G Contributions made to plan section 457(b).

H Contributions made to plan section 501(c)(18)(D).

J Sick pay not included as income.

K Tax on excess.

L Nontaxable part of employee business expense reimbursements.

M Uncollected Social Security tax on cost of group term-life insurance coverage over \$50,000.

N Uncollected Medicare tax on cost of group-term life insurance coverage over \$50,000.

P Excludable moving expense reimbursements.

R Employer contributions to a medical savings account.

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

T Adoption benefits.

V Income exercise of non-statutory stock option(s).

W Employer's contribution to an employee's Health Savings Account.

Box 12 Codes List

| Code | Description |
|-------------|---|
| A | Uncollected social security or RRTA tax on tips. |
| B | Uncollected Medicare tax on tips. |
| C | Taxable cost of group-term life insurance over \$50,000. |
| D | Elective deferrals to a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement). |
| E | Elective deferrals under a section 403(b) salary reduction agreement. |
| F | Elective deferrals under a section 408(k)(6) salary reduction SEP. |
| G | Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan. |
| H | Elective deferrals to a section 50(c)(18)(D) tax-exempt organization plan. |
| J | Nontaxable sick pay. |
| K | 20% excise tax on excess golden parachute 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 (former employees only). |
| N | Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (former employees only). |

| | |
|----|---|
| P | Excludable moving expense reimbursements paid directly to employee. |
| Q | Nontaxable combat pay. |
| R | Employer contributions to an Archer MSA. |
| S | Employee salary reduction contributions under a section 408(p) SIMPLE plan. |
| T | Adoption benefits. |
| V | Income from exercise of nonstatutory stock option(s). |
| W | Employer contributions (including employee contributions through a cafeteria plan) to an employee's health savings account (HSA). |
| Y | Deferrals under a section 409A nonqualified deferred compensation plan. |
| Z | Income under section 409A on a nonqualified deferred compensation plan. |
| AA | Designated ROTH contributions under a section 401(k) plan. |
| BB | Designated ROTH contributions under a section 403(b) plan. |
| CC | HIRE exempt wages and tips (2010 only). |
| DD | Cost of employer-sponsored health coverage. |
| EE | Designated ROTH contributions under a governmental section 457(b) plan. |

To complete W-2 “Other Desc” Field, do this...

1. If your site requires a description for Box 14, you may enter it in the **W-2 Other Desc (Box 14)** field. In addition, if you are also required to include the Box 14 amount, you will need to check the **Include Amounts** checkbox.
2. If the pay code is for dependent care, such as a cafeteria plan payroll deduction, check the **Dependent Care** checkbox.
3. If you are required to print the total amount of distributions to an employee for a non-qualified deferred compensation plan, check the **Non-Qualified Plan** checkbox.

Tip! Box 14 descriptions may include items such as: Contributions to employee pension plans, Union dues, Health insurance premium payroll deductions, Moving expenses, and so on.

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

The screenshot shows the 'Payroll - Pay Code Maintenance' window. The 'Pay Code' field is set to '40-00 401-K Deduction'. The 'W-2 Code (Box 12)' is set to 'D'. The 'W-2 Other Desc (Box 14)' field is empty. The 'Include Amounts' checkbox is unchecked. The 'Dependent Care' checkbox is unchecked. The 'Non-Qualified Plan' checkbox is unchecked. Three numbered callouts are present: 1 points to the 'W-2 Other Desc (Box 14)' field, 2 points to the 'Dependent Care' checkbox, and 3 points to the 'Non-Qualified Plan' checkbox.

Step 17: Review Employee Wage/Job Info

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

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

Do this...

1. Open **Classic Payroll > Maintenance > Employee**.
2. Display the first employee record.
3. On the **Job Info** tab, review the W-2 setup selections for the employee.
4. On the **Wage Info** tab, verify the **Subject To** options selected for the employee.
5. Repeat steps 3 and 4 for *each* employee.

The image displays two screenshots of the employee record interface for 'Emp: 5 Smith, Jacob S'.

Top Screenshot (Job Info tab):

- Tab: **Job Info**
- Fields: Hire Date (04/19/1993), Anniversary Date (04/19/1993), Ret Qualification Date, Retired Date, Terminated Date, Termination Reason, Work Site, Work State (UT), WC Class Code (Clerical / Office), Default GL Activity No (0), Default Job No.
- W-2 Section:** Statutory (checkbox), Retirement Plan (checkbox), Third Party Sick Pay (checkbox).
- Annotation: A blue box highlights the W-2 section, and a blue circle with the number '3' points to it.

Bottom Screenshot (Wage Info tab):

- Tab: **Wage Info**
- Fields: Pay Period Frequency (Bi-Weekly), Estimated Annual Hours (2080.00), Hourly Rate (19.6154), Annual Wage (40,800.00), Wage Schedule, Wage Grade, Wage Step (0), SUTA Type (Regular), Hrs Worked for OT Test (40.00), No of Weeks for OT Test (1), Employee Type (941).
- Subject To Section:** Social Security (checked), Medicare (checked), FWT (checked), FUTA (checkbox), SWT (checked), SUTA (checked), Retirement (checked).
- Annotation: A blue box highlights the Subject To section, and a blue circle with the number '4' points to it.

Arrows indicate the flow from step 3 to step 4.

Step 18: Run Checkout

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

Important! If there are any errors to the Checkout report, contact Customer Service for assistance.

Do this...

1. Open **Classic Payroll > Miscellaneous > Checkout**.
2. Run **Checkout** for ALL employees.
3. Verify the **Beginning** and **Ending Date**. These should default to the year being closed in order to scan and check the entire year's data.

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

The screenshot shows the 'Payroll - (Licensed to Caselle, Inc. (In-house use only))' window. The 'File Miscellaneous Main Menu Help' menu bar is at the top. Below the menu bar is a toolbar with icons for 'GO', 'HELP', and 'F1'. The 'Employee' tab is selected, and the 'Employee No(s)' field is set to 'ALL'. The 'Checkout Prior Years' checkbox is unchecked. The 'Employee Information' checkbox is checked, and the following options are checked: 'Percent Allocation', 'Single Active Net Pay Code', 'Valid Pay/Sub Code', 'Missing Social Security Number', 'Verify Monthly Pay Periods', 'Matching Dates', 'Workers Compensation Pay Code', 'Positive FICA, FWT, and SWT Amts', 'FWT and SWT amounts differing from the prior pay period by more than 20 %', 'Social Security Calculation', and 'Medicare Calculation'. The 'Beginning Date' is set to 01/01/20YY and the 'Ending Date' is set to 12/31/20YY.

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

Step 19: Backup Current Year

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

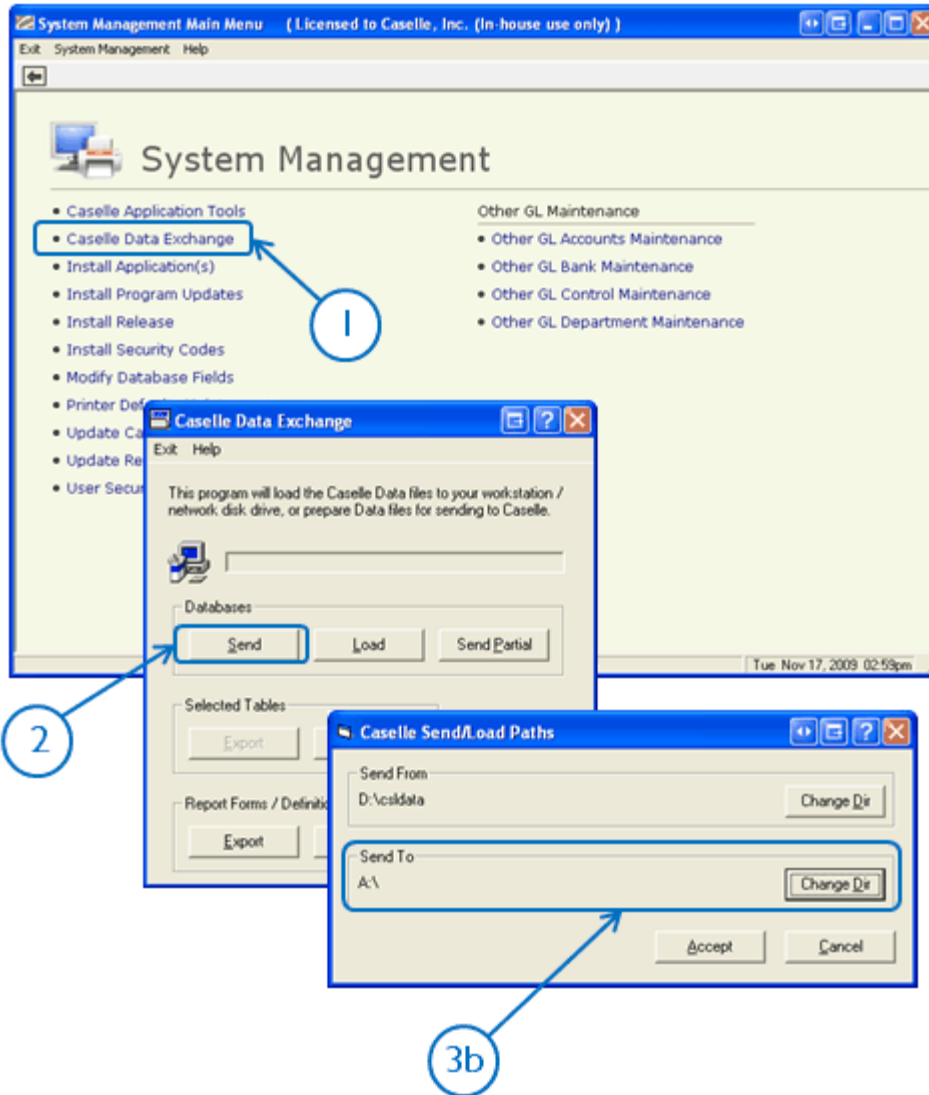
Tip! It is a practical idea to have a backup strategy in place to prevent accidental data loss. Backups may be performed on the schedule that best suits the needs of your site. Storage options may include tape, Zip, or Jazz drives, CD-ROM, etc. For more information on the backup strategy in place at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

How to backup the Payroll database

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

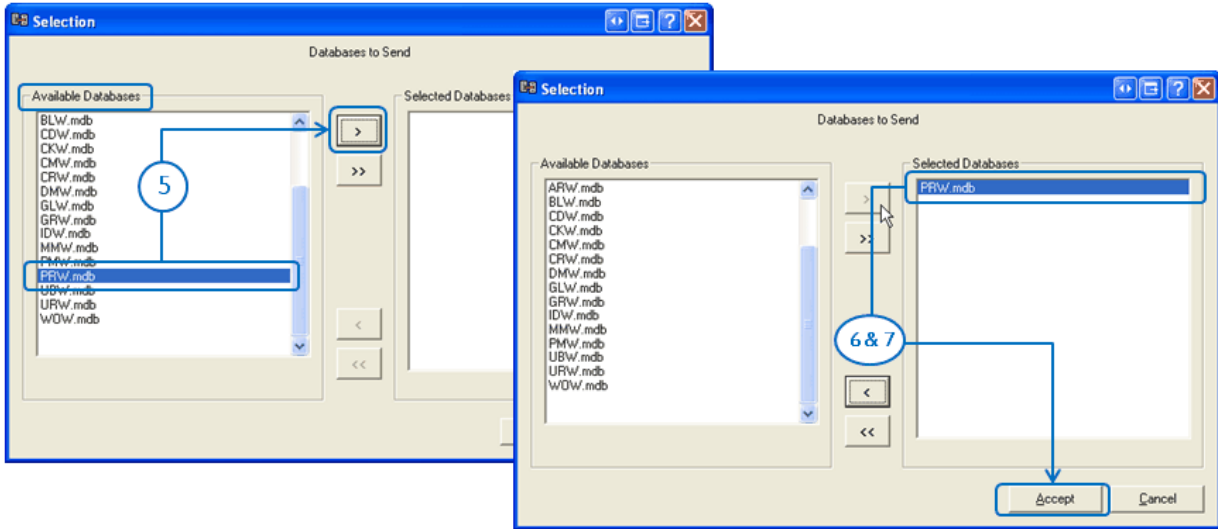
Part I: Set the Send/Load Paths

1. From the Caselle Applications menu, select **System Management > Caselle Data Exchange**.
2. From the dialog box that is displayed, click the **Send** button in the Databases area.
3. Another dialog box will appear, allowing you to identify the **Send From** and **Send To** paths.
 - a. Do not change the **Send From** path.
 - b. Look at the **Send To** path.
 - If you want to save the backup to a disk, leave the Send To path as it is.
 - If you want to save the backup to another location (such as on your network for future transfer to CD-ROM, etc.), click the **Change Dir** button in the Send To area and identify the new location in the dialog that appears.
4. Click **Accept** to continue.



Part 2: Select the Payroll database

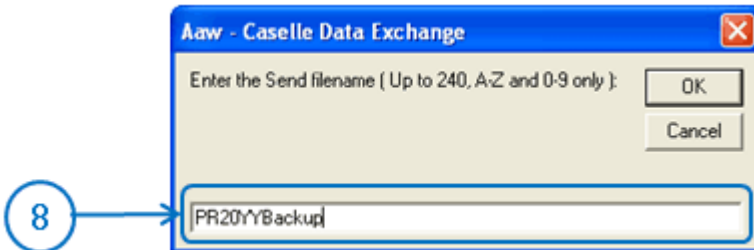
5. From the Selection form that appears, select the **PRW.MDB** database from the list of **Available Databases** in the left-hand column and click the **Move** button.
6. Verify that the **PRW.MDB** database has been moved into the Selected Databases list in the right-hand column.
7. Click **Accept** to continue.



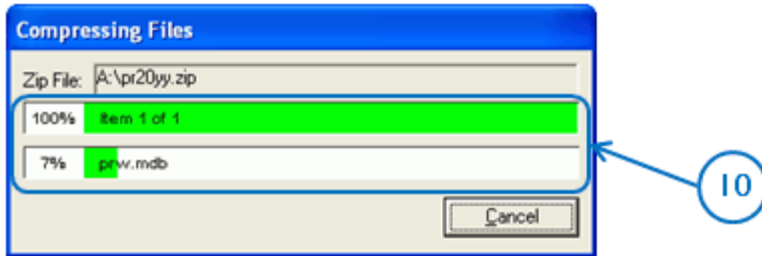
Part 3: Saving the Backup Payroll Database

8. The next dialog box asks for a **Send Filename** for the backup. Enter a name for the database, and click **OK**.

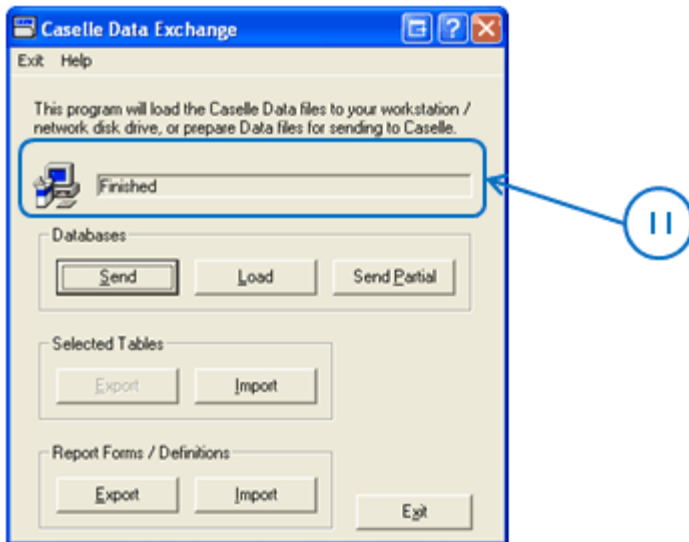
Tip! For ease in identifying the backup file at a later date, a simple name such as PR2018, indicating the Payroll YYYY database is recommended.



9. Depending on your earlier choice of **Send To** path, you may see other dialogs giving you specific instructions for your situation, such as to label and insert diskettes. Follow the instructions displayed on these dialogs, clicking **Yes** or **OK** when you are ready to continue.
10. The Compressing Files dialog will appear. The green bars will track the progress of the backup.



11. When the backup is completed, the system will return you to the Caselle Data Exchange dialog. The word *Finished* will be displayed.



12. Click the **Exit** button to close the dialog.

Step 20: The W-2 and 1099 Process

This step contains several tasks, which must be completed in order:

- ❖ Step 20a – Convert W-2 and 1099 information from Payroll
- ❖ Step 20b – Verify the converted information for each employee and make corrections as needed
- ❖ Step 20c – Verify the Control table W-2 and 1099 information
- ❖ Step 20d – Run W-2 & 1099 Checkout
- ❖ Step 20e – Print and review sample W-2s, making any necessary corrections

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

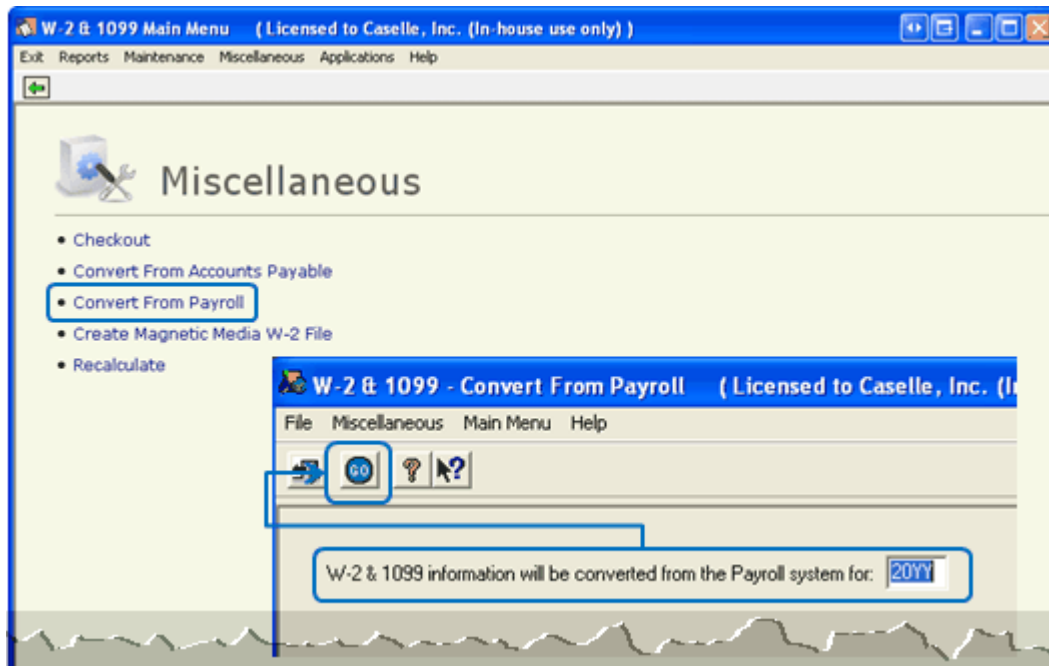
Tip! When you complete these tasks, the W-2s will be ready for printing. If the actual W-2s will not be printed at this time, they should be printed as soon after performing the year-end steps as possible. You may wish to schedule the print job for a time when printer traffic is low.

Step 20A: Run Convert from Payroll

Tip! When you open this application, you may see a series of dialog boxes asking if you want to create and/or update the Government Reporting (GRW) database. Click Yes on each of the dialog boxes to continue, and then click OK when the database has been created/updated.

Do this...

1. Open **Classic Payroll > W-2 & 1099**. This will open the Caselle Government Reporting application.
2. From the Government Reporting W-2 & 1099 Main Menu, select **Miscellaneous > Convert from Payroll**.
3. Verify that the year displayed **20YY** is the year you wish to convert and click **GO** (CTRL+G).
4. Click the **Preview** button (CTRL+Q) to preview the report, or the **Print** button (CTRL+P) to print the report.
5. From the Printer Form screen, select the desired printer, verify the settings, and click **GO** (CTRL+G).



Step 20B: Check the Conversion Printout and Match the Totals

Do this...

1. Compare the totals for each employee with those on the Payroll Summary.

Step 20C: Verify W-2 and 1099 Information

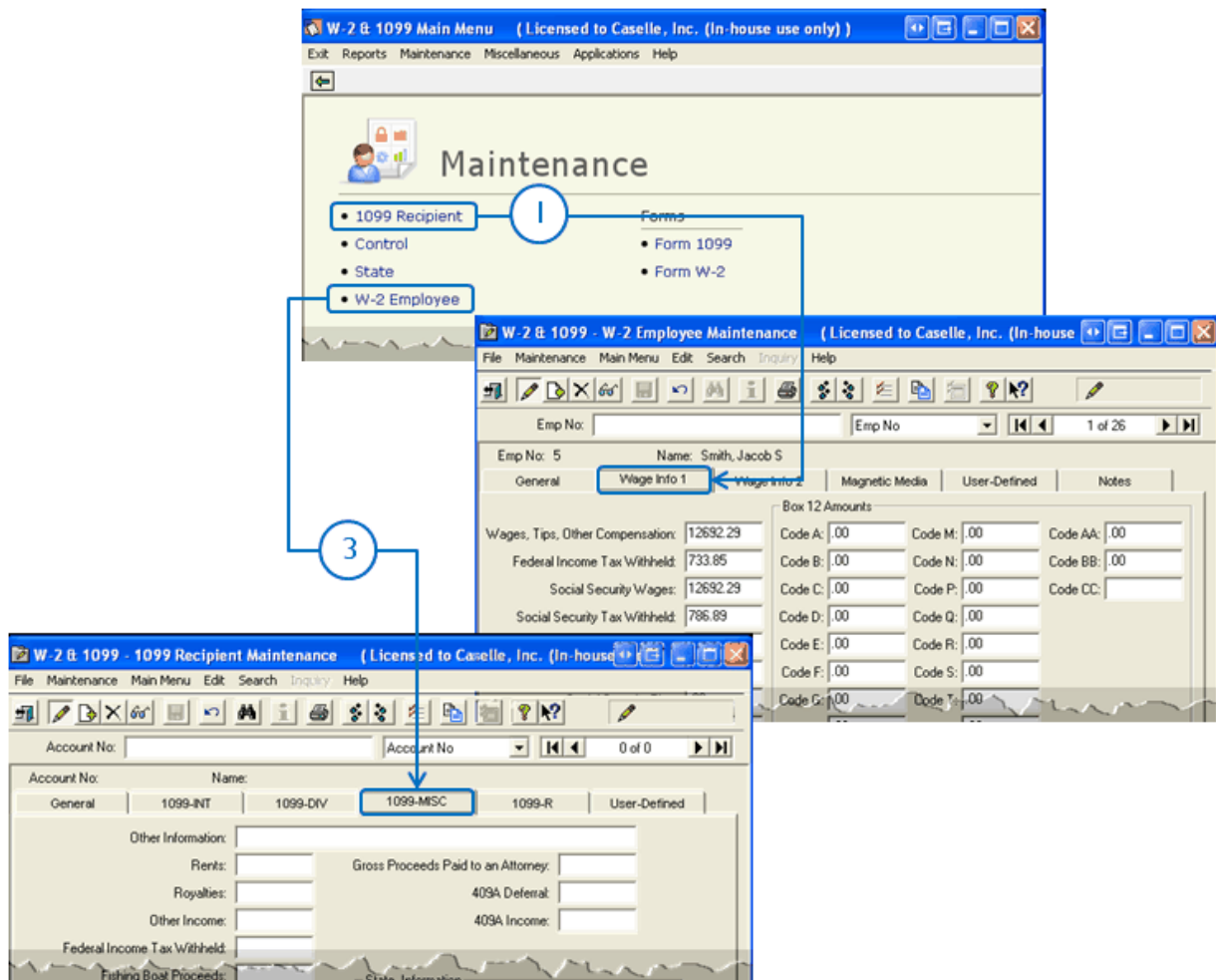
Compare the totals for each employee with those on the Payroll Summary.

Verifying converted W-2 information

1. Open **Classic Government Reporting W-2 & 1099 Main Menu > Maintenance > W-2 Employee**.
2. Review each employee record carefully to ensure the converted data is accurate.

Verifying converted 1099 information

3. If you have 1099 employees, open **Classic Government Reporting W-2 & 1099 Main Menu > Maintenance > 1099 Recipient**.
4. Review each 1099 Recipient record carefully to ensure the converted data is accurate.



How do I combine multiple W-2s

If you have an employee receiving two (2) or more W-2s, you have the ability to combine these W-2s into one.

1. From the **W-2 Conversion Report** (created in Step 20-A) find all employee numbers for 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**.
3. Select **Classic Government Reporting W-2 & 1099 Main Menu > Maintenance > W-2 Employee**.
4. When prompted, specify the employee number and year for which you wish to view this employee's record (YYYY).
5. Display the employee record you wish to keep for this employee.

6. On the **Wage Info** and **Wage Info 2** tabs, type the new totals into each of the W-2 fields.
7. Display the employee record you wish to discard for this employee.
8. Click the **Delete** button (Ctrl+D) to delete this record.

The screenshot displays the 'W-2 & 1099 - W-2 Employee Maintenance' software interface. It includes a data table at the top, a search filter window, and two main data entry tabs: 'Wage Info 1' and 'Wage Info 2'. Blue circles and lines highlight specific fields and actions.

| Emp No. | Name | State | Wages | Fed Tax | SS Tax | Med Tax | SS Tips | Allocated |
|---------|------------------|-------|----------|---------|----------|---------|----------|-----------|
| 25 | Johnson, Douglas | UT | 10461.52 | 773.04 | 10461.52 | 648.64 | 10461.52 | 151.68 |
| 30 | Johnson, Douglas | UT | 3200.00 | 198.40 | 3200.00 | 198.40 | 3200.00 | 198.40 |

Wage Info 1 Tab:

- Emp No: 25
- Year: 2009
- System: PRW
- Wages, Tips, Other Compensation: 10461.52
- Federal Income Tax Withheld: 773.04
- Social Security Wages: 10461.52
- Social Security Tax Withheld: 648.64
- Medicare Wages and Tips: 10461.52
- Medicare Tax Withheld: 151.68
- Social Security Tips: .00
- Allocated Tips: .00

Wage Info 2 Tab:

- Emp No: 25
- Name: Johnson, Douglas
- State Code: UT
- State Wages: 10461.52
- State Income Tax: 450.00
- Local Wages: .00
- Local Income Tax: .00
- Local Name:

Annotations:

- Circle 1: Points to the 'Delete' button (X icon) in the search filter window.
- Circle 3: Points to the 'Emp No' field in the search filter window.
- Circle 5: Points to the 'Wage Info 2' tab.

Step 20D: Run W-2 and 1099 Checkout

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

Tip! If there are employees at your site with more than one employee number, and who are receiving *multiple W-2s*, you may wish to provide them with a *single W-2*. (Note: If a warning was displayed during Step 20A - Convert from Payroll that there are *more pay codes marked for any one box than will fit on a single W-2 for this employee, you will not be able to combine the W-2s*.) For instructions on combining multiple W-2s, click the link below. If this does not apply to your site, continue to Step 20E.

Do this...

1. Open **Classic Government Reporting W-2 & 1099 Main Menu > Miscellaneous > Checkout**.
2. Set up Checkout for **ALL** Employee Numbers and **ALL** Account Numbers.
3. Mark all checkboxes.
4. Click **GO** (CTRL+G).
5. Click the **Preview** button (CTRL+Q) to preview the report, or the **Print** button (CTRL+P) to print the report.
6. From the Printer Form screen, select the desired printer, verify the settings, and click **GO** (CTRL+G).
7. Review the report for accuracy.

Step 20E: Print the W-2s

You can print the W-2s and 1099s (if applicable) now, or you can wait until later. You should print the W-2s and 1099s as soon as you complete the Payroll Year-end Checklist. If you need to print 1099s, use these instructions and substitute *1099* for *W-2*.

Print sample W-2s to scratch paper

Do this...

1. Open **Classic Government Reporting W-2 & 1099 Main Menu > Reports > Form W-2**.
2. Select the desired form style from the **Report Title** drop-down list.
3. Load scratch paper in the printer.
4. Click the **Print** button (CTRL+P).

Review and verify the items in each box of the W-2 Form

Review the sample W-2s. Check to make sure the information prints in the right location on the W-2 Form. You can place the W-2 Form behind the W-2 that is printed on scratch paper and hold it up to the light to see if the W-2 information is printing in the correct position.

5. Review the sample W-2s. Verify that the items to be printed on the W-2 form are printing in the correct position/correct boxes. You can place the W-2 Form behind the W-2 that is printed on scratch paper and hold it up to the light to see if the W-2 information is printing in the correct position.

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

You will also want to check the printed information on each W-2 to make sure the printed information is correct.

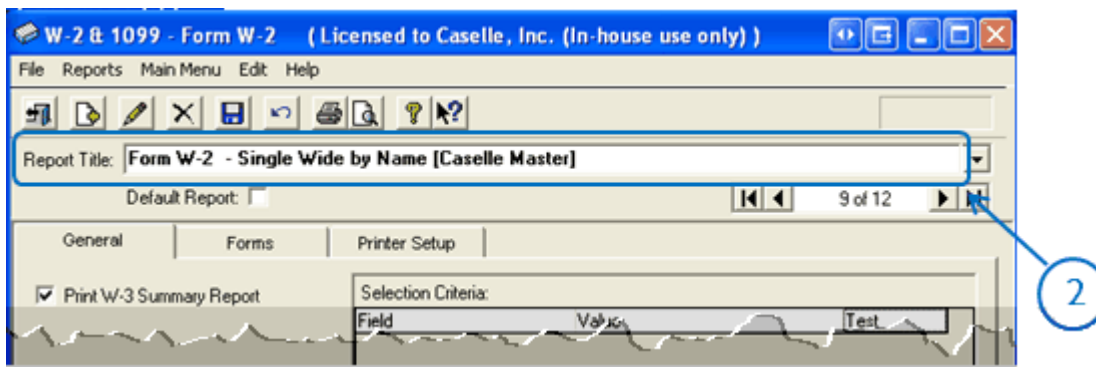
If corrections to amounts are required, enter corrections in the Payroll system

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

Print the actual W-2 Forms

6. Open **Classic Government Reporting W-2 & 1099 Main Menu > Reports > Form W-2**.
7. Select the desired form style from the **Report Title** drop-down list.
8. Load the W-2 forms in the printer.
9. Click the **Print** button (CTRL+P).

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



Step 21: Report W-2 Information to the IRS

There are two factors that determine whether to report using magnetic media. First, organizations that have 250 or more employees must report using magnetic media. Second, if the organization has less than 250 employees, you can still choose to report using magnetic media but it is not required.

Do I need to report on magnetic media?

If there are fewer than 250 employees at your site, you should submit your W-2 information according to the instructions that have been provided to you by the IRS. You do not need to report on magnetic media, continue to **Step 22: Important Reminder**

If there are more than 250 employees at your site, you may be required to submit your W-2 information using

Please note that many states have different requirements for electronically filing.

Tip! If you need to submit W-2 information using Electronic W2/1099, and the Miscellaneous > Create Electronic W2/1099 W-2 File option is not active at your site, you will need to contact Civic Sales to purchase this tool.

Create Electronic W-2/1099 File

1. Open **Classic Government Reporting W-2 & 1099 > Miscellaneous > Create Electronic W-2/1099 File**.
2. Fill in the fields on the form.
3. Click **GO** (Ctrl+G).

Step 22: Important Reminder!

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

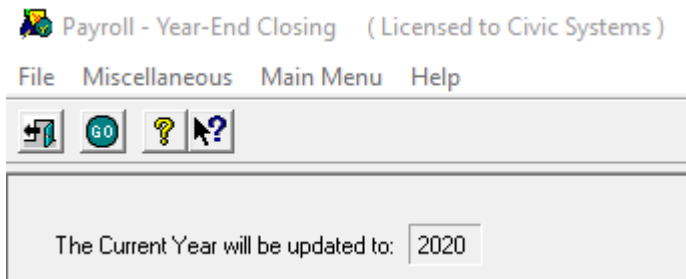
Step 23: Perform Year-end Closing

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

Do this...

1. Open **Classic Payroll > Miscellaneous > Year-end Closing**.
2. Verify the new **Current Year** listed on the screen. The year-end closing will close out the previous year, and reset the system to the new current year.

Important! If your system does not display the correct year (2019), contact Customer Service.



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

Final steps

Running the Year-end Closing is the last "official" step in the Year-end Closing Checklist. If you haven't already printed the actual W-2s, you should print them as soon as possible after completing the Year-end Checklist.

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

Step 24: Load New Tax Rates

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

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

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

Please click [here](#) for instructions on how to change the federal and state tax rates.

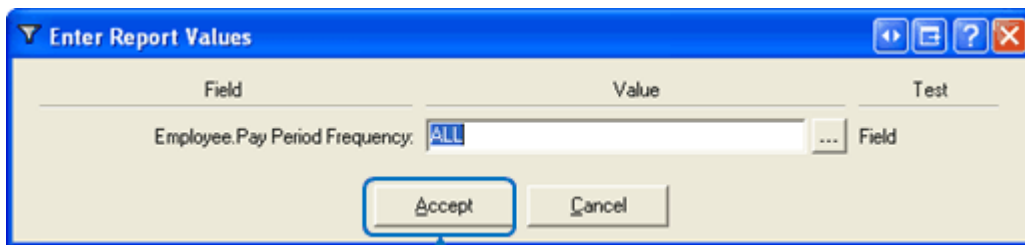
Step 25: Print a New Pre-List

The Pre-List is used to gather information from employee timesheets to prepare it for being entered into Payroll. If you use the Pre-List at your site, you may find it helpful to print a new Pre-List at this time.

Tip! If you also use Caselle's Timekeeping application at your site, the employee hours are automatically transferred to the Payroll application, and you do not need to print the Payroll Pre-List.

Do this...

1. Open **Classic Payroll > Reports > Payroll Prelist**.
2. Click the **Preview** button (CTRL+Q) to preview the report, or the **Print** button (CTRL+P) to print the report.
3. A dialog box will be displayed, asking you to set the report values. Click **Accept** to accept the default values.



4. From the Printer Form screen, select the desired printer, verify the settings, and click **GO** (CTRL+G).

| Anyday Corporation | | | | | | | | | | | |
|--------------------------------------|------------------|----------------|------------|------------------|-----------------|----|------------|--------|-----------|------------|------------|
| Payroll Prelist by Employee Number | | | | | | | | | | | |
| Pay Period: 01/01/20YY to 12/31/20YY | | | | | | | | | | | |
| Page: 1 | | | | | | | | | | | |
| Dec 22, 20YY 03:26pm | | | | | | | | | | | |
| Emp No | Name | Dept | Job Class | Ret | EIC Status | Fx | Fed Status | Sx | ST Status | Pay Type | Pay Freq |
| 5 | Smith, Jacob S | Administration | | Yes | | | 7 Married | | 7 Married | Salary | B-Weekly |
| G.L. Allocations: | | | | | | | | | | | |
| 53-80-00-0 | 30.00% | | 10-44-00-0 | 70.00% | | | | | | | |
| 1-00 Regular | 80.00hr | 100.0000 | SA | \$5,569.2300 | 3-00 Vacation | | | | | 00 SA | [00] |
| 4-00 Sick Leave | | 00 SA | [00] | 7-00 Holiday | | | | | | 00 SA | [00] |
| 8-00 Misc Pay | | 00 SA | [00] | 9-00 Comp Time | | | | | | 00 SA | [00] |
| 40-00 401-K Ded | | 5.0000- | SA | \$5.0000- | 65-00 Crd Union | | | | | 200.00- SA | [200.00-] |
| 74-00 Soc Sec | | 6.2000- | SA | \$7.2923- | 75-00 Medicare | | | | | 1.4500- SA | [22.7530-] |
| 76-00 FWT | | 00 SA | [00] | 77-00 SWT | | | | | | 00 SA | [00] |
| 91-00 Health | | 0 | \$[0] | 92-00 LTD Ins | | | | | | 0 | [0] |
| 99-00 SUTA | | 0 | \$[0] | 99-00 Wk Comp | | | | | | 0 | [0] |
| 10 | Rodford, Julie M | Administration | | Yes | | | 2 Married | | 2 Married | Salary | B-Weekly |
| G.L. Allocations: | | | | | | | | | | | |
| 51-80-00-0 | 10.00% | | 10-44-00-0 | 90.00% | | | | | | | |
| 1-00 Regular | 80.00hr | 100.0000 | SA | \$1,178.9231 | 3-00 Vacation | | | | | 00 SA | [00] |
| 4-00 Sick Leave | | 00 SA | [00] | 7-00 Holiday | | | | | | 00 SA | [00] |
| 8-00 Misc Pay | | 00 SA | [00] | 9-00 Comp Time | | | | | | 00 SA | [00] |
| 40-00 401-K Ded | | 125.00- | SA | [125.00-] | 74-00 Soc Sec | | | | | 6.2000- SA | [72.9692-] |
| 75-00 Medicare | | 1.4500- | SA | [7.0654-] | 76-00 FWT | | | | | 00 SA | [00] |
| 77-00 SWT | | 00 SA | [00] | 90-00 Retirement | | | | | | 0 | [0] |
| 91-00 Health | | 0 | \$[0] | 92-00 LTD Ins | | | | | | 0 | [0] |
| 99-00 SUTA | | 0 | \$[0] | 99-00 Wk Comp | | | | | | 0 | [0] |
| 15 | Morris, Sharon | Administration | | Yes | | | 1 Single | | 1 Single | Hourly | B-Weekly |
| G.L. Allocations: | | | | | | | | | | | |
| 10-44-00-0 | 40.00% | | 10-42-00-0 | 60.00% | | | | | | | |
| 1-00 Regular | 80.00hr | 100.00 | SH | \$9.50 | 2-00 Overtime | | | | | 150.00 SH | [4.25] |
| 3-00 Vacation | | 100.00 | SH | \$9.50 | 4-00 Sick Leave | | | | | 100.00 SH | [9.50] |
| 7-00 Holiday | | 100.00 | SH | \$9.50 | 8-00 Misc Pay | | | | | 00 SA | [00] |
| 65-00 Crd Union | | 50.00- | SA | \$0.00- | 74-00 Soc Sec | | | | | 6.2000- SA | [47.1200-] |
| 75-00 Medicare | | 1.4500- | SA | [1.0200-] | 76-00 FWT | | | | | 00 SA | [00] |
| 77-00 SWT | | 00 SA | [00] | 90-00 Retirement | | | | | | 0 | [0] |
| 91-00 Health | | 0 | \$[0] | 92-00 LTD Ins | | | | | | 0 | [0] |
| 99-00 SUTA | | 0 | \$[0] | 99-00 Wk Comp | | | | | | 0 | [0] |
| 20 | Spencer, Annette | Administration | | Yes | | | 0 Single | | 0 Single | Hourly | B-Weekly |
| G.L. Allocations: | | | | | | | | | | | |
| 51-80-00-0 | 30.00% | | 52-80-00-0 | 30.00% | | | 53-80-00-0 | 40.00% | | | |
| 1-00 Regular | 80.00hr | 100.00 | SH | \$11.50 | 2-00 Overtime | | | | | 150.00 SH | [7.25] |
| 3-00 Vacation | | 100.00 | SH | \$11.50 | 4-00 Sick Leave | | | | | 100.00 SH | [11.50] |
| 7-00 Holiday | | 100.00 | SH | \$11.50 | 8-00 Misc Pay | | | | | 00 SA | [00] |
| 9-00 Comp Time | | 100.00 | SH | \$11.50 | 65-00 Crd Union | | | | | 75.00- SA | [75.00-] |
| 74-00 Soc Sec | | 6.2000- | SA | [7.0400-] | 75-00 Medicare | | | | | 1.4500- SA | [17.3400-] |
| 76-00 FWT | | 00 SA | [00] | 77-00 SWT | | | | | | 00 SA | [00] |
| 90-00 Retirement | | 0 | \$[0] | 91-00 Health | | | | | | 0 | [0] |
| 92-00 LTD Ins | | 0 | \$[0] | 99-00 SUTA | | | | | | 0 | [0] |
| 99-00 Wk Comp | | 0 | \$[0] | | | | | | | | |

Step 26: Enter New Payroll

Congratulations!

You have completed the Payroll Year-end Closing! The Payroll system is now ready for you to enter payroll for the new year.

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You have completed the Payroll Year-end Closing! The Payroll system is now ready for you to enter payroll for the new year.

Useful Websites

Listed below are links to sites you can find helpful and often important information.

IRS – general links to forms, publications, and general information.

www.irs.gov

IRS Business – Employer information

<http://www.irs.gov/businesses/index.html?navmenu=menu1>

Social Security Administration Business Services:

<http://www.socialsecurity.gov/pgm/business.htm>

SSA – Payroll Year End Balancing

<http://www.socialsecurity.gov/employer/recon/recon.htm>

STATE WEBSITES

Illinois Department of Revenue

<http://www.revenue.state.il.us/index.htm#t=tab1>

Iowa Department of Revenue

<http://www.iowa.gov/tax/index.html>

Minnesota Department of Revenue

<http://taxes.state.mn.us/Pages/index.aspx>

Michigan Department of Treasury

<http://www.michigan.gov/treasury/>

Missouri Department of Revenue

<http://dor.mo.gov/>

Ohio Department of Taxation

<http://www.tax.ohio.gov/Individual.aspx>

Wisconsin Department of Revenue

<http://www.revenue.wi.gov/>

Wisconsin Retirement Rates:

<http://etfonline.wi.gov/ETFCalculatorWeb/etf/internet/employer/ETFemployerrates.jsp>