

Connect Payroll Year-End Procedure Guide – 2023

REVISIONS:

12/14/2023 – Original Document

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Caselle Connect Payroll Year-End Checklist – 2023

Welcome back!

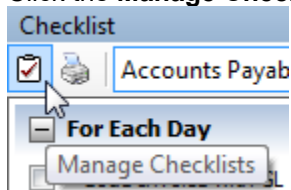
Please download the latest Year-end Checklist from our website. Follow the steps below. The Payroll Year-end Checklist is a list of tasks that need to be completed at the end of the year. These tasks will help you clean up the Payroll database, prepare W-2 and 1099 forms, close the year to prevent others from changing the payroll data, and prepare for the new year. The checklist can be downloaded and loaded using the instructions in the following section.

Download the Payroll Year-End Steps Checklist

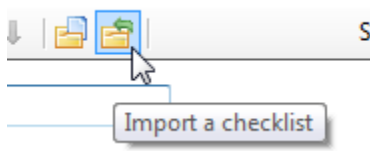
***Note:** The Payroll Year-End Steps Checklist has changed slightly from previous years. Follow these steps to import the latest checklist.

To download the Payroll Year-End Steps Checklist, follow these steps:

1. [Click here](#) to visit our year-end website.
2. On the right side of the screen, there is a section titled **Steps Checklist**. Right-click on **Payroll**.
3. Select **Save link as...**
4. Save the file to a location on your computer or network.
5. If the **Download complete** screen appears, click **Close**.
6. Open the **Connect** program.
7. Move your mouse's arrow to the **Checklist** on the right side of the screen so that it slides out.
8. Click the **Manage Checklists** button (clipboard with a checkmark).

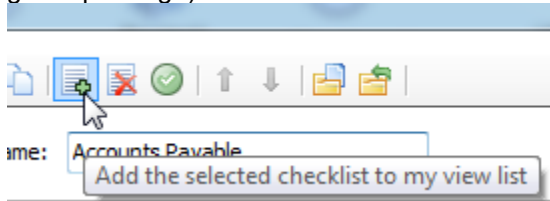


9. Click the **Import a Checklist** button (yellow folder with an arrow going into the folder).



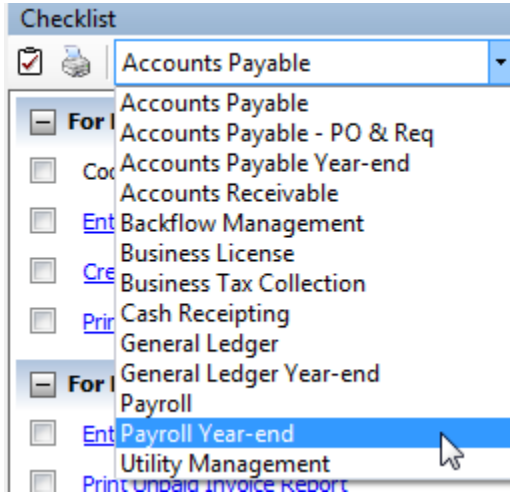
10. Navigate to the "PR Checklist.xml" file saved in step 4 above. Click **Open**.

11. Click on the new checklist that was imported on the left of the screen. You may have to scroll to the bottom.
***Note:** If there was a year-end checklist that was imported in years past, the new checklist may be named with a number after it (e.g. **Payroll Year-end 1**).
12. Click on the **Add the selected checklist to my view list** list button (lines on a white paper with a green plus sign).



13. Click **OK**.

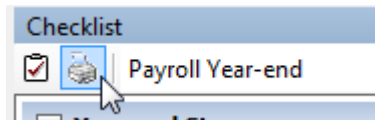
The Checklist should now be listed in the drop-down.



Printing the Checklist.

To print the Payroll Year-End Checklist, follow these steps:

1. Login to Connect.
2. Move your arrow over **Checklist** on the right.
3. Select the **Payroll Year-end** checklist from the drop-down.
4. Click the **Printer** button.



Need more help?

If you need more help, please contact **Civic Customer Service** at **(888) 241-1517**. Our hours are 7:00 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?

Connect will print the 3-up and 4-up form types to blank paper. The system will then print all lines and information.

There are three optional form types to choose from:

4-up form type

4-up laser W-2s contain all information for one employee on one sheet, including Copy B for Federal, Copy C for employee and two (2) copies of Copy 1 for State, City or Local Tax Department. You can order the pre-printed 4-ups (form number **BW24UP05**). Order enough sheets to have one for each employee. To print a copy for your files, simply reprint the W-2s on plain paper, or order employer's File Copy D (form number **BW24UPER05**). Copy D prints two employees per sheet, so order enough sheets to have one for every two employees.

3-up form type

3-up laser W-2's contain all information for one employee on one sheet, including Copy B for Federal, Copy C for employee and one (1) copy 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.

2-up form type

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

- Federal Copy B
- State/City Copy 2
- 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 **2023.11.100** or later. If you're not sure what release you are running, login to Connect and look in the upper left corner. If the release number is lower than **2023.11.100**, you should download this version before proceeding.

What needs to be completed before your first payroll in 2023?

While it is always great if you can complete your year-end processes before your first payroll in the next year, it is not necessary. However, the most important things to complete are any changes to rates such as federal and state withholding, retirement, and health insurance as required prior to the first payroll. To see the changes to federal and state withholding rates, click [here](#).

DO NOT change the maximum wage amounts for Social Security before W-2's are calculated in Step 14.

Step 1: Complete the Pay Period Checklist for Last Payroll

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

The screenshot shows a software window titled 'Checklist' with a 'Payroll' dropdown menu. Below the menu, there is a section for 'EACH PAY PERIOD:' with a date field set to '12/28/2023'. A list of tasks follows, each with an unchecked checkbox and a document icon to its right:

- [Close Pay Period](#)
- [Setup New Employees](#)
- [Modify Existing Employees](#)
- [Print Payroll Prelist](#)
- [Enter Payroll Data](#)
- [Print Pay by Exception Report](#)
- [Calculate Payroll Checks](#)
- [Print Payroll Register - Preliminary Detail](#)
- Review Register and make corrections

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:

Pay Period	Paycheck Date	Tasks
11/29-12/12	12/19	<p>Last payroll in December:</p> <ol style="list-style-type: none"> 1. Complete the Pay Period Checklist for this period. 2. Begin the Year-end Steps Checklist.
12/13-12/26	1/2	<p>First payroll in January:</p> <ol style="list-style-type: none"> 3. Complete the Pay Period Checklist for this period.

Step 2: Verify Pay Code Rates/Limits

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

Do this...

1. Open **Connect Payroll > Organization > Pay Codes**.
2. Enter the **Social Security Pay Code** for your site in the Lookup bar. Press **Enter**.
Example: 74-00 Social Security
3. Click the **Employee** tab > **Employee** sub tab. Verify that the amount in the **Maximum Wage Limit** field is correct for the Payroll year being closed.
4. Verify the amounts in the **Percentage** and **Maximum wage limit** fields are correct for the Payroll year being closed.

Employee > Employee sub tab

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				
Minimum wage limit:	.00				
Maximum wage limit:	160,200.00				

- Click the **Employer** tab > **Employer** sub tab. Verify that the amounts in the **Percentage** and **Maximum wage limit** fields are correct for the Payroll year being closed.

Employer > Employer sub tab

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 C		

Amount/Rate/Percent type: Percent of amount

Percentage: 6.2000 %

Maximum limit: .00

Annual limit: .00

Minimum wage limit: .00

Maximum wage limit: 160,200.00

- Enter the Medicare Pay Code (most times it is pay code 75-00) for your site in the **Pay code:** field at the top. Press **Enter**.
- Click the **Employee** tab > **Employee** sub tab. Verify that the amounts in the **Percentage** and **Maximum wage limit** fields are correct for the payroll year being closed.

Caselle Connect® > Payroll > Organization > Pay Codes

Caselle Connect® Pay Codes

Pay code:

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: 1.4500- %

Maximum limit: .00

Annual limit: .00

Minimum wage limit: .00

Maximum wage limit: 9,999,999.99

8. Click the **Employer** tab.
9. Repeat these steps for any other applicable pay code rates/limits (In other words, disability, deferred compensation, and so on). The 2023 minimum wage limit for additional Medicare was \$200,000.

If you make a change to a pay code please, click the **Save** icon and OK on the popup to update employee pay codes. When updating a deduction amount, do **NOT** enter negative signs and do not edit a number leaving the negative sign; Connect will make the amount negative for you.

Warning! Place the Tax Rate information for the coming year in a safe place. **DO NOT update to the 2024 Social Security maximum wage limits until Step 18.**

Step 3: 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 have been defined in the system:

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

Verify the Federal Employer ID Number

1. Open **Connect Payroll > Organization > Pay Codes**.
2. Select the **Federal Withholding Pay Code**.
3. Verify the **Federal Identification Number**.

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
76					

Pay code:

Sub code:

Title:

Abbreviated title:

Type:

State:

Identification number:

2 & 3

Verify the State Tax ID Number

4. Open **Connect Payroll > Organization > Pay Codes**.
5. Display the **State Withholding Pay Code**.
6. Verify the **State Tax 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:	WI				
Identification number:	<input type="text" value="05-785694"/>				

5 & 6

Step 4: Review Pay Codes

The *Used In Calculations* designation identifies portions of a pay code that are either subject to certain taxes or exempt from taxes. This step checks the pay codes and percentages on the Used In Calculations tab on each pay code.

***Note: Deduction type pay codes will reduce the amount of wages in Boxes 1, 3, 5, and 16 on the W-2.**

***Note-If you think there is an error, please call Support. You should not just change these 'Subject To' codes.**

Do this...

1. Open **Connect Payroll > Organization > Pay Codes**.
2. Display the first pay code.
3. On the **Employee** or **Employer** tab, review the **Used In Calculations** selections for the pay code.
4. Repeat step 3 for each pay code that is in use at your site.

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

The image displays two screenshots of the Caselle Connect Payroll system, illustrating the 'Used In Calculations' tab for different pay codes. The first screenshot shows the 'Employee' tab for pay code 1-00 Regular Pay. A table lists various pay codes and their percentages, with '40 - 01 WRS - General' highlighted. A 'Subject To' dialog box is open, showing 'Pay code: 40 - 01 WRS - General' and 'Percent: 100.00 %'. The second screenshot shows the 'Employee' tab for pay code 41-00 IMRF. A table lists '76 - 00 Federal Withholding Tax' and '77 - 00 State Withholding Tax', both at 100.00%. A 'Subject To' dialog box is open, showing 'Pay code: 76 - 00 Federal Withholding Tax' and 'Percent: 100.00 %'. A blue circle with the number '3' and arrows points to the 'Subject To' dialog boxes in both screenshots, indicating the step to review these settings.

Step 5: 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. 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.

Verify the special pay code flags

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

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

Caselle Connect® > Payroll > Organization > Pay Codes

Caselle Connect® Pay Codes

Pay code: Lookup: Pay code and sub code

Pay code: 41-00 401-K Deduction

Pay Code	Employee	Employer	W-2/1099	Notes

W-2 code (Box 12): D

W-2 other description (Box 14): Include amounts

W-2 local tax code:

Include amounts for dependent care on W-2 (Box 10)

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

To select a W-2 code, **do this...**

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

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

Pay code: 41-00 401-K Deduction

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 dependent care

Include amounts for non-qualified

Select a W-2 Code.

- o Blank: Do not select a W-2 Code.
- o Code A: Uncollected social security or RRTA tax on tips.
- o Code B: Uncollected Medicare tax on tips.
- o Code C: Taxable cost of group-term life insurance over \$50,000.
- o Code D: Elective deferrals under section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement).
- o Code E: Elective deferrals under a section 403(b) salary reduction agreement.
- o Code F: Elective deferrals under a section 408(k)(6) salary reduction SEP.
- o Code G: Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan.
- o Code H: Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan.
- o Code J: Nontaxable sick pay.
- o Code K: 20% excise tax on excess golden parachute payments.
- o Code L: Substantiated employee business expense reimbursements.
- o Code M: Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only).
- o Code N: Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (former employees only).
- o Code P: Excludable moving expense reimbursements paid directly to employee.
- o Code R: Employer contributions to an Archer MSA.
- o Code S: Employee salary reduction contributions under a section 408(p) SIMPLE plan.
- o Code T: Adoption benefits.
- o Code V: Income from the exercise of nonstatutory stock option(s).
- o Code W: Employer contributions to a health savings account (HSA).
- o Code Y: Deferrals under a section 409A nonqualified deferred compensation plan.
- o Code Z: Income under a nonqualified deferred compensation plan that fails to satisfy section 409A.
- o Code AA: Designated Roth contributions under a section 401(k) plan.
- o Code BB: Designated Roth contributions under a section 403(b) plan.
- o Code DD: Cost of employer-sponsored health coverage.
- o Code EE: Designated Roth contributions under a governmental section 457(b) plan.
- o Code FF: Permitted benefits under a qualified small employer health reimbursement arrangement.

Box 12 Codes List

Below is a list of each code available for Box 12 and its corresponding explanation.

- **A** – Uncollected Social Security tax or Railroad Retirement Tax Act (RRTA) tax on tips.
- **B** – Uncollected Medicare tax on tips.
- **C** – Taxable costs of group-term life insurance over \$50,000.
- **D** – Elective deferral under a Section 401(k) cash or arrangement plan. This includes a SIMPLE 401(k) arrangement.
- **E** – Code E includes 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 non-elective deferrals) to a Section 457(b) deferred compensation plan.
- **H** – Elective deferrals to a Section 501(c)(18)(D) tax-exempt organization plan.
- **J** – Nontaxable sick.
- **K** – 20% excise tax on excess golden parachute payments.
- **L** – Substantiated employee business expense reimbursements (nontaxable).
- **M** – Uncollected Social Security tax 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 a member of the U.S. Armed Forces.
- **Q** – Nontaxable combat pay.
- **R** – Any employer contributions to your Archer medical savings account (MSA).
- **S** – Employee salary reduction contributions under a Section 408(p) SIMPLE. (Not included in Box 1).
- **T** – Employer Provided Adoption benefits.
- **V** – Income from exercise of non-statutory stock option(s).
- **W** – Employer contributions (including amounts the employee elected to contribute using a Section 125 cafeteria plan) to your health savings account (HSA).
- **Y** – Deferrals under a Section 409A nonqualified deferred compensation plan.
- **Z** – Income under a nonqualified deferred compensation plan that fails to satisfy Section 409A.
- **AA** – Designated Roth contributions under a 401(k) plan.
- **BB** – Designated Roth contributions under a 403(b) plan.

Step 5: Verify W-2 Box 10, 11, 12 and 14 Settings

- **DD** – Code DD includes cost of employer-sponsored health coverage.
- **EE** – Designated Roth contributions under a governmental 457(b) plan.
- **FF** – Permitted benefits under a qualified small employer health insurance reimbursement arrangement. Information only.
- **GG** – Income from qualified equity grants under Section 83(i). Information only.
- **HH** – Aggregate deferrals under Section 83(i) elections as of the close of the calendar year. Information only.

To complete the **W-2 Other Description (Box 14)** fields, **do this...**

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

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

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

Step 6: 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 **Connect Payroll > Organization > Checkout**.
2. Run Checkout for **ALL** employees.
3. Verify the **Beginning** and **Ending Date**. These dates should default to the year being closed in order to scan and check the entire year's data.

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

4. There were two new boxes added to the Checkout screen several years ago in Connect. Please make sure the box for "Check for tax pay codes set to do not calculated" and "Check for different YTD employee and employer amounts for Social Security and Medicare" are selected.
5. Click **GO** (CTRL+G).

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

Column	Value	Test
Employee.Employee number	All	Entire ne

Annotations on the screenshot:

- 2**: Points to the 'Test' column in the 'Selection criteria' table.
- 3**: Points to the 'Beginning date' and 'Ending date' fields, which are set to 01/01/2022 and 12/31/2022 respectively.
- 4**: Points to the 'Check for tax pay codes set to do not calculate' checkbox and the 'Check for different YTD employee and employer amounts for Social Security and Medicare' checkbox.

Other visible options on the screen include:

- 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

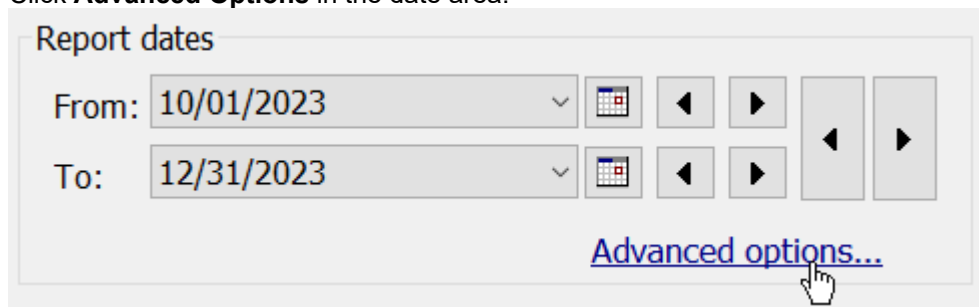
Step 7: Print the Annual 941 Report

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

- Compare the Annual 941 Report total with the total of all the Quarterly 941 Reports for the year.

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.
- Click **Advanced Options** in the date area.



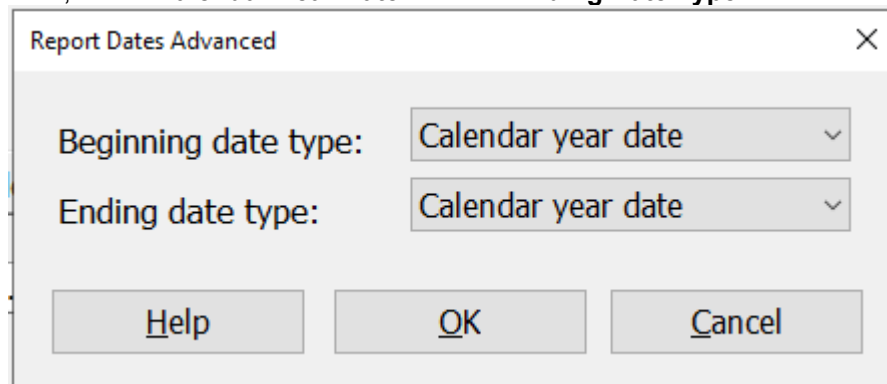
Report dates

From: 10/01/2023

To: 12/31/2023

[Advanced options...](#)

- From the dialog that appears, select **Calendar Year Date** from the **Beginning Date Type**. Next, select **Calendar Year Date** from the **Ending Date Type**.



Report Dates Advanced

Beginning date type: Calendar year date

Ending date type: Calendar year date

Help OK Cancel

- Click **OK**.

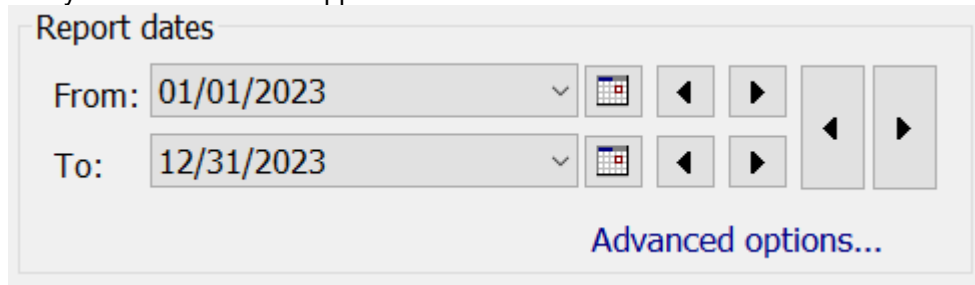
- Verify the dates that now appear.

Report dates

From: 01/01/2023

To: 12/31/2023

[Advanced options...](#)



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

Step 8: Print a Leave Report (optional)

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

***Note: If you do this as a step in your Payroll processing skip to Step 9.**

Are the employees' leave time balances correct?

- Yes, the employees' leave time balances are correct. Continue to Step 9.
- No, the employees' leave time balances are not correct. Use **Employees > Enter Leave Time Adjustments** to enter a correction.

Do this...

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

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

Caselle Connect® Leave Report

Definition: Leave Report - Aimee's Report

Report Options Columns Print Settings

Report dates

From: 12/10/2023

To: 12/23/2023

[Advanced options...](#)

3. Click **Preview** (CTRL+Q) to preview the report or click **Print** (CTRL+P) to print the report.
4. Review the printed report.
5. Fix errors to employee leave time balances before you continue by going to **Connect Payroll > Employees > Enter Leave Time Adjustments**.

Step 9: Verify Carryover Limits in Leave Tables

***Note: You only need to do this if new leave rates or changes to leaves are made.**

Does your organization use carryover limits?

- **Yes, my organization uses carryover limits & we made changes this year.** Complete this step.
- **Yes, my organization uses carryover limits & no changes were made this year.** Skip to Step 11.
- **No, my organization does not use carryover limits.** Skip to Step 11.

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

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

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

1. Make sure the carryover limits have been set up in the system.
2. Run Adjust Carryover Limits (step 10).

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

Do this...

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

Step 9: Verify Carryover Limits in Leave Tables

Caselle Connect® > Payroll > Organization > Leave Rates

Caselle Connect® Leave Rates

Leave rate: Leave rate

Leave Rate: 301 Vacation - Fixed Hours

Leave Rate Levels Notes

Rate number:

Description: Vacation - Fixed Hours

Abbreviated description: Vac

Type: Fixed

Adjust to carryover at:

Initial level date based on: Start date

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

- Notice that different levels within this Leave Rate may have different Accumulation and Carryover Limits.
- Each Leave Rate will have to be checked individually.

Caselle Connect® > Payroll > Organization > Leave Rates

Caselle Connect® Leave Rates

Leave rate: Leave rate 1 of 7

Leave Rate: 301 Vacation - Fixed Hours

Leave Rate Levels Notes

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

Level

Level number:

Description: Vacation-Fixed Hrs - 0-1 yr

Based on: Length of service

Length: Months

Rate/Amount:

Accumulation limit:

Carryover limit:

Step 10: Run Adjust Carryover Hours

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

Note: If you do this as part of you payroll process each payroll you can skip this step.

Do this...

1. Open **Connect Payroll > Employees > Adjust Leave Carryover Hours**.
2. Read the notice on the screen. Be sure you have a backup of your Payroll files before you continue.
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. This must be done during the pay period that includes the adjustment time. For example if the adjustment time frame is the calendar year end the date of 12/31 must fall in the pay period date range.

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

Current pay period: 12/26/2019 - 01/08/2020

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"/> 401 (Sick Leave - Fixed Hours)
<input checked="" type="checkbox"/> 701 (Holiday - 10 days)

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

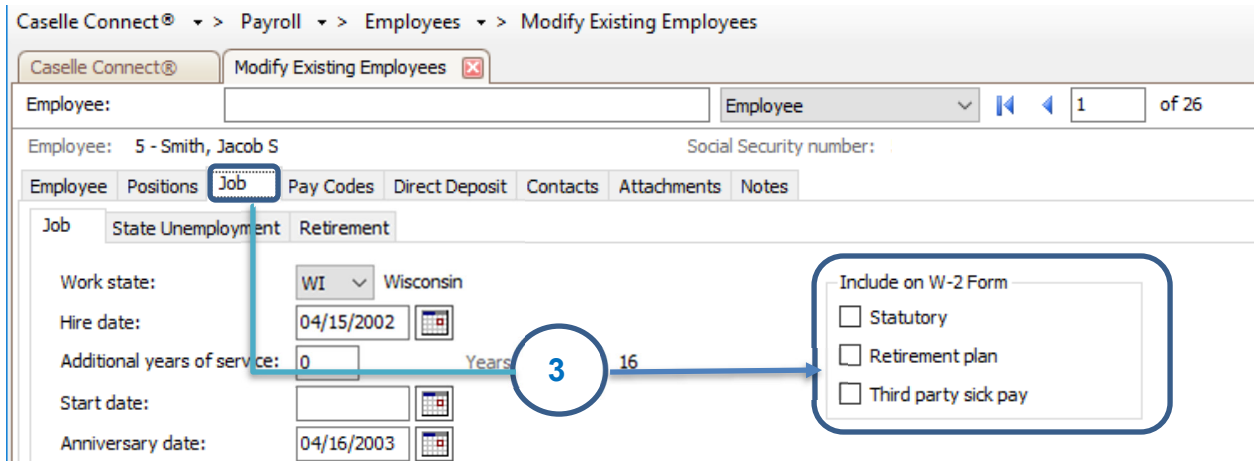
The employee leave time has been adjusted to the carryover limit(s).

Step 11: Review New Employees

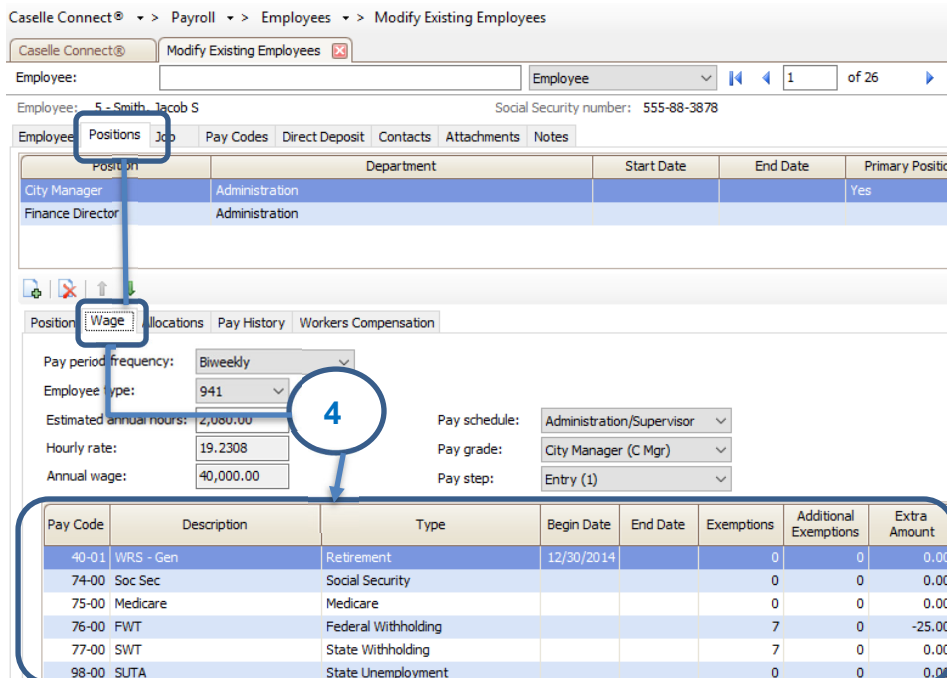
The next step is to review the **W-2 settings**, **Subject To** options selected and **Social Security** number for each new employee.

Do this...

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



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

- 5. On the **Employee** tab verify the Social Security Number (SSN) matches to the W-4 or I-9 provided by the new employee.

Caselle Connect® > Payroll > Employees > Modify Existing Employees

Employee: 5 - Smith, Jacob S

Employee	Positions	Job	Pay Codes	Direct Deposit	Contacts	Attad
Employee number:	5					
Name:	Smith, Jacob S					...
Address line 1:	475 15th St					
Address line 2:						
City:	Anycity					
State/Province:	WI					
Zip/Postal code:	88888				Delivery point:	
Country/Region:						
Telephone 1:	(385) 555-3105					
Telephone 2:						
Fax:						
Email:						
Social Security number:	555-88-3878					

- 6. Repeat steps 1-5 for each new employee record.

Step 12: Run Employee Checkout

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

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

Do this...

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

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

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

Caselle Connect® > Payroll > Organization > 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 deleted
- Find terminated employees to 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 %
- 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:

Step 13: Backup Current Year's Payroll Data (optional)

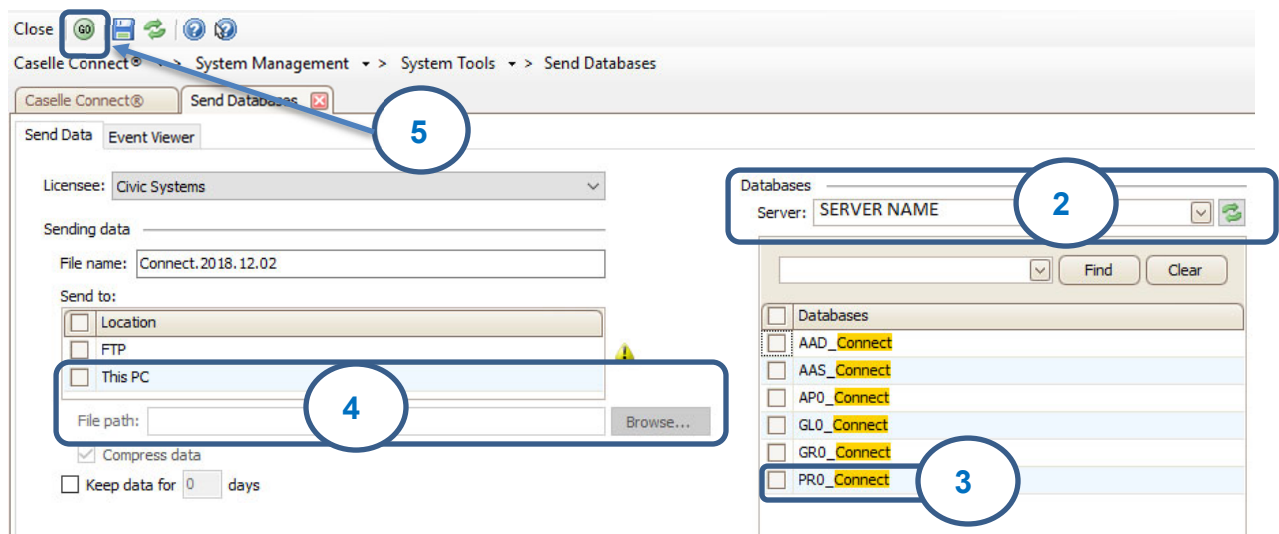
Before proceeding, perform a backup of the current year payroll files.

Tip! It is a practical idea to have a backup strategy in place in order to prevent accidental data loss. Backups may be performed on the schedule that best suits the needs of your site. For more information on the backup strategy in place at your site, consult with your local IS/IT staff.

***Note:** If Regular backups are being done, you can skip this step. If you are unable to complete this step following the directions below, contact your System Administrator or IT department. This should not stop you from moving forward. Continue to Step 14 if unable to backup in a timely manner.

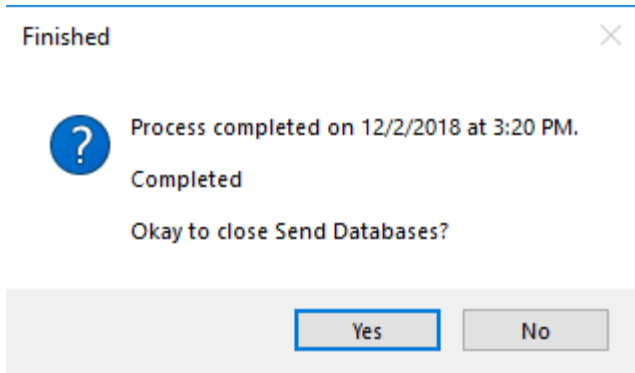
Do this...

1. Open **Connect System Management > System Tools > Send Databases**.
2. Select a **Server**.
3. Select **PR0** from the **Database** menu.
4. Send to **This PC** and browse to the **Destination Folder** of your choice.



5. Click **GO** (CTRL+G).
6. When the Finished dialog box displays, click **Yes**.

Step 13: Backup Current Year's Payroll Data (optional)



Depending upon how your server is setup, you may not be able to use **Backup Databases**. If that is the case, have IT/System Admin create the backup.

Step 14: Run W-2 and 1099 Application

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

- ❖ Step 14a – Convert W-2 and 1099 information from Payroll
- ❖ Step 14b – Verify the converted information for each employee and make corrections as needed
- ❖ Step 14c – Verify the Organization W-2 and 1099 information
- ❖ Step 14d – Run W-2 & 1099 Checkout
- ❖ Step 14e – Print and review sample W-2s, making any necessary changes
- ❖ Step 14f – Enter corrections in the Payroll system

Important! If you find errors in the sample W-2s, you will need to make corrections in Payroll. Then, go back to Step 14 and repeat all steps 14-16 until the sample W-2s are correct.

Tip! When you complete these tasks, the W-2s will be ready for printing. If the actual W-2s will not be printed at this time, they should be printed as soon as 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 14a – Convert Year-End Tax Information

To migrate the W-2 and 1099 information from payroll to the **W-2 and 1099 Reporting** application, **do this...**

1. Open **Payroll > Government Reporting > Convert Year-end Tax Information**.
2. Verify the proper tax year is listed (i.e. **2023**).
3. Verify the proper **Maximum wage limits**.

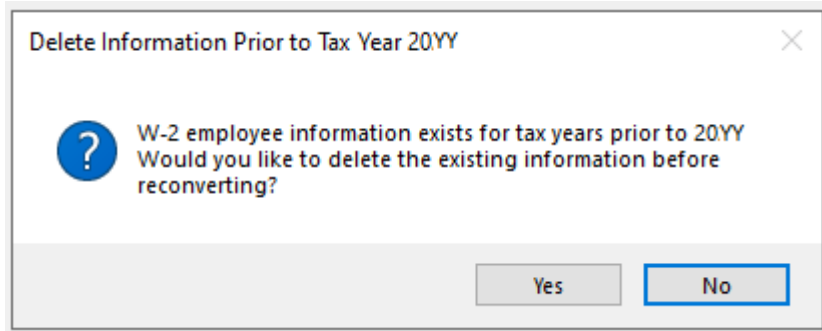
The screenshot shows a software window titled 'Convert Year-end Tax Information' within the 'Caselle Connect' application. The breadcrumb path is 'Payroll > Government Reporting > Convert Year-end Tax Information'. The window contains the following fields and controls:

- 'Convert payroll information for the tax year:' with a dropdown menu set to '2023'.
- 'Employees:' with a text box containing 'All' and a 'Values...' button to its right.
- 'Maximum wage limits' section with two rows:
 - 'Social Security:' with a text box containing '160,200.00'.
 - 'Medicare:' with a text box containing '9,999,999.99'.

4. Click the **GO** button.

If W-2's were printed last year, the following prompt will appear. Click **Yes** to delete any and all prior year W-2 information or **No** to keep prior year history. If you click **No**, prior year history will **not** affect current year W-2's.

***Note- History will remain in payroll, keeping data will require you to select years when printing or editing.**



Step 14b – Check the Conversion Printout and Make Corrections as Needed

To verify the converted information for each employee, **do this...**

Review the conversion printout that printed as a part of the previous step. Compare the printout with the Annual 941 detail from step 7. Verify the amounts for each employee.

To review or correct W-2 amounts, **do this...**

1. Open **Connect Payroll > Government Reporting > W-2 Employees**.
2. Search for the appropriate employee and correct any information on the **Employee, Wage Information**, and **Electronic Filing** subtabs.

To review or correct 1099 amounts, **do this...**

1. Open **Connect Payroll Government Reporting > 1099 Recipients**.
2. Search for the appropriate recipient and correct any information on the appropriate subtabs.

Step 14c – Verify Organization W-2 and 1099 Information

To verify ID numbers, limits, etc., **do this...**

1. Open **Connect Payroll > Government Reporting > Organization**.
2. Review these tabs to ensure the information is accurate.
 - General tab

The screenshot shows the 'Organization' form in the 'Caselle Connect' application. The breadcrumb navigation at the top reads 'Caselle Connect® > Payroll > Government Reporting > Organization'. Below this, there are two tabs: 'Caselle Connect®' and 'Organization'. The 'Organization' tab is active, and the 'General' sub-tab is selected. The form contains the following fields:

Primary name:	Anycity Corporation	
Secondary name:		
Address line 1:	10 N Commerce Ave	
Address line 2:	PO Box 123	
City:	Anycity	
State/Province:	WI	
Zip/Postal code:	88888	Delivery point:
Country/Region:		
Telephone 1:	(385) 555-1122	
Telephone 2:	(385) 555-1212	
Fax:		
Email:		

- Federal and Electronic Filing tab, if applicable

Caselle Connect® > Payroll > Government Reporting > Organization

Caselle Connect® Organization 1099s/1096

General **Federal** States Localities Passwords Tracking User-Defined Notes

Federal Electronic Filing ACA

Federal ID number: 87-0302950

1099 minimum amounts

Miscellaneous:	600.00
Interest:	600.00
Dividend:	10.00
Retirement:	10.00
Real estate:	600.00
Government payments:	.00
Nonemployee compensation:	600.00
Cancel debt:	600.00

Caselle Connect® > Payroll > Government Reporting > Organization

Caselle Connect® Organization

General **Federal** States Localities Passwords Tracking User-Defined Notes

Federal Electronic Filing ACA

1099 Contact information

Name: Accounts Payable Contact

Phone: (385) 555-1122 Extension:

Email: Anycity_AP@ci.anycity.ut.us

Fax: (385) 555-1222

W-2 Contact information

Name: Payroll Contact

Phone: (385) 555-1122 Extension:

Email: Anycity_PR@ci.anycity.ut.us

Fax:

SSA/RTN: RTX12345

Preferred method of problem notification: 1 (Email/Internet)

Preparer code: L (Self-Prepared)

Agent indicator code:

Employer/Agent employer identification number (EIN):

Agent for EIN:

Employment code: R (Regular (all others))

Tax jurisdiction code:

Kind of employer: S (State and Local Governmental Employer)

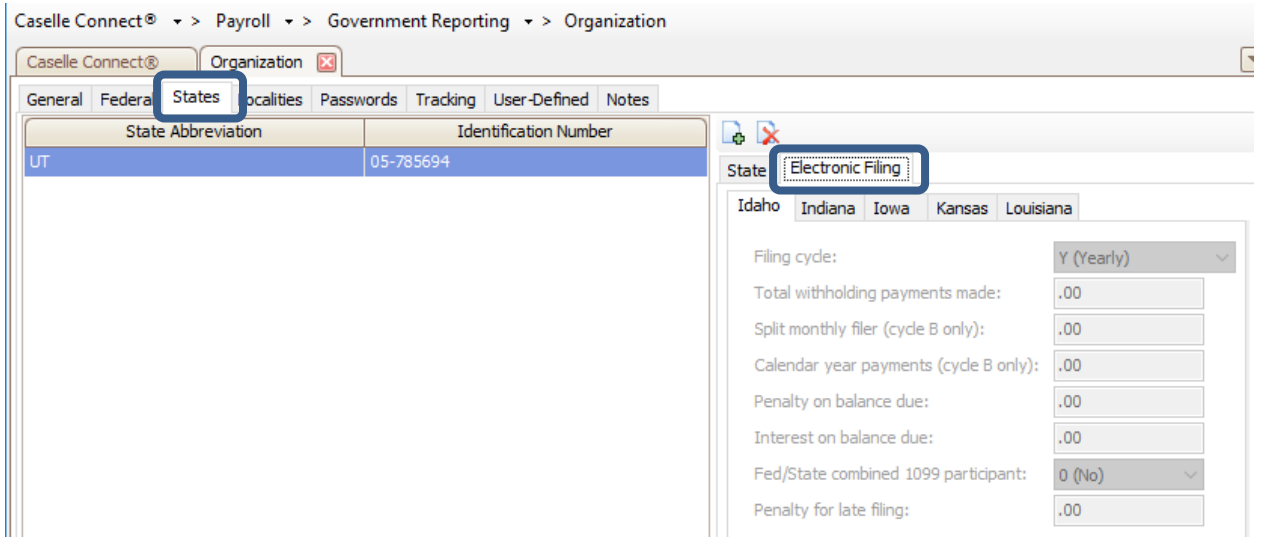
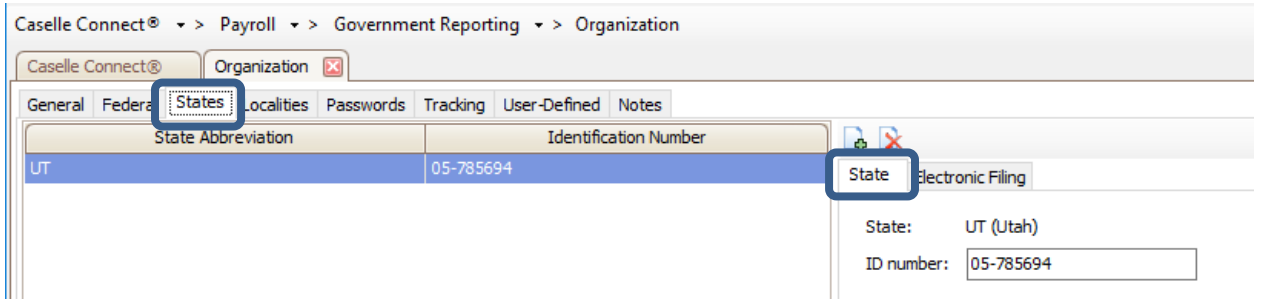
Third party: .00

Terminating business indicator

Third party sick pay indicator

Step 14: Run W-2 and 1099 Application

- State and State Electronic Filing tab, if applicable



- Localities tab, if applicable

Step 14d – Run W-2 and 1099 Checkout

Do this...

1. Open **Connect Government Reporting > Checkout W-2 Employees**.
2. Select the year you want to run checkout for (only one year will appear if you deleted history when converting data).
3. Select all checkboxes.

Caselle Connect® > Payroll > Government Reporting > Checkout W-2 Employees

Caselle Connect® Checkout W-2 Employees

Tax year: 2023

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

4. Click **GO** (CTRL+G).
5. Click **Preview** (CTRL+Q) to preview the report, or click **Print** (CTRL+P).
6. Review the report for accuracy. Note that if you kept prior years history in the W-2 program the totals will be cumulative of all years.

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 displays that there are more pay codes marked for any one box than will fit on a single W-2 for this an employee when you complete Step 14A - Convert from Payroll, then you will not be able to combine the W-2s.) For instructions on combining multiple W-2s, follow these steps. If this does not apply to your site, continue to Step 14E.

To combine multiple W-2's, do this...

1. From the **W-2 Conversion Report** (created in Step 14-A) find all employee numbers for this employee. Manually combine the totals for each W-2 field for this employee, and make a note of the new totals on the W-2 Conversion Report.

25 Johnson, Douglas Douglas Johnson 555-74-8721	UT	10461.52-13661.52	.00	UT	.00
		773.04 no change	.00	10461.52-13661.52	.00
		10461.52-13661.52	.00	450.00 459.16	.00
		648.84 847.04	.00		.00
		10461.52-13661.52	.00	.00	.00
	161.68 198.08		.00		
30 Johnson, Douglas Douglas Johnson 555-74-8721	UT	3200.00	.00	UT	.00
		.00	.00	3200.00	.00
		3200.00	.00	9.16	.00
		198.40	.00		.00
		3200.00	.00	.00	.00
	46.40		.00		

2. From the **W-2 and 1099 Reporting Main Menu**, select **W-2 Employees**.
3. When prompted, specify the **employee name or number** for which you wish to view this employee's record.
4. Display the employee record that you wish to keep for this employee.
5. On the **Wage Information > General** sub tab, type the new totals into each of the W-2 fields. Repeat for any coded or other description fields.

Caselle Connect® > Payroll > Government Reporting > W-2 Employees

Caselle Connect® W-2 Employees

Employee: Employee

Employee: 5 Smith, Jacob S

Employee Wage Information Electronic Filing Notes

General Coded Amounts Other Descriptions States Localities

Wages, tips, other compensation:	38,247.40
Federal income tax withheld:	1,919.58
Social Security wages:	38,247.40
Social Security tax withheld:	2,371.37
Medicare wages and tips:	38,247.40
Medicare tax withheld:	554.53
Social Security tips:	.00
Allocated tips:	.00
Dependent care benefits:	.00
Nonqualified plans:	.00

6. Now display the employee record that you wish to delete for this employee.

7. Click **Delete** (CTRL+D).

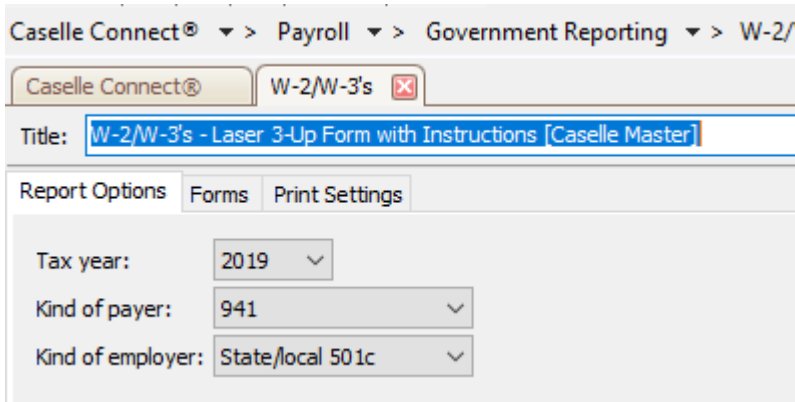
Step 14e – Print Sample W-2’s to Scratch Paper

To print sample W-2’s to paper and verify alignment, **do this...**

1. Open **W-2 and 1099 Reporting > W-2s**.



2. Select the desired form style from the **Report Title** drop-down list.



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

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

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

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

Step 14f – Enter Corrections in the Payroll System

Important! If you find errors in the sample W-2s, you will need to make corrections in Payroll. Then go back to Step 14 and repeat all parts of Step 14 until the W-2s are correct.

Step 14g – (Optional) Upload W-2's to miPayOnline

If you utilize **miPayOnline**, employees have the ability to receive their W-2 electronically. This capability can be turned on under **Organization** in **miPayOnline**. Click [here](#) to learn more.

An employee needs to opt into receiving their W-2 electronically. Click [here](#) to share instructions with your employees on how to opt into receiving their W-2 electronically.

Follow these steps to upload W-2's to **miPayOnline**.

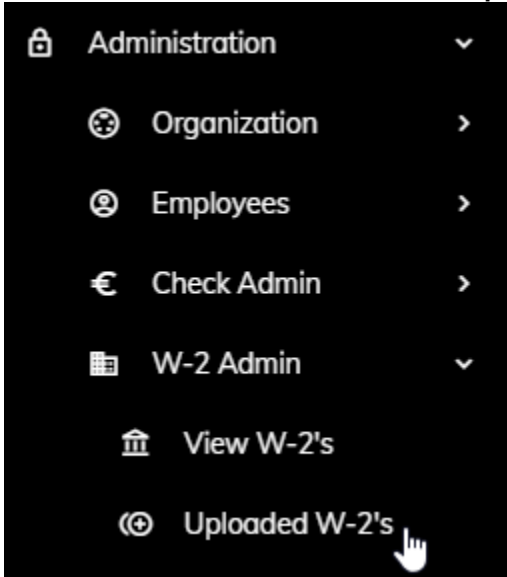
1. Open **Payroll > Government Reporting > W-2/W-3's**.
2. Select the proper report titled from the **Title** drop-down.

3. Click the **Print Preview** button on the toolbar.
4. From the preview screen, save your W-2 file by clicking on the **Save** icon in the lower right corner of the screen. Name the file “YYYY W-2s” (e.g. 2023 W-2s) and make note of where you have saved the file. You will want to save the file in a secure location where only certain people have access as it does contain social security numbers.



5. Close the preview screen.

6. Login to [miPay](#).
7. Go to **Administration > W-2 Admin > Uploaded W-2's** on the menu on the left.

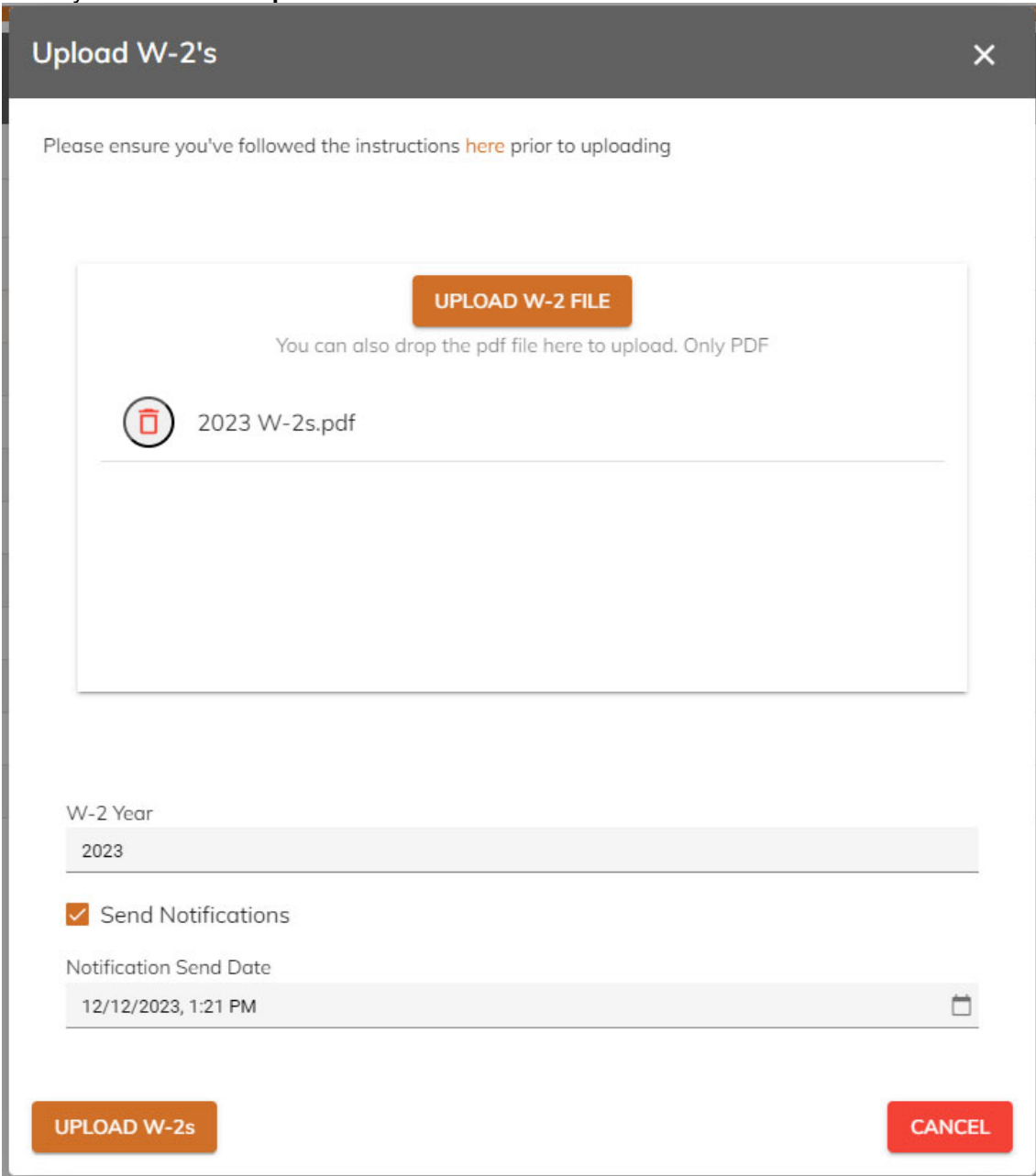


8. Click on the **Upload W-2's** button in the upper right corner.



9. Browse to find the file you saved in step 6 above. Once you find the file click **Open**.
10. Enter the year in the **W-2 Year** field.
11. If you would like to send email notification employees receiving their W-2 electronically, make sure the **Send Notifications** checkbox is checked.
12. Confirm or set the **Notification Send Date**. You may change the date and time the email notification is sent by clicking on the down arrow at the end of the date box to access a calendar. Once finished setting the new date and time, click **OK**.

13. When you are set click **Upload W-2s**.



Upload W-2's

Please ensure you've followed the instructions [here](#) prior to uploading

UPLOAD W-2 FILE

You can also drop the pdf file here to upload. Only PDF

2023 W-2s.pdf

W-2 Year

2023

Send Notifications

Notification Send Date

12/12/2023, 1:21 PM

UPLOAD W-2s **CANCEL**

14. Browse to find the file you saved in step 6 above. Once you find the file click **Open**.

Step 15: Report W-2 Information to the IRS

Are you issuing 10 or more 1099's and W-2's in aggregate?

- **Yes, we are issuing 10 or more 1099's and W-2's in aggregate.** You are required to submit your W-2 information electronically.
- **No, we are issuing less than 10 1099's and W-2's.** Submit your W-2 information according to the instructions that have been provided to you by the IRS. You can also elect to file electronically.
- Please note that States may have different electronic filing requirements.

Tip! If you need to submit W-2 information using **Electronic W2/1099** and the **Government Reporting > Create Electronic W-2 File** option is not available, then you will need to contact **Civic Systems** to purchase this feature.

Do this...

1. Open **Connect Payroll > Government Reporting > Create Electronic W-2 file**.
2. Verify the **Tax Year**, **File Name**, and **Authorized employee's PIN** (this is your login for the Social Security Administration website).
3. Click the **GO** button.
4. Download the AccuWage software from the irs.gov website to test the Electronic W-2 File.
5. Did the Electronic W-2 File load correctly?
 - Yes, the Electronic W-2 File loaded correctly. Wonderful! Continue through the process.
 - No, the Electronic W-2 File did not load correctly. Call Civic Systems support for assistance.

Step 16: Exit the W-2 and 1099 Application

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

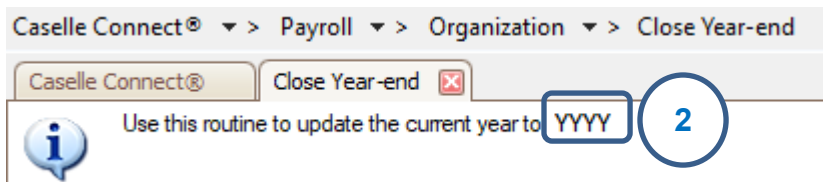


Step 17: Perform Year-End Closing

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

Do this...

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



IMPORTANT! If your system does not display the correct new year (2023), contact Customer Service.

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

Final Steps

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

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

Step 18: Load New Tax Rates

STOP!

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

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

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.

Congratulations!

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>