

Clarity Payroll Year-end Checklist 2015

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Caselle Clarity Payroll Year-end Checklist—2015

Welcome back!

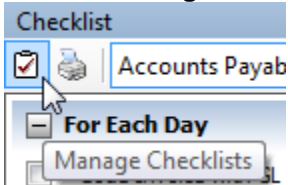
Please download the latest Year-end Checklist from our website. Follow the steps below. The Payroll Year-end Checklist is a list of tasks that need to be completed at the end of the year. These tasks will help you clean up the Payroll database, prepare W-2 and 1099 forms, close the year to prevent others 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

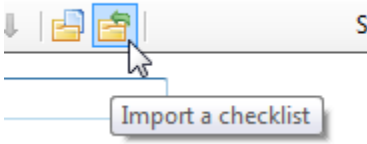
***Note:** The Payroll Year-End Steps Checklist have changed slightly from previous years. Follow these steps to import the latest checklist.

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 target 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 **Clarity** 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).



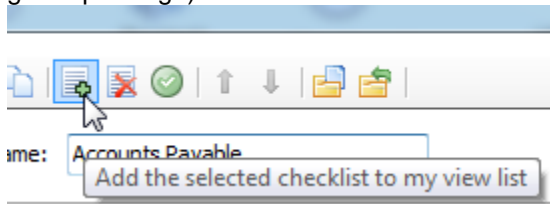
9. Click the **Import a Checklist** button (yellow folder with an arrow going into the folder).



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.

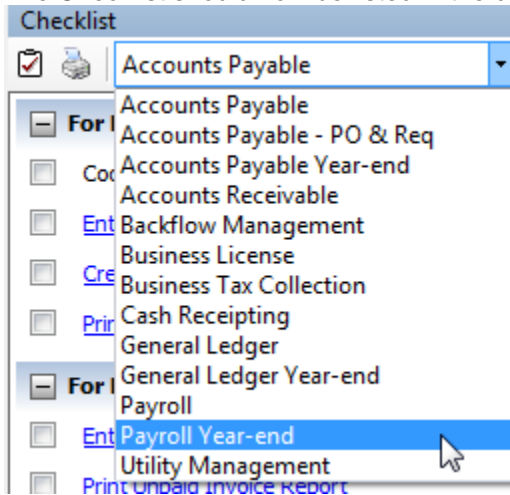
***Note:** If there was a year-end checklist that was imported in years past, the new checklist may be named with a number after it (e.g. **Payroll Year-end 1**).

12. Click on the **Add the selected checklist to my view** list button (lines on a white paper with a green plus sign).



13. Click **OK**.

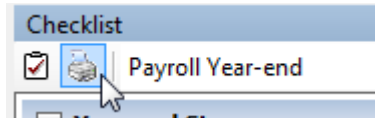
The Checklist should now be listed in the drop-down.



Printing the Checklist.

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

1. Login to Clarity.
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?

Clarity Customers Only- Clarity will now print the 4-up form type to blank paper. The system will then print all lines and information.

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:

- 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 **4.2.147.1764** or later. If you're not sure what release you are running, login to Clarity and look in the upper left corner. If the release number is lower than **4.2.147.1764**, you should download this version before proceeding.

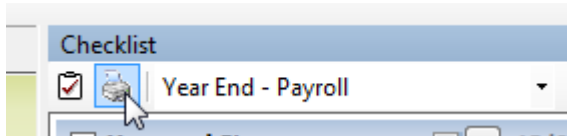
Important! Complete the checklist steps in order.

Complete Steps 1 – 16 prior to your first payroll of 2016. Change rates such as retirement and health insurance as required prior to the first payroll. Do NOT change the maximum wage amounts for Social Security.

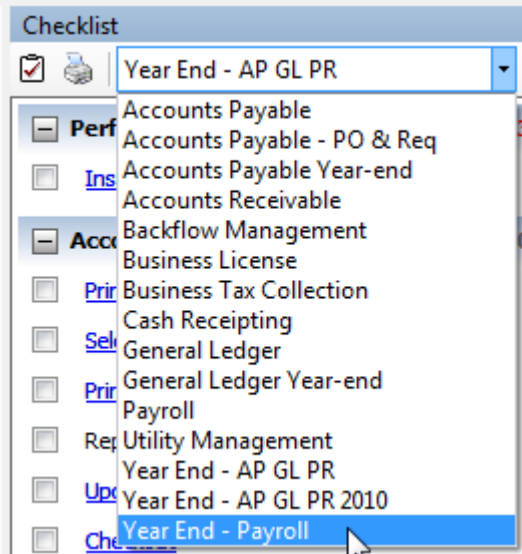
Printing the Checklist.

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

5. Login to Clarity.
6. Move your arrow over **Checklist** on the right.
7. Click the **Printer** button.

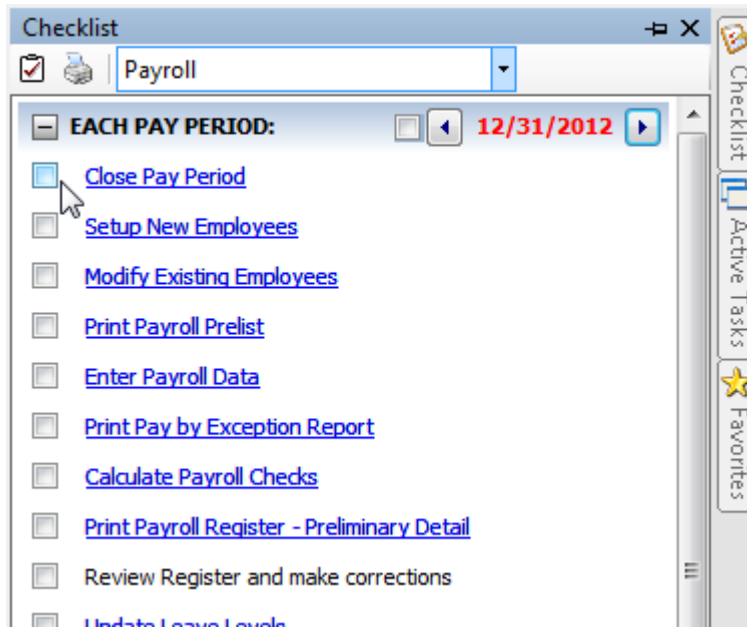


8. Select the **Year End – Payroll** checklist from the drop-down



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.*



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

Do this...

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Enter the **Social Security Pay Code** for your site in the Lookup bar. Press **Enter**.

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 number in the **Percentage** field is correct for the Payroll year being closed.

Employee > Employee sub tab

Caselle Clarity® > Payroll > Organization > Pay Codes

Caselle Clarity® Pay Codes

Pay code:

Pay code: 74-00 SOCIAL SECURITY

Pay Code Employee Employer W-2/1099 Notes

Employee Used in Calculations Used for Calculation

Amount/Rate/Percent type: Percent of amount ▼

Percentage: -6.2000 %

Maximum limit: .00

Minimum wage limit: .00

Maximum wage limit: 118,500.00

Standard pay hours: .00

5. Click the **Employer** tab > **Employer** sub tab. Verify that the amount in the **Maximum Wage Limit** field is correct for the Payroll year being closed.

Employer > Employer sub tab

Caselle Clarity® > Payroll > Organization > Pay Codes

Caselle Clarity® Pay Codes

Pay code:

Pay code: 74-00 SOCIAL SECURITY

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

Employer Used in Calculations Used for Calculation Debit Override Account

Amount/Rate/Percent type: Percent of amount

Percentage: 6.2000 %

Maximum limit: .00

Minimum wage limit: .00

Maximum wage limit: 118,500.00

5. 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**.

6. 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.

7. Verify the number in the **Amt-Rate%** field is correct for the Payroll year being closed.

Caselle Clarity® > Payroll > Organization > Pay Codes

Caselle Clarity® Detail Ledger Pay Codes

Pay code:

Pay code: 75-00 Medicare Tax

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

Employee Used in Calculations Used for Calculation

Amount/Rate/Percent type: Percent of amount

Percentage: -1.4500 %

Maximum limit: .00

Minimum wage limit: .00

Maximum wage limit: 9,999,999.99

Standard pay hours: .00

GL account: 10-22210
Fica Payable

Round amounts to nearest dollar

Exclude hours

Exclude hours for overtime calculation

Allow calculations with these check types

Manual

Payout

Supplemental

Termination

Third party

8. Repeat these steps for any other applicable pay code rates/limits (In other words, disability, deferred compensation, and so on).

Warning! Place the Tax Rate information for the coming year in a safe place. **DO NOT update to the 2016 Social Security maximum wage limits until Step 22.**

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

Caselle Clarity® > Payroll > Organization > Pay Codes

Caselle Clarity® Pay Codes

Pay code: Lookup: Pay code a

Pay code: 76-00 Federal Withholding Tax

Pay Code	Employee	Employer	W-2/1099	Notes
76				

Pay code: 76
Sub code: 00
Title: Federal Withholding Tax
Abbreviated title: FWT
Type: Federal Withholding
State:
Identification number: 87-0302950
Calculation order: 15
Leave rate:
Leave level:

Verify the State Tax ID Number

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

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

The screenshot shows the 'Pay Codes' configuration page in Caselle Clarity. The breadcrumb trail is 'Caselle Clarity® > Payroll > Organization > Pay Codes'. The main title is 'Caselle Clarity® Pay Codes'. There is a search bar for 'Pay code:' and a 'Lookup: Pay code a' button. The selected pay code is '77-00 State Withholding Tax'. Below this is a table with columns: 'Pay Code', 'Employee', 'Employer', 'W-2/1099', and 'Notes'. The main form fields are: 'Pay code:' (77), 'Sub code:' (00), 'Title:' (State Withholding Tax), 'Abbreviated title:' (SWT), 'Type:' (State Withholding), 'State:' (UT), 'Identification number:' (05-785694), 'Calculation order:' (16), 'Leave rate:', and 'Leave level:'. A blue circle containing '5 & 6' is positioned over the 'Title' and 'Identification number' fields, with arrows pointing to the 'Identification number' field. The 'Identification number' field is also highlighted with a blue box.

Pay Code	Employee	Employer	W-2/1099	Notes
77-00				

Pay code: 77
Sub code: 00
Title: State Withholding Tax
Abbreviated title: SWT
Type: State Withholding
State: UT
Identification number: 05-785694
Calculation order: 16
Leave rate:
Leave level:

Step 4: Review Pay Codes

The **Subject To** 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 **Clarity Payroll > Organization > Pay Codes**.
2. Display the first pay code.
3. On the **Employee** or **Employer** tab, review the **Subject To** 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 screenshots illustrate the process of reviewing pay codes. The top screenshot shows the 'Employee' tab for pay code '1-00 Regular Pay'. The 'Used in Calculations' tab is active, displaying a table of deductions:

Pay Code	Percent
40 - 00 401-K Deduction	100.00
74 - 00 Social Security Tax	100.00
75 - 00 Medicare Tax	100.00
76 - 00 Federal Withholding Tax	100.00
77 - 00 State Withholding Tax	100.00
98 - 00 SUTA - State Unemployment Tax	100.00
99 - 00 Workers Compensation	100.00

The 'Subject To' dialog box shows the selected pay code '40 - 00 401-K Deduction' and a percentage of '100.00 %'.

The bottom screenshot shows the 'Employee' tab for pay code '40-00 401-K Deduction'. The 'Used in Calculations' tab is active, displaying a table of taxes:

Pay Code	Percent
76 - 00 Federal Withholding Tax	100.00
77 - 00 State Withholding Tax	100.00

The 'Subject To' dialog box shows the selected pay code '76 - 00 Federal Withholding Tax' and a percentage of '100.00 %'. A blue circle with the number '3' is placed over the 'Subject To' dialog box, indicating the step of reviewing the 'Subject To' selections.

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 Clarity® > Payroll > Organization > Pay Codes

Caselle Clarity® Payroll History **Pay Codes**

Pay code: Lookup:

Pay code: 40-00 401-K Deduction

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

W-2 code (Box 12):

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

W-2 local tax code:

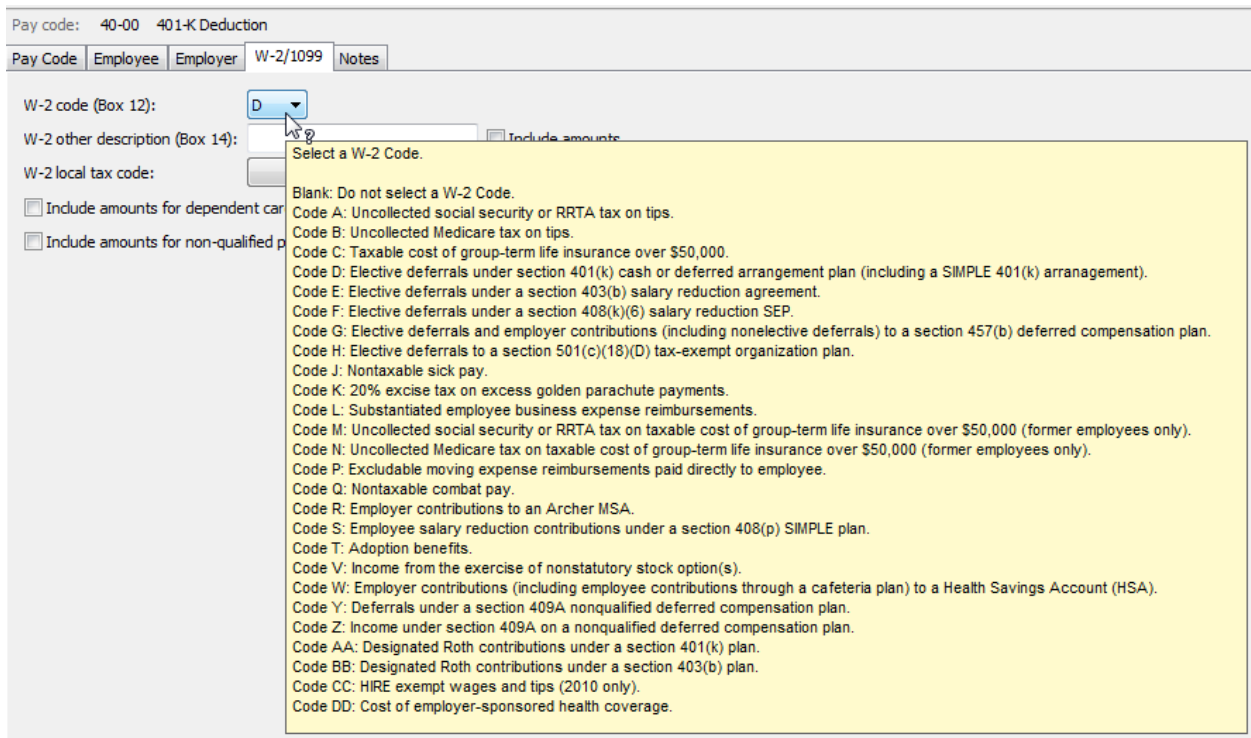
Include amounts for dependent care on W-2 (Box 10)

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

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

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

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



Box 12 Codes List

Code	Description
A	Uncollected social security or RRTA tax on tips.
B	Uncollected Medicare tax on tips.
C	Taxable cost of group-item life insurance over \$50,000.
D	Elective deferrals to a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement).

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

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 the W-2 Other Desc 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 **Clarity 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 Clarity® > Payroll > Organization > Checkout

Caselle Clarity® Checkout

Employee Other

Selection criteria:

Column	Value	Test
Employee.Employee number	All	Entire field

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 positive FICA, FWT, and SWT totals

Check for FWT and SWT amounts differing from the prior pay period by more than %

Verify Social Security calculation

Verify Medicare calculation

Verify Medicare Premium

Beginning date:

Ending date:

Step 7: Print the Payroll History for Entire Calendar Year

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

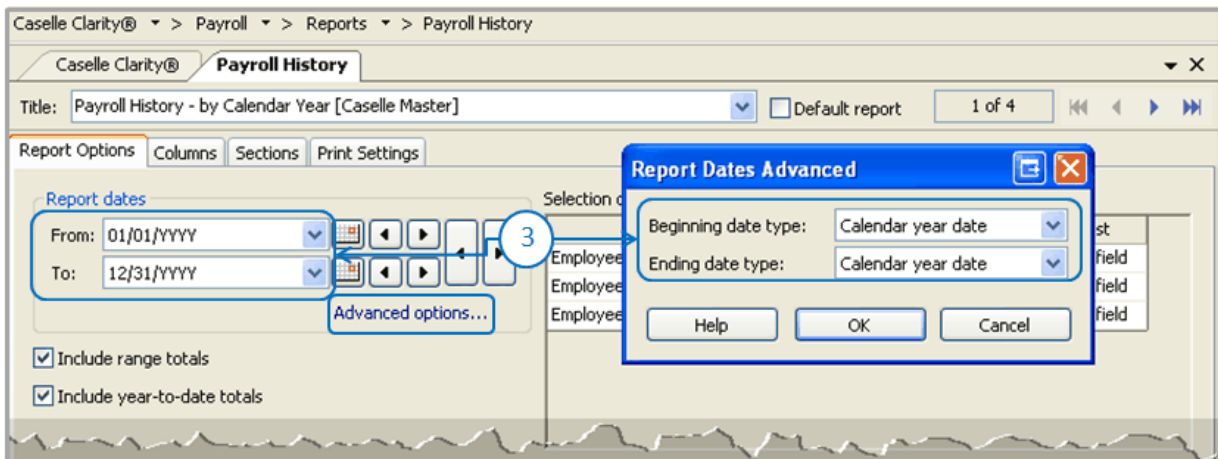
Use this report to balance the Annual 941 report (Step 10). Compare the data on these two reports to ensure that the information is correct, then you can move on to printing the W-2s.

You will also use this report later to compare with the data on the Payroll Conversion report (Step 18-B).

Do this...

1. Open **Clarity Payroll > Reports > Payroll History**. (Must be in EE# order.)
2. Select **Payroll History—By Calendar Year** from the Title drop-down list.
3. Verify that the report dates are correct.
 - Click **Advanced Options** in the Report Dates area. Change the Beginning and Ending Date Type to **Calendar Year Date**.

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



4. Sort the report by Employee Number and then by Employee Name.

The screenshot shows the 'Payroll History' report configuration interface. The 'Report order' table is highlighted with a blue box, and a blue circle with the number '4' has an arrow pointing to it. The 'Report order' table is as follows:

Column	Sort	Title	Total	Page	Test
Employee.Employee number	Ascending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entire field
Employee.Name	Ascending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field

5. Next, click **Print Preview**.

6. When the Print Setup form displays, click **OK**.

* Save reports as a PDF and print the pages at the end with the totals.

Step 8: Verify Year-to-date and Range Totals

Look at the last page(s) of the *Payroll History*. Verify that the *Year-to-Date* and the *Range* totals match. (Make sure they are in employee # order)

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

- Yes, the totals match. Continue to Step 9.

No, the totals do not match. Verify the report date range and that the report is in employee number order. Reprint the report. If the totals on the reprinted report still do not match, call customer service.

Date	Payroll Summary by Name										Page: 1
	Check Issue Date(s): 01/01/20YY to 12/01/20YY										Dec 22, 20YY 12:04pm
01/16/20YY	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	299,188.25		
	48.50	2-00 GO	854.63	75-00 MD	5,345.64	65-00 D	200.00				
	985.51	3-00 GR	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								
	20,286.00		368,674.83		64,549.40		4,939.18		299,188.25		
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	299,188.25		
	48.50	2-00 GO	854.63	75-00 MD	5,345.64	65-00 D	200.00				
	985.51	3-00 GR	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								
	20,286.00		368,674.83		64,549.40		4,939.18		299,188.25		
03/16/20YY	Grand Totals: 20YY Quarterly Amounts										
	Range	PC	Title	Typ	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year-to-Date		
03/01/20YY	355,843.20	1-00	Regular Pay	GR	58,281.31	58,227.81	113,468.73	127,875.35	355,843.20		
	854.63	2-00	Overtime Pay	GO	-	-	121.89	732.74	854.63		
	6,347.47	3-00	Vacation Pay	GR	320.22	2,638.28	983.88	2,405.31	6,347.47		
	505.43	4-00	Sick Leave	GR	-	-	112.00	393.43	505.43		
04/16/20YY	-	7-00	Holiday Pay	GR	-	-	-	-	-		
	2,119.94	8-00	Miscellaneous P	GM	-	-	239.94	1,880.00	2,119.94		
	3,004.16	9-00	Comp Time Pay	GR	478.05	462.22	1,204.34	869.55	3,004.16		
	-	20-00	Misc Reimburs	E	-	-	-	-	-		
	-	21-00	Travel Reimburs	E	-	-	-	-	-		
04/28/20YY	4,739.18	40-00	401-K Deduction	D	750.00	750.00	1,413.22	1,825.96	4,739.18		
	200.00	65-00	Credit Union	D	32.00	64.00	48.00	56.00	200.00		
	-	70-00	Miscellaneous D	D	-	-	-	-	-		
	22,858.05	74-00	Social Security	SS	3,530.07	3,801.85	7,199.47	8,317.66	22,858.05		
	5,345.64	75-00	Medicare Tax	MD	827.53	889.01	1,683.77	1,945.33	5,345.64		
05/16/20YY	22,753.06	76-00	Federal Withhold	FW	3,466.60	3,900.73	7,314.94	8,040.79	22,753.06		
	13,592.65	77-00	State Withholdin	SW	2,077.23	2,271.67	4,373.51	4,870.24	13,592.65		
	299,188.25	85-00	Net Pay	N	49,357.15	49,841.03	94,087.67	109,100.40	299,188.25		
	-	86-00	Direct Deposit	N	-	-	-	-	-		
	-	90-00	State Retirement	I	-	-	-	-	-		
05/01/20YY	-	91-00	Health Insurance	I	-	-	-	-	-		
	-	92-00	Long Term Disab	I	-	-	-	-	-		
	-	99-00	SUTA - State Un	SU	-	-	-	-	-		
	-	99-00	Workers Comp	WC	-	-	-	-	-		
06/16/20YY	.00		Proof		.00	.00	.00	.00	.00		

Tie out the Payroll History as Follows:

Be sure to run the Payroll History by Number for the calendar year. Go to the last several pages where it gives you the yearly total by pay code. You are going to add/subtract pay code totals to equal numbers from your 941. In order to know which numbers you should add/subtract, you will go to Payroll - Organization - Pay Codes. First select the Federal Withholding pay code (76-00), go to the Employee tab and the Used for Calculation tab. This will give you a list of the pay codes that you need to add/subtract. This total should equal line 2 on the annual 941.

Repeat this step to look at the Social Security pay code (74-00). This should equal line 5a column 1.

Repeat this step to look at the Medicare pay code (75-00). This should equal line 5c column 1.

Line 3 on the annual 941 should equal the amount for pay code 76-00 Federal Withholding on the payroll history.

Line 5a column 2 should be approximately double the amount for pay code 74-00 Social Security on the payroll history report (there may be rounding).

Line 5c column 2 should be approximately double the amount for pay code 75-00 Medicare on the payroll history report (there may be rounding).

Step 9: Print the Quarterly Reports for 4th Quarter

***Note on 941 Schedule B – amounts should match actual amounts withheld and not calculations.**

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

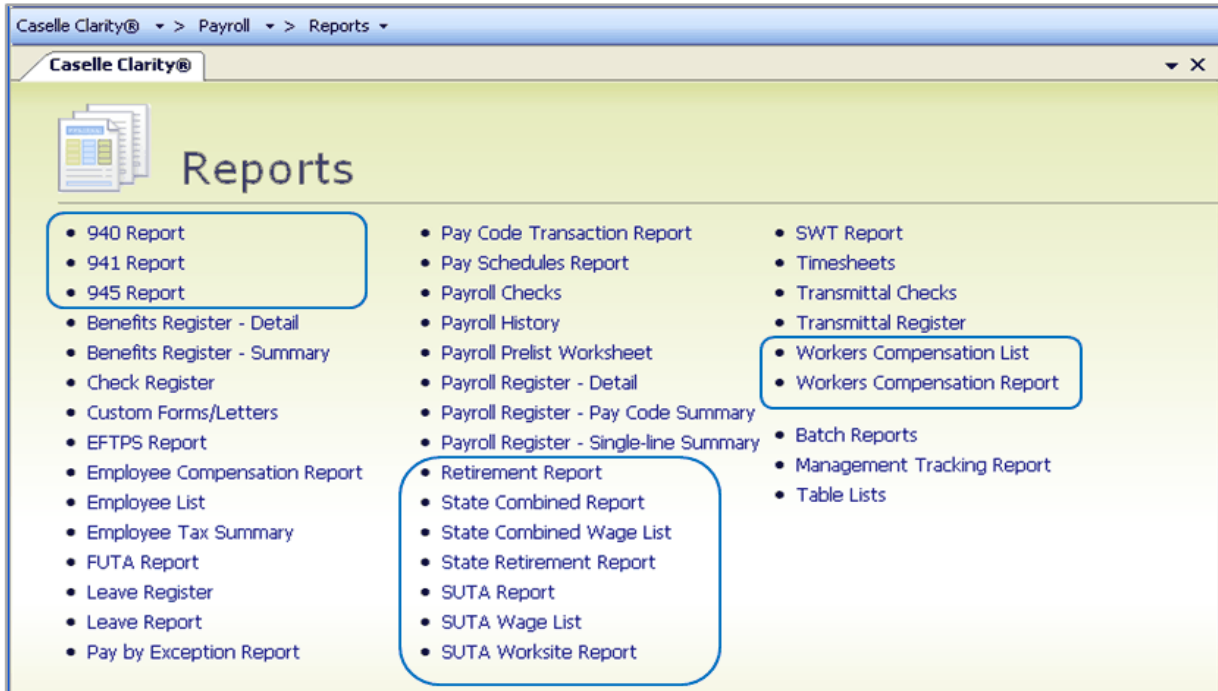
- FUTA Report
- State Combined Report
- Workers Compensation List
- Workers Compensation Report
- 941 Report (more about this in Step 10)
- SUTA Report
- SUTA Wage List
- SUTA Worksite Report

Tip! You should have received the official Form 941 and Schedule B forms from the IRS. You may use the corresponding Caselle reports, see the previous list, to copy information to the federal forms.

Do this...

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

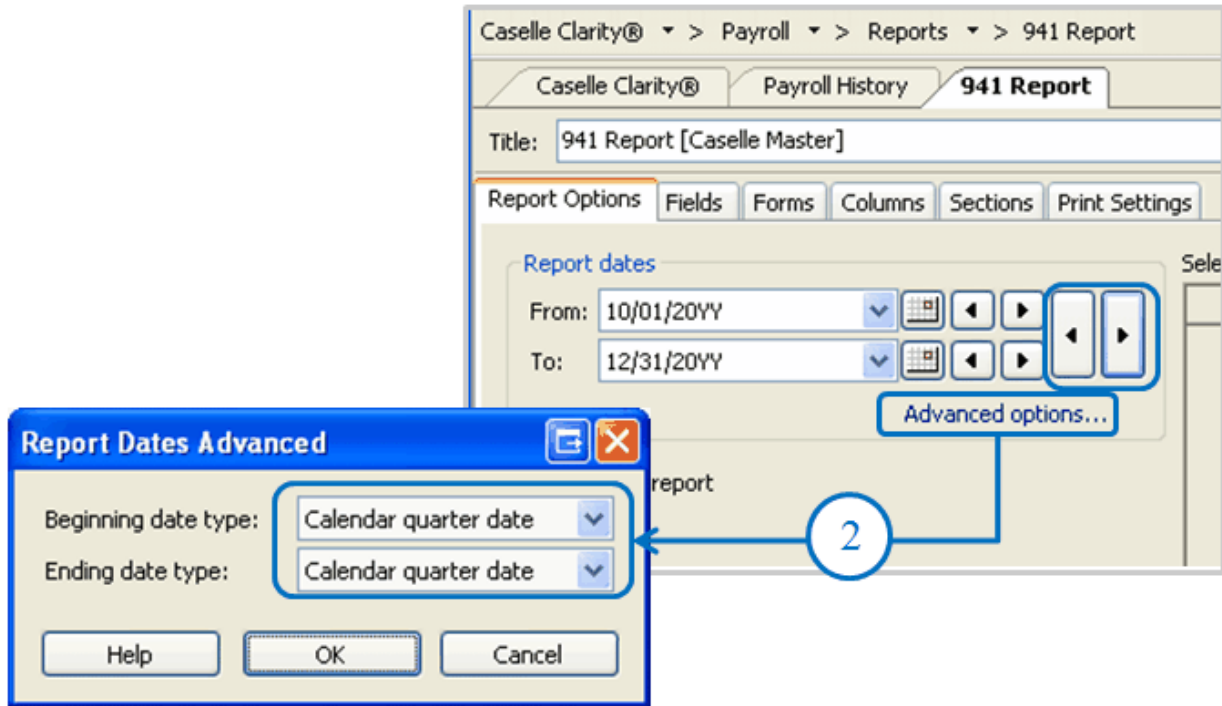
Step 9: Print the Quarterly Reports for 4th Quarter



2. Verify the quarterly **Date Range** for the selected report.

- Click **Advanced Options**.
- Change the date range to the correct quarter. Click the button on the **left** to select dates in the past. Use the **right** button to select dates in the future.
- Click on the **Large Arrow** buttons in the date area.
- Click **OK**.

Step 9: Print the Quarterly Reports for 4th Quarter



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. Click **GO** (CTRL+G).
5. Repeat these steps to print the next Quarterly reports.

Step 10: Print the Annual 941 Report

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

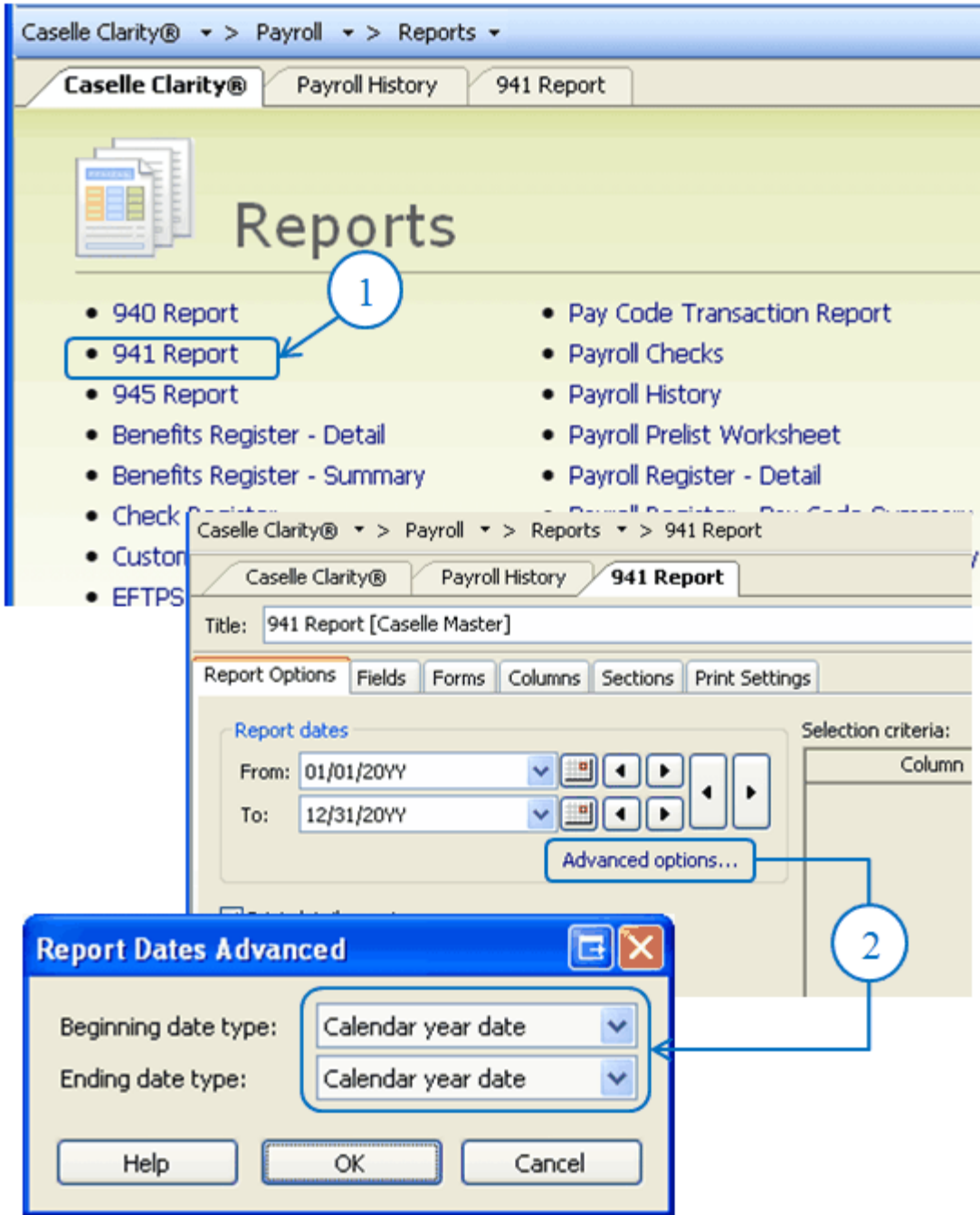
- Compare the Annual 941 Report total with the total of all the Quarterly 941 Reports for the year.
- Compare the Year-to-Date totals from the 941 Report with the totals found on the Payroll History.

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

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

Do this...

1. Open **Clarity Payroll > Reports > 941 Report**.
2. Change the report **Date Range** to select the check issue dates for the entire calendar year being closed.
 - Click **Advanced Options** in the date area.
 - From the dialog that appears, select **Calendar Year Date** from the **Beginning Date Type**. Next, select **Calendar Year Date** from the **Ending Date Type**.
 - Click **OK**.
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 11: Print Annual Payroll Reports

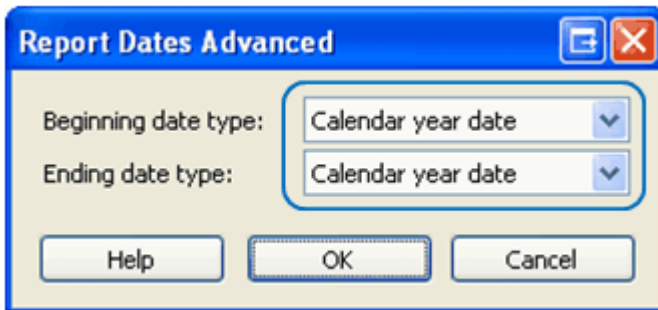
Next, print any annual payroll reports for the current year that are required for your site.

We recommend at minimum you print

- EFTPS Pay Code Transaction report – make sure employee and employer amounts match.
- Employee Tax Summary – use to compare to 941 and Annual Payroll Summary.

To run a 12-month pay code transaction report, **do this...**

1. Open **Clarity Payroll > Reports > Pay Code Transaction Reports**.
2. Select the appropriate report(s) from the report drop-down.
3. Change the report **Date Range** to select the check issue dates for the entire calendar year being closed.
 - Click **Advanced Options**.
 - When the Report Dates Advanced form displays, select **Calendar Year Date** as the Beginning Date Type. Next, select **Calendar Year Date** as the Ending Date Type, located on the bottom row.



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

Make sure you run the EFTPS Pay Code Transaction Report that shows the following:

Anycity Corporation		Pay Code Transaction Report - EFTPS						Page: 1	
		Check issue dates: 1/1/2014 - 12/31/2014						Nov 16, 2015 02:24PM	
Employee Number	Name	74-00 Soc Sec Emp Amt	74-00 Soc Sec Empr Amt	74-00 Soc Sec Wages	75-00 Medicare Emp Amt	75-00 Medicare Empr Amt	75-00 Medicare Wages	76-00 FWT Emp Amt	
5	Smith, Jacob S	882.27	882.27	14,230.75	206.36	206.36	14,230.75	743.08	
10	Rockford, Julie M	700.24	700.24	11,294.11	163.80	163.80	11,294.11	882.64	
15	Morris, Sharon	426.29	426.29	6,875.63	99.70	99.70	6,875.63	732.03	
20	Spencer, Annette	515.23	515.23	8,310.19	120.50	120.50	8,310.19	1,094.35	
25	Johnson, Douglas	726.38	726.38	11,715.37	169.86	169.86	11,715.37	806.50	
30	Austin, George	582.44	582.44	9,394.13	136.21	136.21	9,394.13	469.04	
35	Slade, Randy L	708.21	708.21	11,423.07	165.60	165.60	11,423.07	761.96	
40	Roberts, Dale B	606.98	606.98	9,789.88	141.98	141.98	9,789.88	526.57	
45	Hobson, Maurice	612.06	612.06	9,871.88	143.14	143.14	9,871.88	416.20	
50	Gilson, Marvin	361.94	361.94	5,837.63	84.64	84.64	5,837.63	102.41	
55	Gordon, Natalie C	472.14	472.14	7,615.35	110.43	110.43	7,615.35	990.11	
60	McNeil, Annie	129.45	129.45	2,088.00	30.27	30.27	2,088.00	27.59	
65	Curtis, Amber	357.86	357.86	5,772.00	83.69	83.69	5,772.00	73.60	
70	Rayburn, Susie	228.16	228.16	3,680.00	53.36	53.36	3,680.00	.00	
75	Brown, Shawn A	631.47	631.47	10,185.00	147.68	147.68	10,185.00	1,147.86	
80	Dickens, Amy	418.11	418.11	6,743.63	97.80	97.80	6,743.63	639.94	
85	Ellison, Ray	558.00	558.00	9,000.00	130.50	130.50	9,000.00	30.00	
90	Black, Lane	583.65	583.65	9,413.63	136.50	136.50	9,413.63	210.68	
95	Granger, Benjamin R	653.10	653.10	10,533.69	152.74	152.74	10,533.69	640.08	
100	Watson, Lamont	155.00	155.00	2,500.00	36.25	36.25	2,500.00	.00	
105	Price, Gordon	558.00	558.00	9,000.00	130.50	130.50	9,000.00	279.20	
110	Carter, Darrin	37.51	37.51	605.00	8.77	8.77	605.00	.00	
115	Gardner, Edward D	37.51	37.51	605.01	8.77	8.77	605.01	.00	
120	Wilson, Samuel	122.45	122.45	1,975.00	28.64	28.64	1,975.00	.00	
125	Johnson, Kelly H	37.51	37.51	605.00	8.77	8.77	605.00	.00	
130	Harrison, Jason	37.51	37.51	605.00	8.77	8.77	605.00	.00	
200	Smith, Joe	99.20	99.20	1,600.00	23.20	23.20	1,600.00	187.64	
Grand Totals:		27	11,238.67	11,238.67	181,268.95	2,626.43	2,626.43	181,268.95	10,761.48

- Social Security Employee Amount
- Social Security Employer Amount
- Medicare Employee Amount
- Medicare Employer Amount
- FWT Employee Amount

To verify that these items appear on the report, select the appropriate EFTPS Pay Code Transaction Report and click on the **Pay Codes** sub tab. Make sure the following appear:

Report Options	Pay Codes	Columns	Sections	Print Settings
Field				
74-00 Soc Sec Employee amount				
74-00 Soc Sec Employer amount				
75-00 Medicare Employee amount				
75-00 Medicare Employer amount				
76-00 FWT Employee amount				

Step 12: 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 13.**

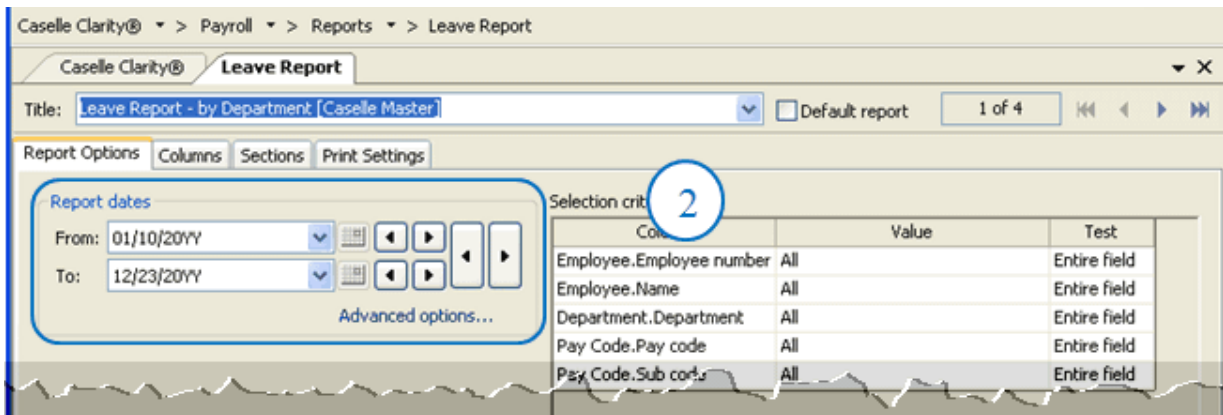
Are the employees' leave time balances correct?

- Yes, the employees' leave time balances are correct. Continue to Step 13.
- No, the employees' leave time balances are not correct. Use **Employees > Enter Leave Time Adjustments** to enter a correction.

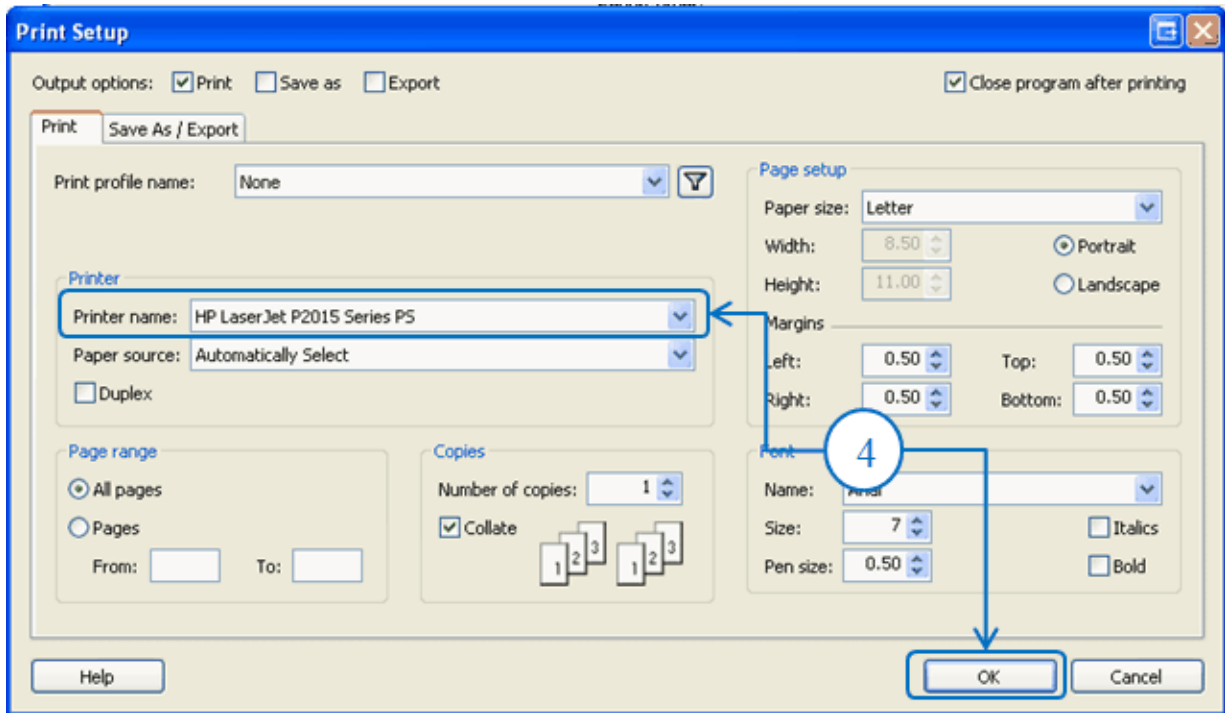
Do this...

1. Open **Clarity 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.



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



5. Review the printed report.

6. Fix errors to employee leave time balances before you continue by going to **Clarity Payroll > Employees > Enter Leave Time Adjustments**.

Step 13: 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 14.
- **No, my organization does not use carryover limits.** Skip to Step 14.

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 14).

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

Caselle Clarity® > Payroll > Organization > Leave Rates

Caselle Clarity® **Leave Rates**

Rate number: Lookup: Rate number

Rate number: 301 Vacation - Fixed Hours

Leave Rate Levels Notes

Rate number: 301

Description: Vacation - Fixed Hours

Abbreviated description: Vac

Type: Fixed

Adjust to carryover at: None

Initial level date based on: Hire date

Modifier: 100.00 %

A blue circle with the number '2' is positioned to the right of the 'Adjust to carryover at' dropdown, with a blue arrow pointing to the dropdown menu.

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 Clarity® > Payroll > Organization > Leave Rates

Caselle Clarity® **Leave Rates**

Rate number: Lookup: Rate number

Rate number: 301 Vacation - Fixed Hours

Leave Rate Levels Notes

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

Level number: 1

Description: Vacation-Fixed Hrs - 0-1 yr

Months: 12

Rate / fixed hours: 3.08

Accumulation limit: 120.00

Carryover limit: 80.00

A blue circle with the number '3' is positioned below the table, with a blue arrow pointing to the 'Carryover limit' field.

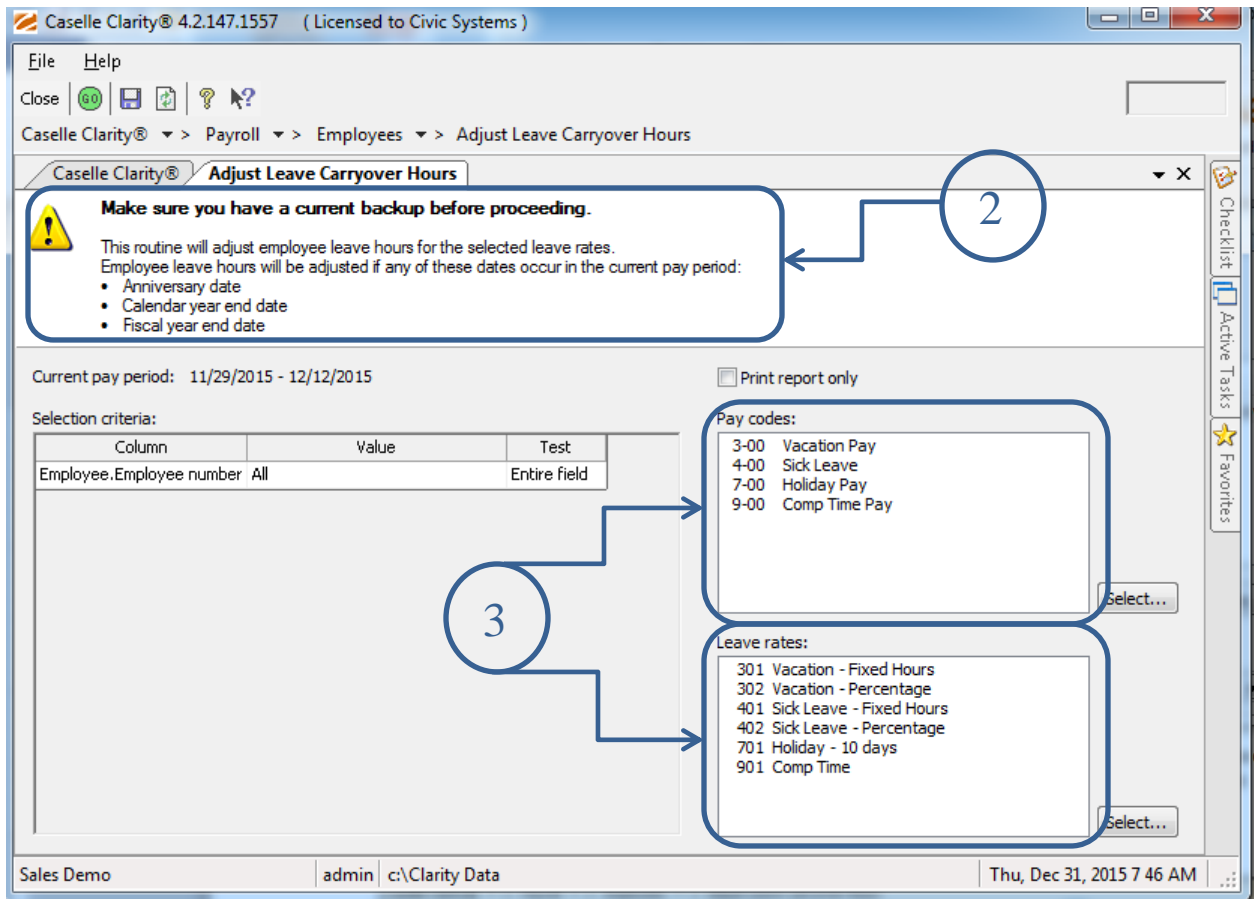
Step 14: Run Adjust Carryover Hours

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

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

Do this...

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



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

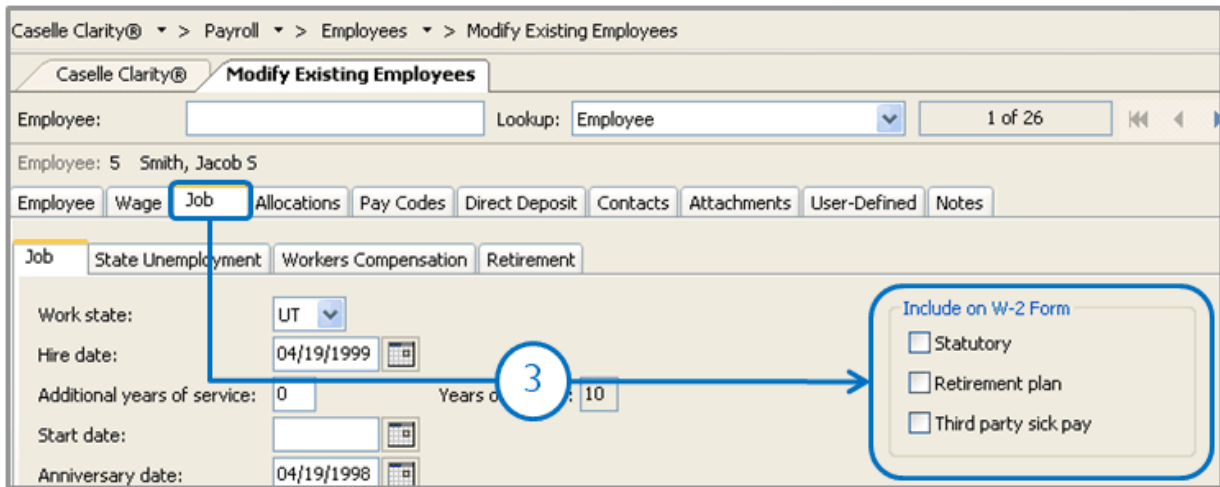
The employee leave time has been adjusted to the carryover limit(s).

Step 15: Review New Employee

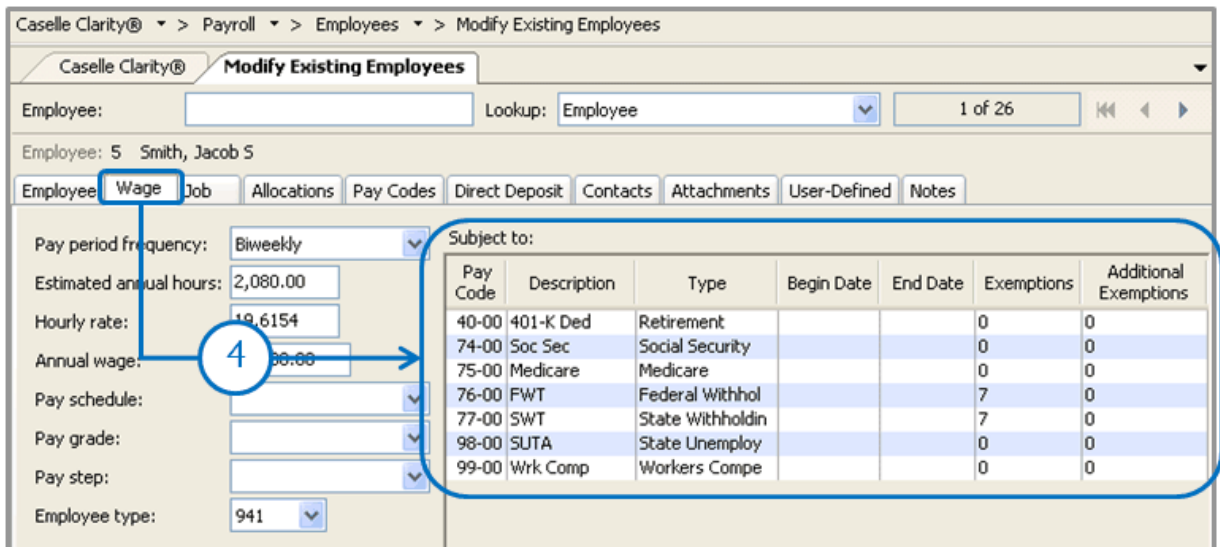
The next step is to review the **W-2 settings**, **Subject To** options selected and **Social Security** number for each new employee.

Do this...

1. Open **Clarity 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 **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.

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

Caselle Clarity® > Payroll > Employees > Modify Existing Employee

Caselle Clarity® **Modify Existing Employees**

Employee:

Employee: 5 - Smith, Jacob S

Employee Wage Job Allocations Pay Codes Direct Deposit Contacts A

Employee number: 5

Name: Smith, Jacob S

Address line 1: 475 15th St

Address line 2:

City: Anycity

State/Province: XX

Zip/Postal code: 88888 Delivery point:

Country/Region:

Telephone 1: (385) 555-3105

Telephone 2:

Fax:

Email:

Social Security number: 555-88-3878

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

Step 16: Run Checkout

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

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

Do this...

1. Open **Clarity 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 Clarity® > Payroll > Organization > Checkout

Caselle Clarity® Checkout

Employee Other

Selection criteria:

Column	Value	Test
Employee.Employee number	All	Entire field

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

Beginning date: 01/01/YYYY
 Ending date: 12/31/YYYY

Step 17: Backup Current Year's Payroll Data

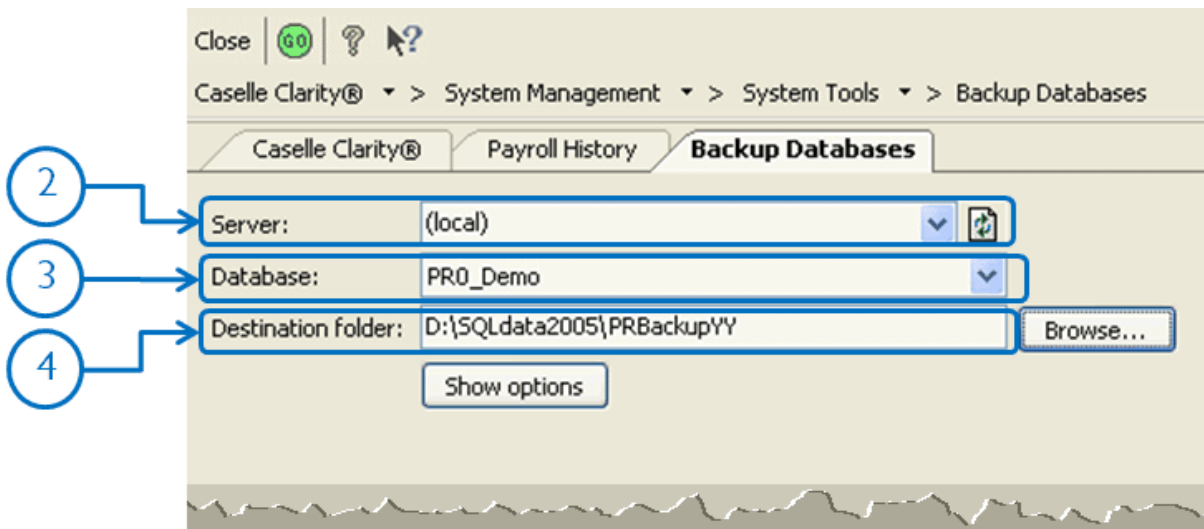
Before proceeding, perform a backup of the current year payroll files.

Tip! It is a practical idea to have a backup strategy in place in order to prevent accidental data loss. Backups may be performed on the schedule that best suits the needs of your site. Storage options may include flash drives, CD-ROM, etc. 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 this is covered. 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 18 if unable to backup in a timely manner.

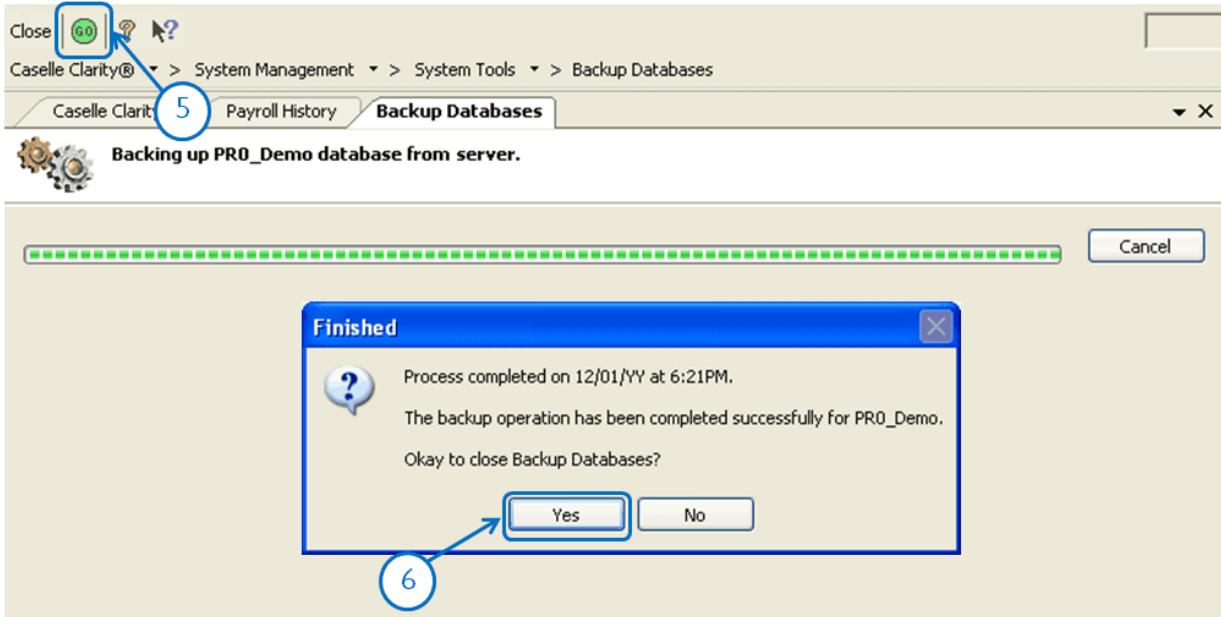
Do this...

1. Open **Clarity System Management > System Tools > Backup Databases**.
2. Select a **Server**.
3. Select **PRO** from the **Database** menu.
4. Enter the destination drive and directory as the **Destination Folder**.



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

Tip! For ease in identifying the backup file at a later date, a simple name such as **PR0_<CITY>_XXXX**, where **XXXX** is the current year, is recommended. Click the **Show Options** button to modify the Name of the backup.



Depending upon how your server is setup, you may not be able to use **Backup Databases**. If that is the case, follow these alternative steps :(Or have IT/System Admin create the backup)

1. Open **Clarity System Management > System Tools > Exchange Data**.
2. Click **Send Data**.
3. Click **Full**.
4. Use the **File Name** field to enter a name for the backup file.
Example: AnycityWI.PR0.YearEnd.Backup
5. Click **Data Path**.
6. Click **Browse**. Use the options in the **Browse for Folder** to select the appropriate directory. Click **OK**.
7. Click the **Databases** tab.
8. In the **Tasks** area, click **Add a database**. Use the options on the **Add Database** screen to select the server and database. Click **OK**.
Example: PR0_AnycityWI
9. Click **GO** (Ctrl + G).
10. When the backup is finished, click **Yes** to exit.

The Payroll backup is finished.

Step 18: Run W-2 and 1099 Application

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

- ❖ Step 18a – Convert W-2 and 1099 information from Payroll
- ❖ Step 18b – Verify the converted information for each employee and make corrections as needed
- ❖ Step 18c – Verify the Organization W-2 and 1099 information
- ❖ Step 18d – Run W-2 & 1099 Checkout
- ❖ Step 18e – Print and review sample W-2s, making any necessary changes
- ❖ Step 18f – 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 18 and repeat all 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 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 18a – 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...**

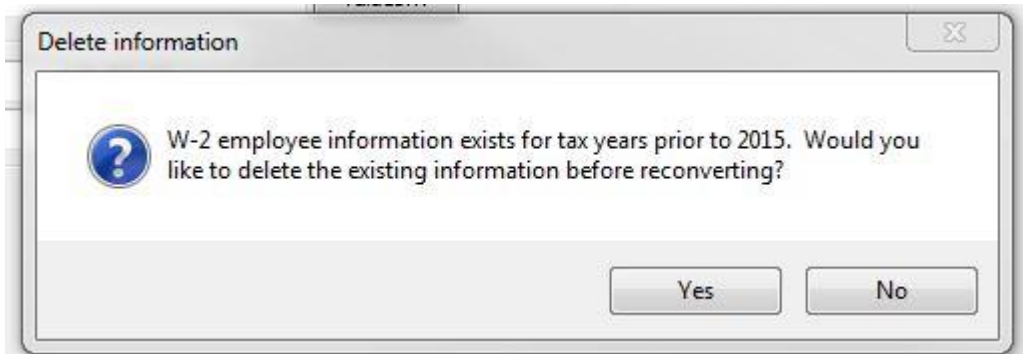
1. Open **Payroll > W-2 and 1099 Reporting > Convert Year-end Tax Information**.
2. Verify the proper tax year is listed (i.e. **2015**).
3. Verify the proper **Maximum wage limits**.

The screenshot shows the 'Convert Year-end Tax Information' window in Caselle Clarity. The breadcrumb trail at the top reads: Caselle Clarity® > Payroll > W-2 and 1099 Reporting > Convert Year-end Tax Information. The window title is 'Caselle Clarity® Convert Year-end Tax...'. The main content area includes a dropdown menu for 'Convert payroll information for the tax year:' set to '20YY'. Below this is an 'Employees:' field with 'All' selected and a 'Values...' button. A 'Maximum wage limits' section contains two input fields: 'Social Security:' with the value '118,500.00' and 'Medicare:' with the value '9,999,999.99'.

3. 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 18b – 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 Payroll History report from step 7 above. Verify the amounts for each employee.

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

1. Open **Clarity Payroll > W-2 and 1099 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...**

3. Open **Clarity Payroll W-2 and 1099 Reporting > 1099 Recipients**.
4. Search for the appropriate recipient and correct any information on the appropriate subtabs.

Step 18c – Verify Organization W-2 and 1099 Information

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

1. Open **Clarity Payroll > W-2 and 1099 Reporting > Organization**.
2. Review these tabs to ensure the information is accurate.
 - General tab

The screenshot shows the 'Organization' form in the 'General' tab. The breadcrumb trail at the top reads: Caselle Clarity® > Payroll > W-2 and 1099 Reporting > Organization. The form fields are as follows:

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 Clarity® > Payroll > W-2 and 1099 Reporting > Organization

Caselle Clarity® Organization

General Federal States Localities Passwords Tracking User-Defined Notes

Federal Electronic Filing

Federal ID number: 87-0302950

1099 minimum amounts

Miscellaneous: 0

Interest: 0

Dividend: 0

Retirement: 0

Real estate: 0

Caselle Clarity® > Payroll > W-2 and 1099 Reporting > Organization

Caselle Clarity® Organization

Lookup: 1 of 1

General Federal States Localities Passwords Tracking User-Defined Notes

Federal Electronic Filing

Contact information

Name: City of Anycity

Phone: (999) 999-9999 Extension:

Email: Anycity_PR@d.anycity.wi.us

Fax: (999) 999-9990

Employer/Agent employer identification number (EIN): 999999999

Agent for EIN:

Third party: 0

Terminating business indicator

Third party sick pay indicator

SSA/RTN: SSA ID

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

Preparer code: L (Self-prepared)

Agent indicator code:

Employment code: R (Regular (all others))

Tax jurisdiction code:

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

- State and State Electronic Filing tab, if applicable

Caselle Clarity® > Payroll > W-2 and 1099 Reporting > Organization

Caselle Clarity® Organization

General Federal States Localities Passwords Tracking User-Defined Notes

UT State Electronic Filing

State: UT

ID number: 05-785694

Caselle Clarity® > Payroll > W-2 and 1099 Reporting > Organization

Caselle Clarity® Organization

General Federal States Localities Passwords Tracking User-Defined Notes

Idaho State Electronic Filing

Idaho

Filing cycle: Y (Yearly)

Total withholding payments made: 0

Split monthly filer (cycle B only): 0

Calendar year payments (cycle B only): 0

Penalty on balance due: 0

Interest on balance due: 0

Fed/State combined 1099 participant: 0 (No)

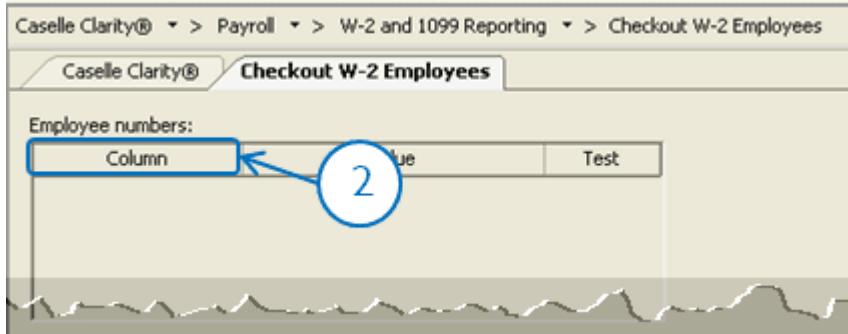
Penalty for late filing: 0

- Localities tab, if applicable

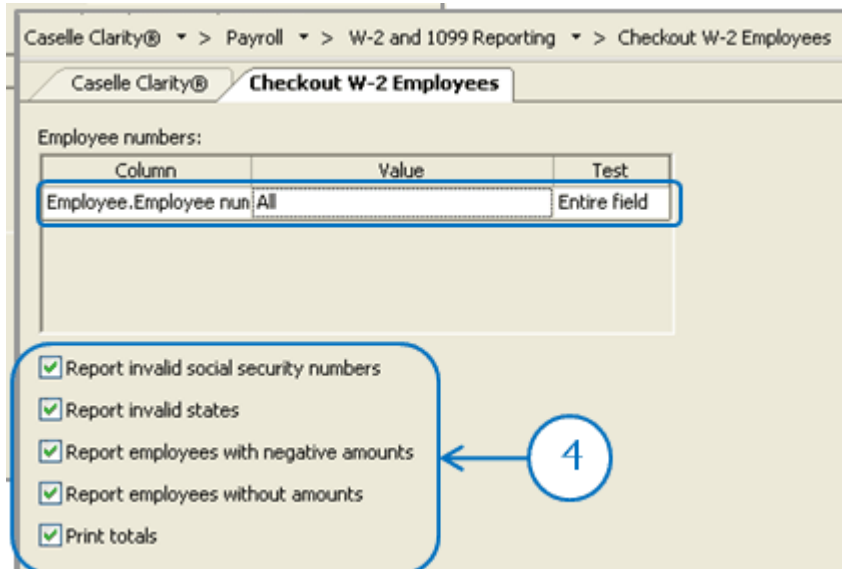
Step 18d – Run W-2 and 1099 Checkout

Do this...

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



3. Select **Employee.Employee Number**. Click **OK**.
4. Select all checkboxes.



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

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 18A - 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 18E.

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

1. From the **W-2 Conversion Report** (created in Step 18-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
		648.84 847.04	.00		.00
		10461.52-13661.52	.00	.00	.00
	161.68 198.08		.00	.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	.00	

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

The screenshot shows the 'W-2 Employees' interface. At the top, there is a breadcrumb trail: 'Caselle Clarity® > Payroll > W-2 and 1099 Reporting > W-2 Employees'. Below this, there are tabs for 'Caselle Clarity®', 'W-2 Employees', and 'W-2 Employees'. A search bar labeled 'Employee number:' is highlighted with a blue box, and a 'Lookup: Employee number' button is next to it. Below the search bar, the employee information is displayed: 'Employee: 5 Smith, Jacob S'. There are four tabs: 'Employee', 'Wage Information' (highlighted with a blue box), 'Electronic Filing', and 'Notes'. A blue circle with the number '3' is next to the 'Wage Information' tab. Below the tabs, there are five sub-tabs: 'General', 'Coded Amounts', 'Other Descriptions', 'States', and 'Localities'. The 'General' sub-tab is selected. A table of wage and tax data is displayed, with a blue bracket on the right side of the table and a blue circle with the number '5' next to it.

Wages, tips, other compensation:	12,692.29
Federal income tax withheld:	733.85
Social Security wages:	12,692.29
Social Security tax withheld:	786.89
Medicare wages and tips:	12,692.29
Medicare tax withheld:	184.05
Social Security tips:	0.00
Allocated tips:	0.00
Advance EIC payment:	0.00
Dependent care benefits:	0.00
Nonqualified plans:	0.00

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

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

Step 18e – Print Sample W-2’s to Scratch Paper

If you chose to utilize the blank 4-up W-2 form, a change is needed on the form before you print your W-2's. We need to change the year from **2014** to **2015**. Follow these steps to make that change:

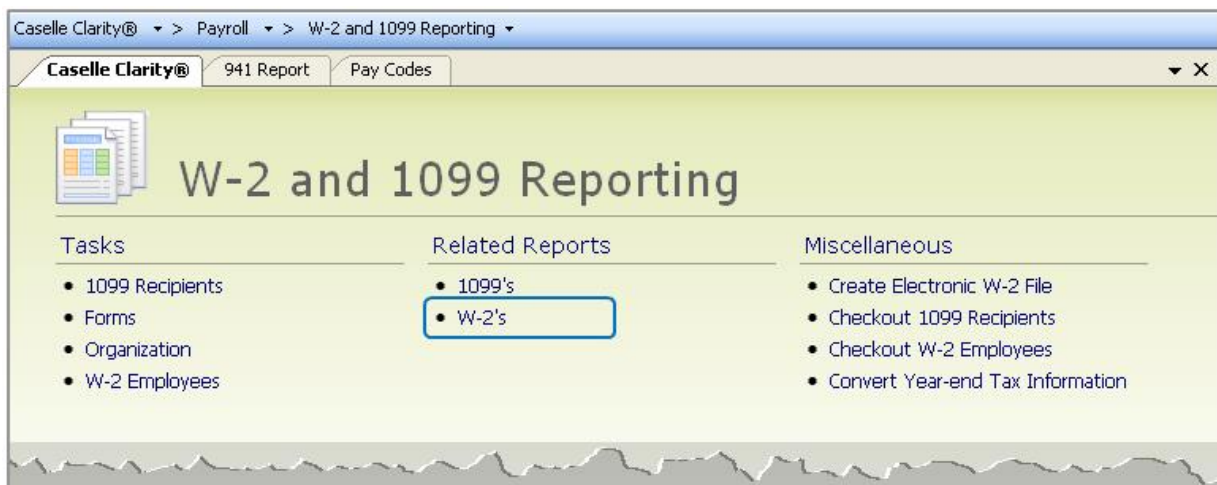
1. Open **Clarity Payroll > W-2 and 1099 Reporting > Forms**.
2. Click on **Form W-2** and click **Accept**.
3. Select the **W-2 4-Up Form [Caselle Master]** or the **W-2 4-Up Form with Instructions [Caselle Master]** depending upon which type of form you ordered.
4. Click **Open**.

There are four (4) instances where **2014** appears. We need to change this to **2015**.

5. Right-click on the first instance of **2014** that you see.
6. Click on **Setting**.
7. Change **2014** to **2015** in the **Value** field.
8. Click **Accept**.
9. Repeat steps 5-8 for the other three (3) instances.
10. Click the blue **Save** button on the toolbar.
11. Type a name for the new form (e.g. **W-2 4-Up Form - 2015**).
12. Click **Save**.

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.

The screenshot shows the Caselle Clarity software interface. The breadcrumb navigation at the top reads: Caselle Clarity® > Payroll > W-2 and 1099 Reporting > W-2's. Below this, there are tabs for 'Caselle Clarity®' and 'W-2's'. The 'Title' field is set to 'W-2s - Double Wide by Name [Caselle Master]'. There are three tabs: 'Report Options', 'Forms', and 'Print Settings'. Under 'Report Options', the 'Tax year' is set to '2015' and there is a checkbox for 'Include W-3 summary report' which is currently unchecked. To the right, under 'Selection criteria:', there is a table with one column header 'Column'.

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.

***Note ability to print form instead of ordering.**

Step 18f – 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 18 and repeat all parts of Step 18 until the W-2s are correct.

Step 19: Report W-2 Information to the IRS

Do you have more than 250 employees at your site?

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

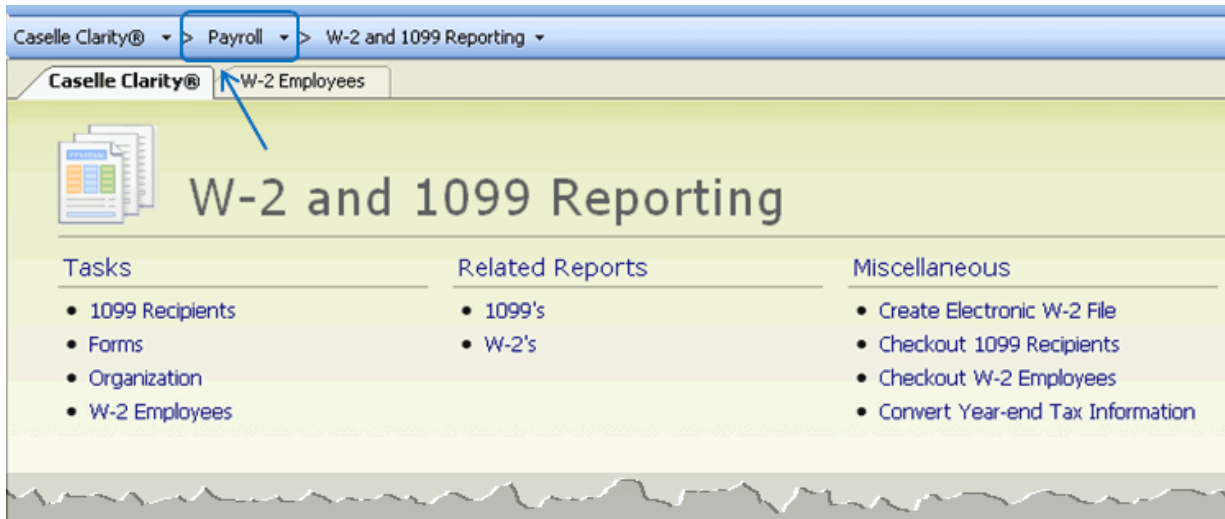
Tip! If you need to submit W-2 information using **Electronic W2/1099** and the **W-2 and 1099 Reporting > Create Electronic W-2 File** option is not available, then you will need to contact **Civic Systems** to purchase this feature.

Do this...

1. Open **Clarity Payroll > W-2 and 1099 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 20: Exit the W-2 and 1099 Application

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



Important Reminder!

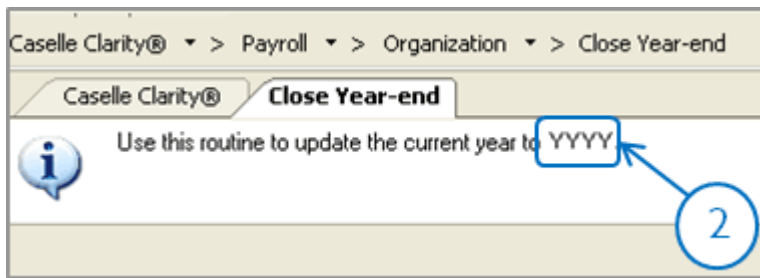
Be sure ALL current year payroll reports are printed or saved to a pdf BEFORE proceeding to the next step.

Step 21: Perform Year-end Closing

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

Do this...

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



IMPORTANT! If your system does not display the correct new year **(2016)**, 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 22: 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://tax.ohio.gov/channels/other/business.stm>

Wisconsin Department of Revenue

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

Wisconsin Retirement Rates:

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