Classic – Payroll Year End Checklist – 2015

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Caselle Classic Payroll Year-end Checklist - 2015

Welcome back!

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

Need more help?

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

Let's get started...

Before you get started...

Are you using the latest IRS W-2 forms?

There are two optional form types to choose from:

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

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

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

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

Electronic W-2 Filing (EFW2)
W-2 Electronic filing is required for employers issuing 250 or more W-2's. If your municipality or utility does not electronically file with the Social Security Administration, an additional "2-up" form must be ordered. This form is red in color, and prints two separate employees' W-2's per sheet. Order enough sheets to have one for every two employees. Depending on which state you are in, you may need an employer's State/City Copy 1 as well. If you are unsure whether you have the Electronic W-2 module, please call Civic Support.

Do you have the latest Caselle release installed and running?

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

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

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

Important! Complete the Payroll Year-end Steps Checklist

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

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

Detailed steps on how to complete the checklist follow.

Payroll

STEPS CHECKLIST – YEAR-END STEPS

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

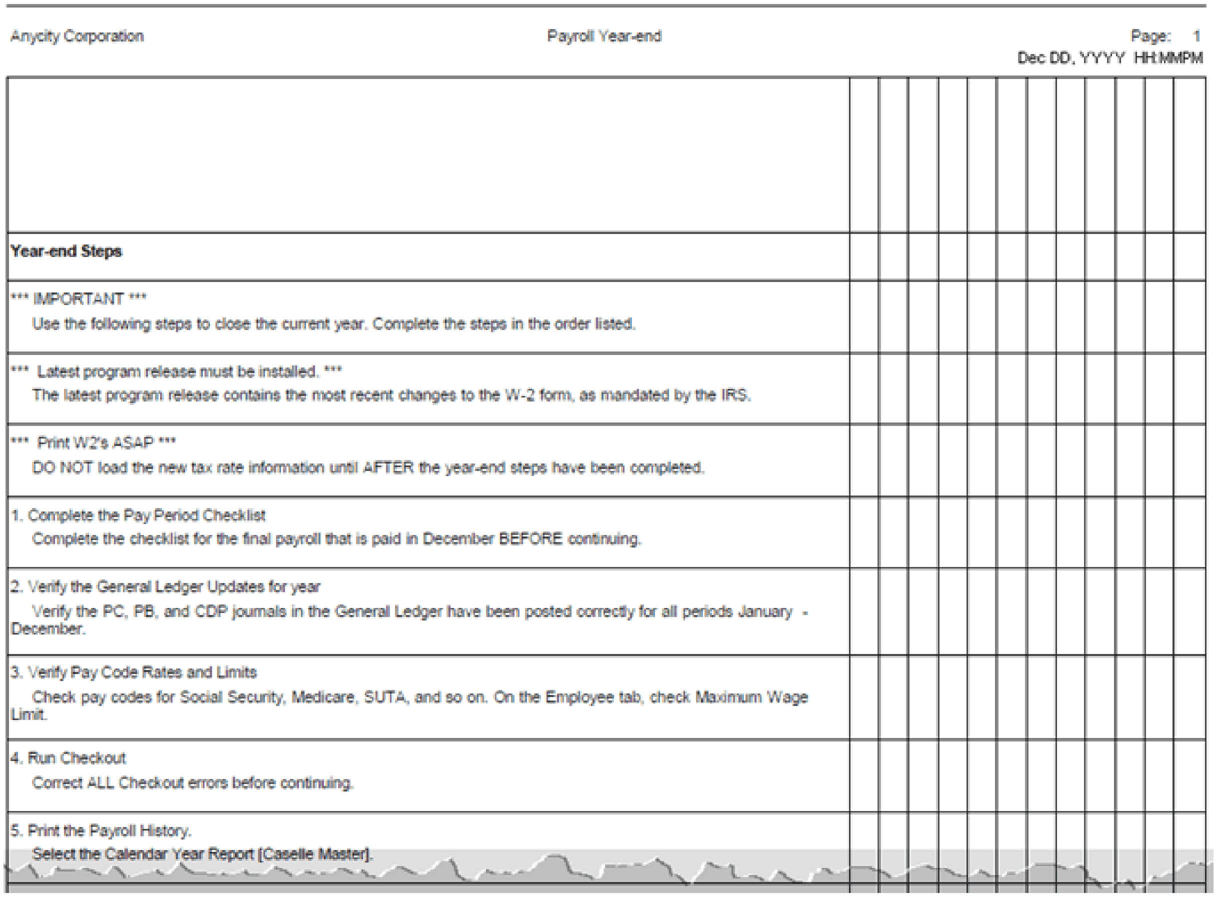
Payroll

STEPS CHECKLIST – YEAR-END STEPS (cont.)

20. Select the W-2 and 1099 application (page __) a. Run Convert from Payroll (page __) b. Check the conversion printout and match the totals c. Verify Control table W-2/1099 information (page __) d. Run W-2 Checkout (page __) e. Print the W-2s as soon as possible (page __)	
21. Create Electronic W-2/1099 File, if you report on magnetic media (page __)	
22. When the W-2 conversion complete, exit (page __)	
23. Be sure all current-year payroll reports and updates have been completed (page __)	
24. Perform Year-end Closing (page __)	
25. Enter changes for the new Federal and State tax rates (page __) A. Enter the new Federal Social Security Rates(page __) B. Enter the new Federal Withholding Tax Rates (page __) C. Enter the new Federal Earned Income Credit (EIC) Rates (page __) D. Enter the new State Tax rates (page __)	
26. Print a new Prelist (page __)	
27. Enter the payroll for the new year (page __)	

Step 1: Complete the Pay Period Checklist

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



Anycity Corporation

Payroll Year-end

Page: 1

Dec DD, YYYY HH:MMPM

Year-end Steps

*** IMPORTANT ***

Use the following steps to close the current year. Complete the steps in the order listed.

*** Latest program release must be installed. ***

The latest program release contains the most recent changes to the W-2 form, as mandated by the IRS.

*** Print W2's ASAP ***

DO NOT load the new tax rate information until AFTER the year-end steps have been completed.

1. Complete the Pay Period Checklist

Complete the checklist for the final payroll that is paid in December BEFORE continuing.

2. Verify the General Ledger Updates for year

Verify the PC, PB, and CDP journals in the General Ledger have been posted correctly for all periods January - December.

3. Verify Pay Code Rates and Limits

Check pay codes for Social Security, Medicare, SUTA, and so on. On the Employee tab, check Maximum Wage Limit.

4. Run Checkout

Correct ALL Checkout errors before continuing.

5. Print the Payroll History.

Select the Calendar Year Report [Caselle Master].

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

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

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

Step 2: Verify Pay Code Rates/Limits

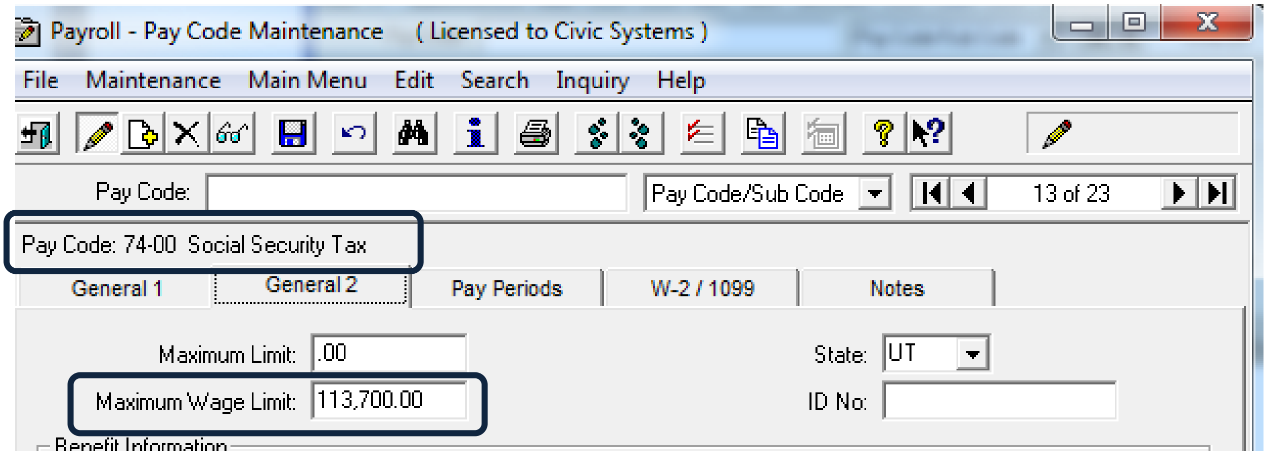
Make sure the current rate/limit information is correctly set up in Pay Code Maintenance for the Payroll year being closed.

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

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

Do this...

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


Payroll - Pay Code Maintenance (Licensed to Civic Systems)
File
Maintenance
Main Menu
Edit
Search
Inquiry
Help
Pay Code/Sub Code
13 of 23
General 1
General 2
Pay Periods
W-2 / 1099
Notes
Benefit Information

Pay Code:

Pay Code: 74-00 Social Security Tax

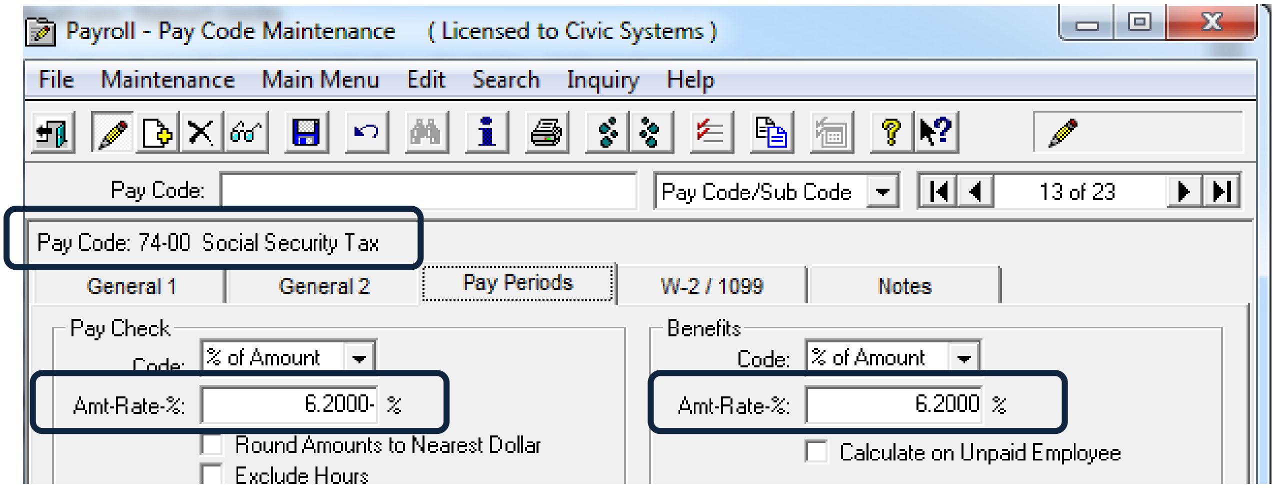
Maximum Limit: .00

Maximum Wage Limit: 113,700.00

State: UT

ID No:

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

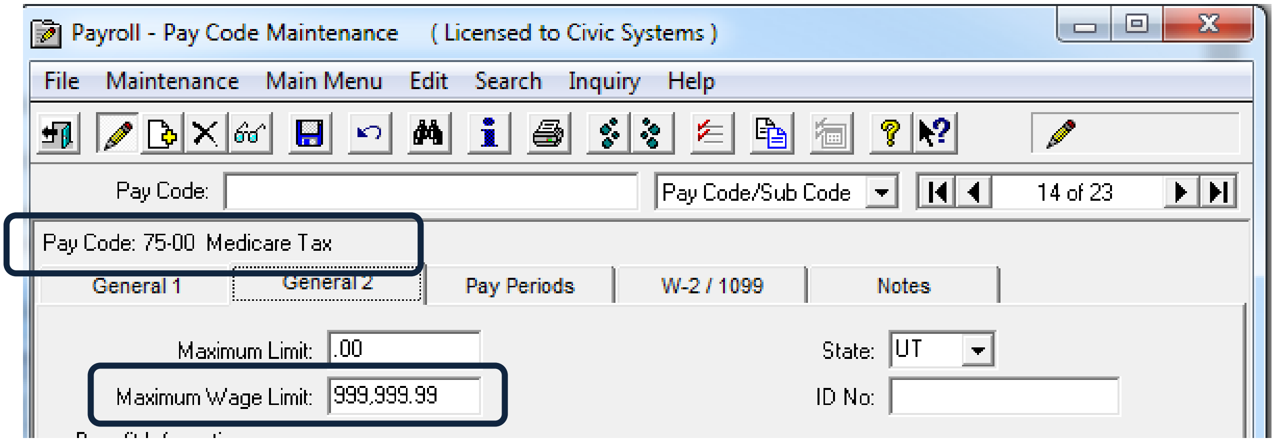

Payroll - Pay Code Maintenance (Licensed to Civic Systems)
File
Maintenance
Main Menu
Edit
Search
Inquiry
Help
General 1
General 2
Pay Periods
W-2 / 1099
Notes

Pay Code:
Pay Code/Sub Code
13 of 23
Pay Code: 74-00 Social Security Tax

Pay Check
Code: % of Amount
Amt-Rate-%: 6.2000 %
☐ Round Amounts to Nearest Dollar
☐ Exclude Hours

Benefits
Code: % of Amount
Amt-Rate-%: 6.2000 %
☐ Calculate on Unpaid Employee

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


Payroll - Pay Code Maintenance (Licensed to Civic Systems)
File
Maintenance
Main Menu
Edit
Search
Inquiry
Help
General 1
General 2
Pay Periods
W-2 / 1099
Notes

Pay Code:
Pay Code/Sub Code
14 of 23
Pay Code: 75-00 Medicare Tax

Maximum Limit: .00
Maximum Wage Limit: 999,999.99
State: UT
ID No:

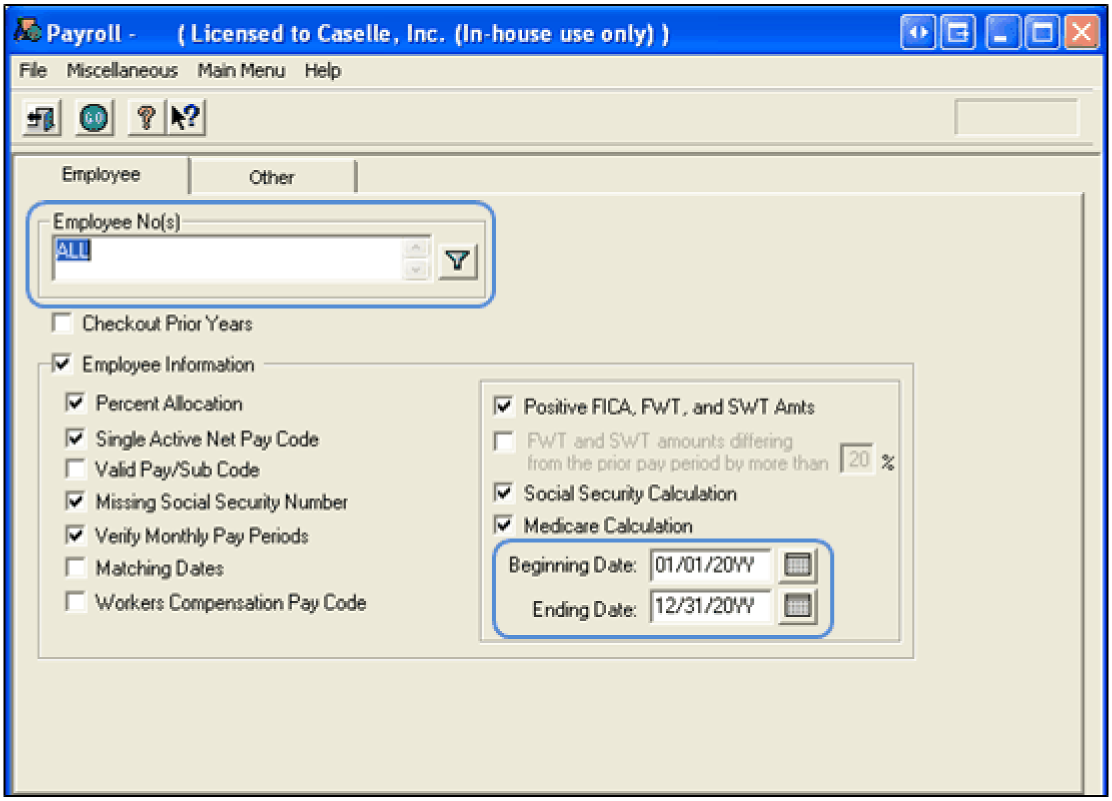
Step 3: Run the Employee Checkout

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

Do this...

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

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



Employee No(s): ALL

☐ Checkout Prior Years

☑ Employee Information

☑ Percent Allocation
☑ Single Active Net Pay Code
☐ Valid Pay/Sub Code
☑ Missing Social Security Number
☑ Verify Monthly Pay Periods
☐ Matching Dates
☐ Workers Compensation Pay Code

☑ Positive FICA, FWT, and SWT Amts
☐ FWT and SWT amounts differing from the prior pay period by more than 20 %
☑ Social Security Calculation
☑ Medicare Calculation

Beginning Date: 01/01/20YY
Ending Date: 12/31/20YY

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

Step 4: Print the Payroll Summary

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

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

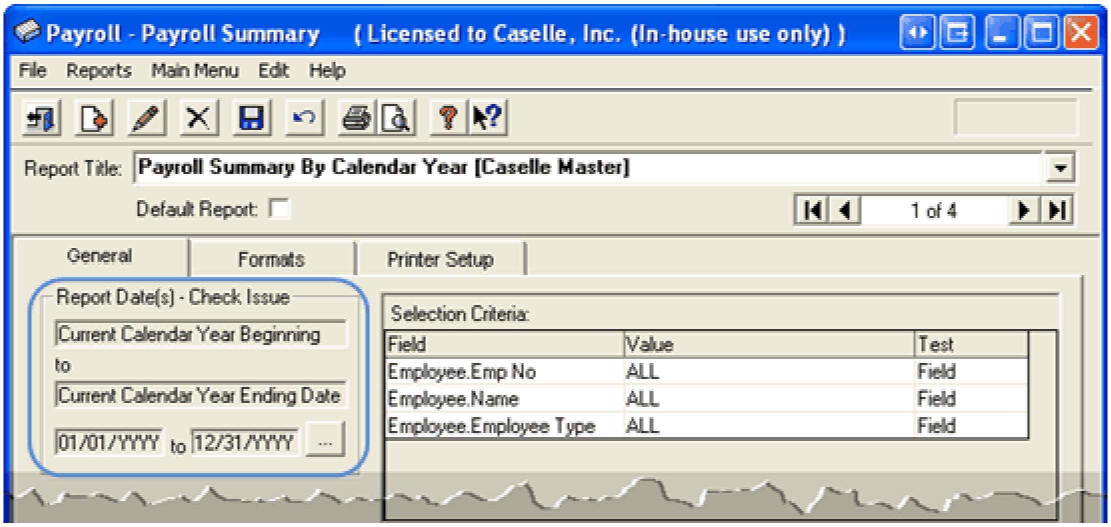
You will also use this report later to compare with the data on the Payroll Conversion report (Step 20-B).

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

Do this…

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

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


Payroll - Payroll Summary (Licensed to Caselle, Inc. (In-house use only))
File
Reports
Main Menu
Edit
Help
General
Formats
Printer Setup
1 of 4

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

Default Report: ☐

Report Date(s) - Check Issue

Current Calendar Year Beginning

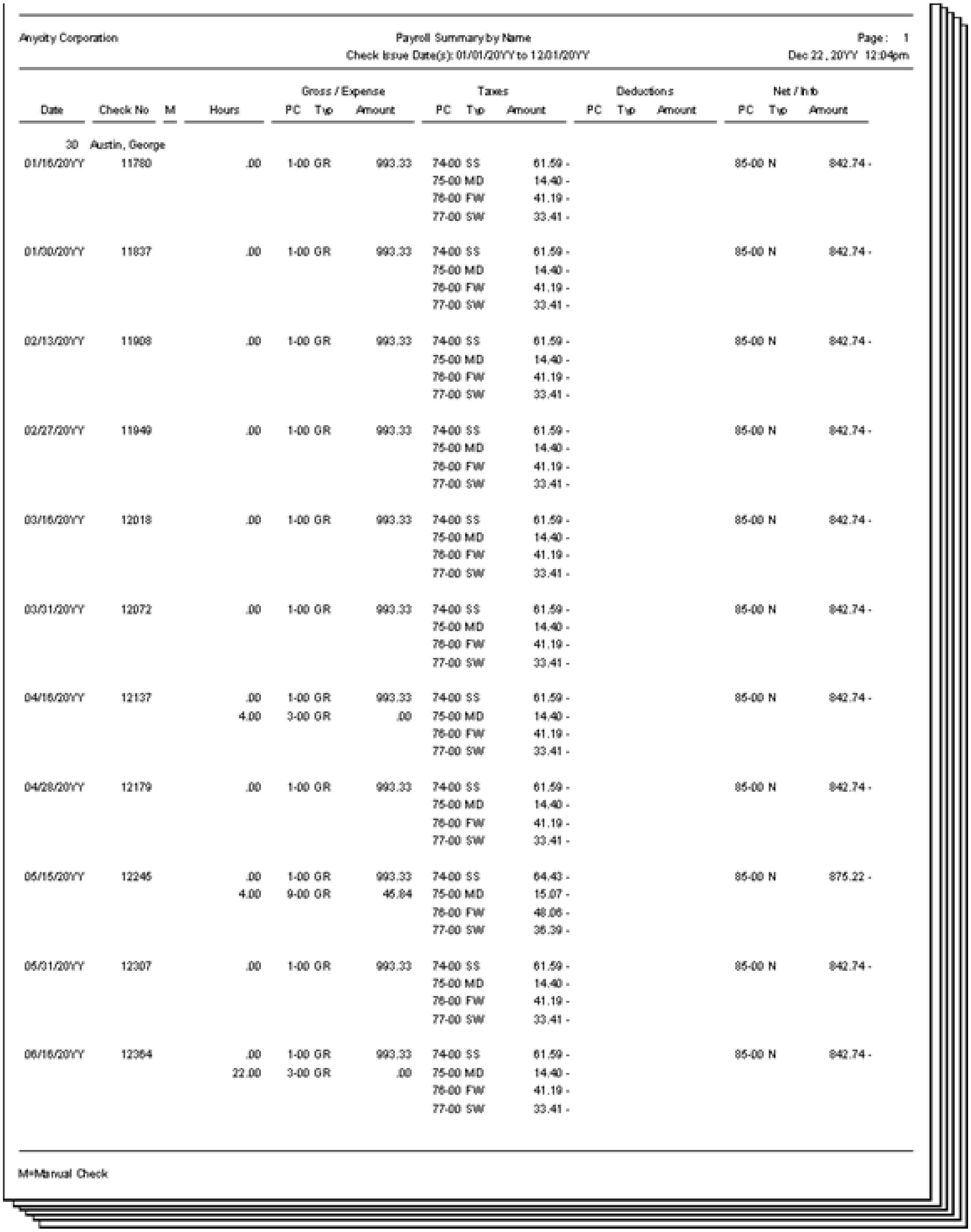
to

Current Calendar Year Ending Date

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

Selection Criteria:

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



```
Anycity Corporation                 Payroll Summary by Name                                   Page :   1
                          Check Issue Date(s): 01/01/20YY to 12/01/20YY              Dec 22 , 20YY  12:04pm

                                     Gross / Expense           Taxes               Deductions          Net / Info
   Date      Check No  M   Hours    PC   Typ   Amount    PC    Typ   Amount    PC   Typ   Amount    PC   Typ   Amount

       30  Austin, George
01/16/20YY    11780          .00   1-00 GR    993.33    74-00 SS    61.59 -                        85-00 N     842.74 -
                                                        75-00 MD    14.40 -
                                                        76-00 FW    41.19 -
                                                        77-00 SW    33.41 -

01/30/20YY    11837          .00   1-00 GR    993.33    74-00 SS    61.59 -                        85-00 N     842.74 -
                                                        75-00 MD    14.40 -
                                                        76-00 FW    41.19 -
                                                        77-00 SW    33.41 -

02/13/20YY    11908          .00   1-00 GR    993.33    74-00 SS    61.59 -                        85-00 N     842.74 -
                                                        75-00 MD    14.40 -
                                                        76-00 FW    41.19 -
                                                        77-00 SW    33.41 -

02/27/20YY    11949          .00   1-00 GR    993.33    74-00 SS    61.59 -                        85-00 N     842.74 -
                                                        75-00 MD    14.40 -
                                                        76-00 FW    41.19 -
                                                        77-00 SW    33.41 -

03/16/20YY    12018          .00   1-00 GR    993.33    74-00 SS    61.59 -                        85-00 N     842.74 -
                                                        75-00 MD    14.40 -
                                                        76-00 FW    41.19 -
                                                        77-00 SW    33.41 -

03/31/20YY    12072          .00   1-00 GR    993.33    74-00 SS    61.59 -                        85-00 N     842.74 -
                                                        75-00 MD    14.40 -
                                                        76-00 FW    41.19 -
                                                        77-00 SW    33.41 -

04/16/20YY    12137          .00   1-00 GR    993.33    74-00 SS    61.59 -                        85-00 N     842.74 -
                            4.00   3-00 GR       .00    75-00 MD    14.40 -
                                                        76-00 FW    41.19 -
                                                        77-00 SW    33.41 -

04/28/20YY    12179          .00   1-00 GR    993.33    74-00 SS    61.59 -                        85-00 N     842.74 -
                                                        75-00 MD    14.40 -
                                                        76-00 FW    41.19 -
                                                        77-00 SW    33.41 -

05/15/20YY    12245          .00   1-00 GR    993.33    74-00 SS    64.43 -                        85-00 N     875.22 -
                            4.00   9-00 GR     45.84    75-00 MD    15.07 -
                                                        76-00 FW    48.06 -
                                                        77-00 SW    36.39 -

05/31/20YY    12307          .00   1-00 GR    993.33    74-00 SS    61.59 -                        85-00 N     842.74 -
                                                        75-00 MD    14.40 -
                                                        76-00 FW    41.19 -
                                                        77-00 SW    33.41 -

06/16/20YY    12364          .00   1-00 GR    993.33    74-00 SS    61.59 -                        85-00 N     842.74 -
                           22.00   3-00 GR       .00    75-00 MD    14.40 -
                                                        76-00 FW    41.19 -
                                                        77-00 SW    33.41 -

M=Manual Check
```

Step 5: Verify the Employee Information on the Payroll Summary

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

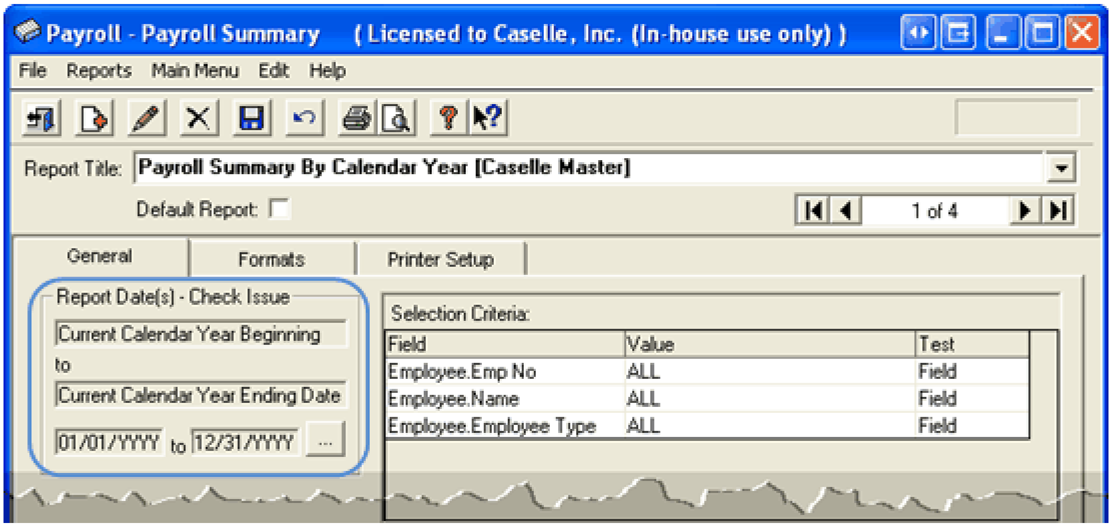
Second, if there are errors in the employee totals and amounts, use Manual Check Entry to enter corrections.

Third, reprint the Payroll Summary, if necessary.

Do this...

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

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


Payroll - Payroll Summary (Licensed to Caselle, Inc. (In-house use only))
File
Reports
Main Menu
Edit
Help
General
Formats
Printer Setup

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

Default Report: ☐

1 of 4

Report Date(s) - Check Issue

Current Calendar Year Beginning

to

Current Calendar Year Ending Date

01/01/YYYY to 12/31/YYYY

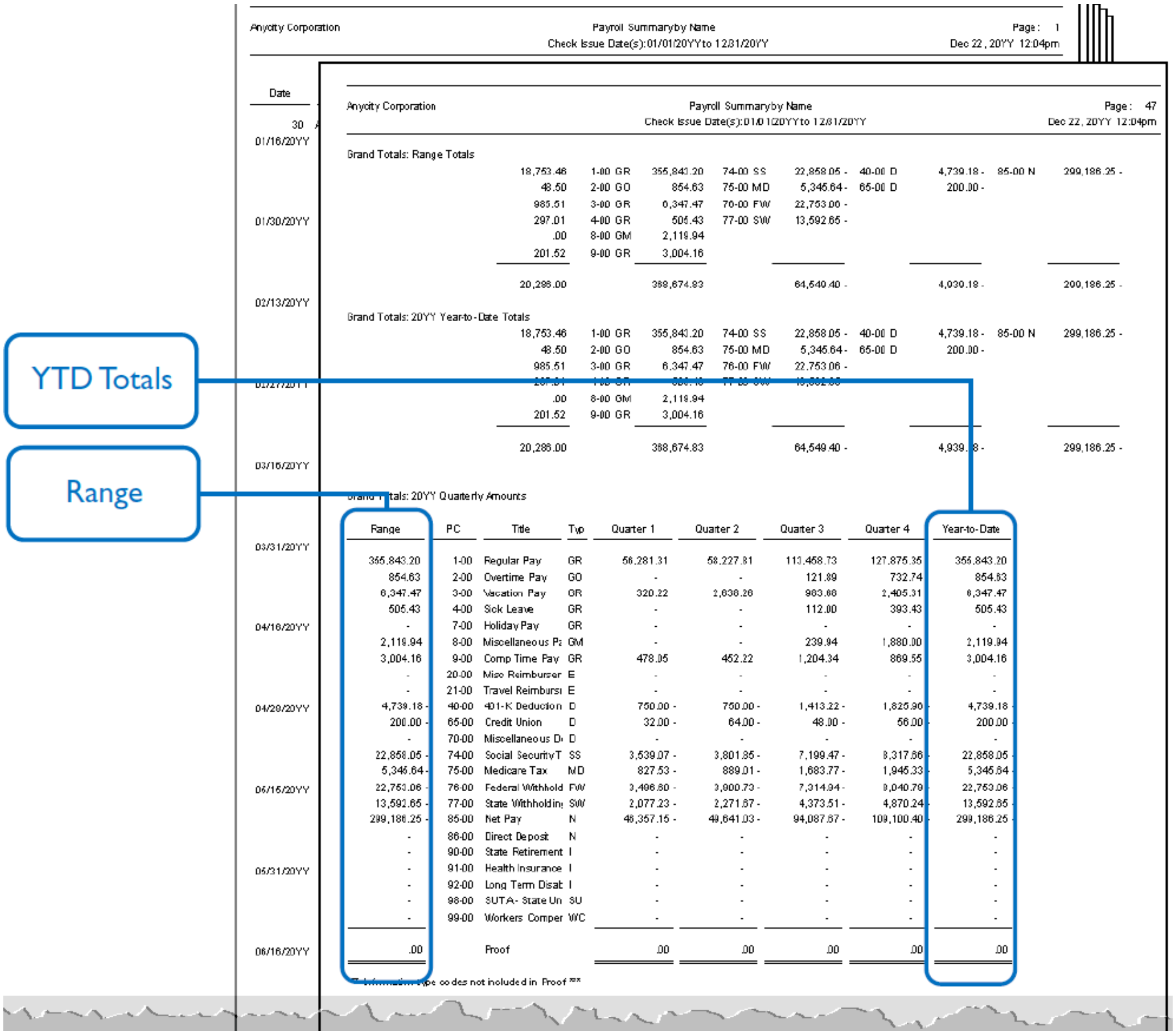
Selection Criteria:

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

Step 6: Verify that YTD and Range Totals Match

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

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



```
Anycity Corporation                 Payroll Summaryby Name                         Page:   1
                          Check Issue Date(s):01/01/20YYto 12/31/20YY       Dec 22 , 20YY  12:04pm

   Date
     30
01/16/20YY
01/30/20YY
02/13/20YY
03/16/20YY
03/31/20YY
04/16/20YY
04/29/20YY
05/15/20YY
05/31/20YY
06/16/20YY
```

```
Anycity Corporation                      Payroll Summaryby Name                          Page:   47
                              Check Issue Date(s):01/01/20YYto 12/31/20YY       Dec 22, 20YY 12:04pm

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  299,186.25 -
                     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 -            299,186.25 -

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  299,186.25 -
                     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 -
                [illegible]
                       .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.[illegible]8 -  299,186.25 -

Grand T[illegible]tals: 20YY Quarterly Amounts
```

Range	PC	Title	Typ	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year-to-Date
355,843.20	1-00	Regular Pay	GR	56,281.31	58,227.81	113,458.73	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	2,638.26	983.68	2,405.31	6,347.47
505.43	4-00	Sick Leave	GR	-	-	112.00	393.43	505.43
-	7-00	Holiday Pay	GR	-	-	-	-	-
2,119.94	8-00	Miscellaneous Pa	GM	-	-	239.94	1,880.00	2,119.94
3,004.16	9-00	Comp Time Pay	GR	478.05	452.22	1,204.34	869.55	3,004.16
-	20-00	Misc Reimburser	E	-	-	-	-	-
-	21-00	Travel Reimburs	E	-	-	-	-	-
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 T	SS	3,539.07 -	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 -
22,753.06 -	76-00	Federal Withhold	FW	3,496.60 -	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 -
299,186.25 -	85-00	Net Pay	N	46,357.15 -	49,641.03 -	94,087.67 -	109,100.40 -	299,186.25 -
-	86-00	Direct Deposit	N	-	-	-	-	-
-	90-00	State Retirement	I	-	-	-	-	-
-	91-00	Health Insurance	I	-	-	-	-	-
-	92-00	Long Term Disat	I	-	-	-	-	-
-	98-00	SUTA - State Un	SU	-	-	-	-	-
-	99-00	Workers Comper	WC	-	-	-	-	-
.00		Proof		.00	.00	.00	.00	.00

[illegible]pe codes not included in Proof **

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

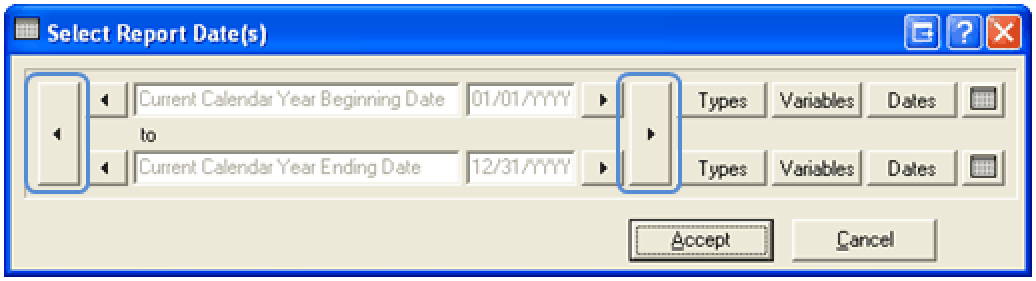
Print the Quarterly reports for the 4th Quarter that are required for your site:

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

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

Do this…

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

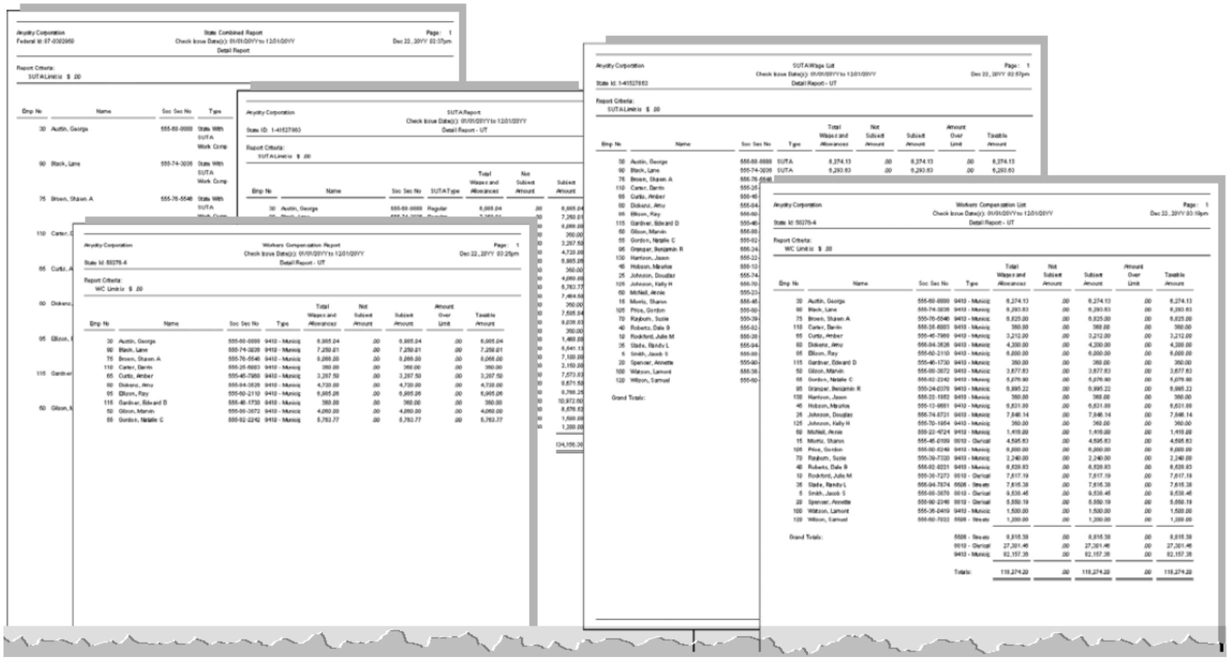


Current Calendar Year Beginning Date 01/01/YYYY
to
Current Calendar Year Ending Date 12/31/YYYY

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

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

5. Review the report for accuracy.



Step 8: Print the Annual 941 Report

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

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

Do this…

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

Step 9: Print Annual Payroll Reports

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

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

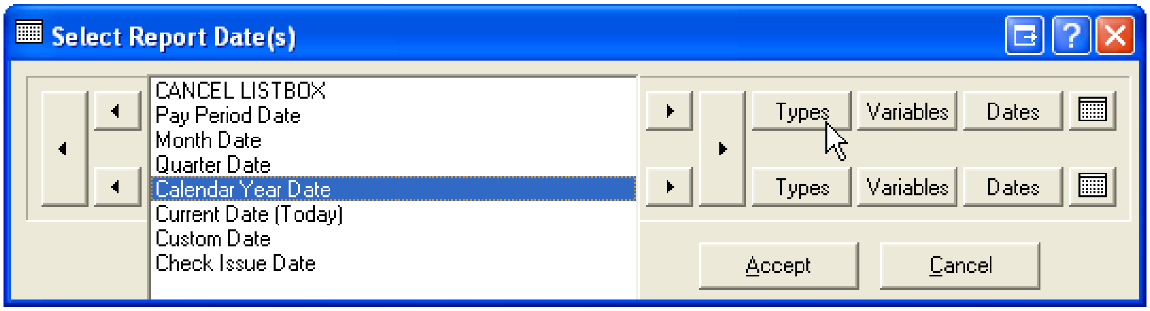
Do this…

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

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

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

   c) Click **Accept**.


Select Report Date(s)
CANCEL LISTBOX
Pay Period Date
Month Date
Quarter Date
Calendar Year Date
Current Date (Today)
Custom Date
Check Issue Date
Types
Variables
Dates
Types
Variables
Dates
Accept
Cancel

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

Step 10: Print Leave Time Report

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

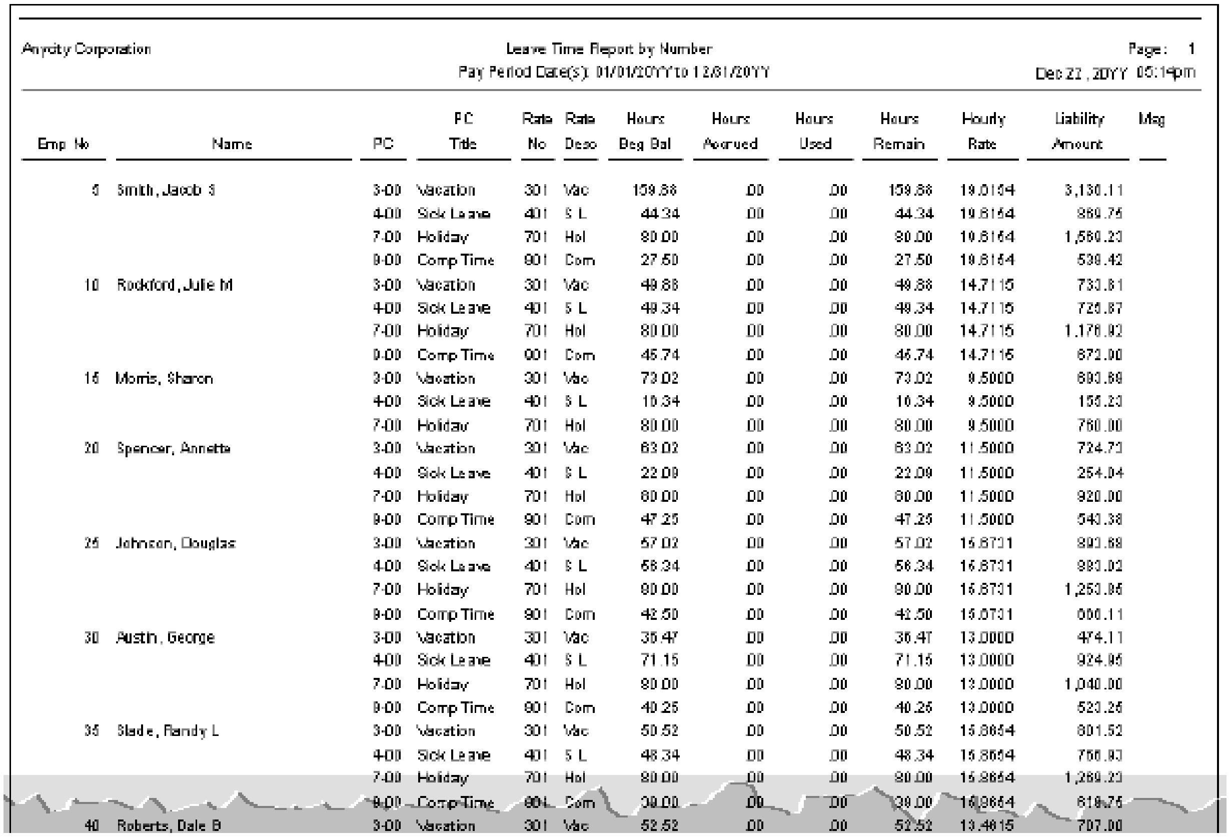
Tip! If any of the employee's Leave Time Balances are incorrect, from the Payroll menu select Data Entry > Manual Leave Time Entry to make corrections.

Do this…

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

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

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



Anycity Corporation

Leave Time Report by Number

Pay Period Date(s): 01/01/20YY to 12/31/20YY

Page: 1

Dec 22, 20YY 05:14pm

Emp No	Name	PC	PC Title	Rate No	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Hourly Rate	Liability Amount	Msg
5	Smith, Jacob S	3-00	Vacation	301	Vac	159.58	.00	.00	159.58	19.6154	3,130.11	
		4-00	Sick Leave	401	S L	44.34	.00	.00	44.34	19.6154	869.75	
		7-00	Holiday	701	Hol	80.00	.00	.00	80.00	19.6154	1,569.23	
		9-00	Comp Time	901	Com	27.50	.00	.00	27.50	19.6154	539.42	
10	Rockford, Julie M	3-00	Vacation	301	Vac	49.88	.00	.00	49.88	14.7115	733.81	
		4-00	Sick Leave	401	S L	49.34	.00	.00	49.34	14.7115	725.87	
		7-00	Holiday	701	Hol	80.00	.00	.00	80.00	14.7115	1,176.92	
		9-00	Comp Time	901	Com	45.74	.00	.00	46.74	14.7115	672.90	
15	Morris, Sharon	3-00	Vacation	301	Vac	73.02	.00	.00	73.02	9.5000	693.69	
		4-00	Sick Leave	401	S L	16.34	.00	.00	16.34	9.5000	155.23	
		7-00	Holiday	701	Hol	80.00	.00	.00	80.00	9.5000	760.00	
20	Spencer, Annette	3-00	Vacation	301	Vac	63.02	.00	.00	63.02	11.5000	724.73	
		4-00	Sick Leave	401	S L	22.09	.00	.00	22.09	11.5000	254.04	
		7-00	Holiday	701	Hol	80.00	.00	.00	80.00	11.5000	920.00	
		9-00	Comp Time	901	Com	47.25	.00	.00	47.25	11.5000	543.38	
25	Johnson, Douglas	3-00	Vacation	301	Vac	57.02	.00	.00	57.02	15.6731	893.68	
		4-00	Sick Leave	401	S L	56.34	.00	.00	56.34	15.6731	883.02	
		7-00	Holiday	701	Hol	80.00	.00	.00	80.00	15.6731	1,253.85	
		9-00	Comp Time	901	Com	42.50	.00	.00	42.50	15.6731	666.11	
30	Austin, George	3-00	Vacation	301	Vac	36.47	.00	.00	36.47	13.0000	474.11	
		4-00	Sick Leave	401	S L	71.15	.00	.00	71.15	13.0000	924.95	
		7-00	Holiday	701	Hol	80.00	.00	.00	80.00	13.0000	1,040.00	
		9-00	Comp Time	901	Com	40.25	.00	.00	40.25	13.0000	523.25	
35	Slade, Randy L	3-00	Vacation	301	Vac	50.52	.00	.00	50.52	15.8654	801.52	
		4-00	Sick Leave	401	S L	48.34	.00	.00	48.34	15.8654	766.93	
		7-00	Holiday	701	Hol	80.00	.00	.00	80.00	15.8654	1,269.23	
		9-00	Comp Time	901	Com	39.00	.00	.00	39.00	15.8654	618.75	
40	Roberts, Dale B	3-00	Vacation	301	Vac	52.52	.00	.00	52.52	13.4615	707.00	

Step 11: Verify Carryover Limits

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

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

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

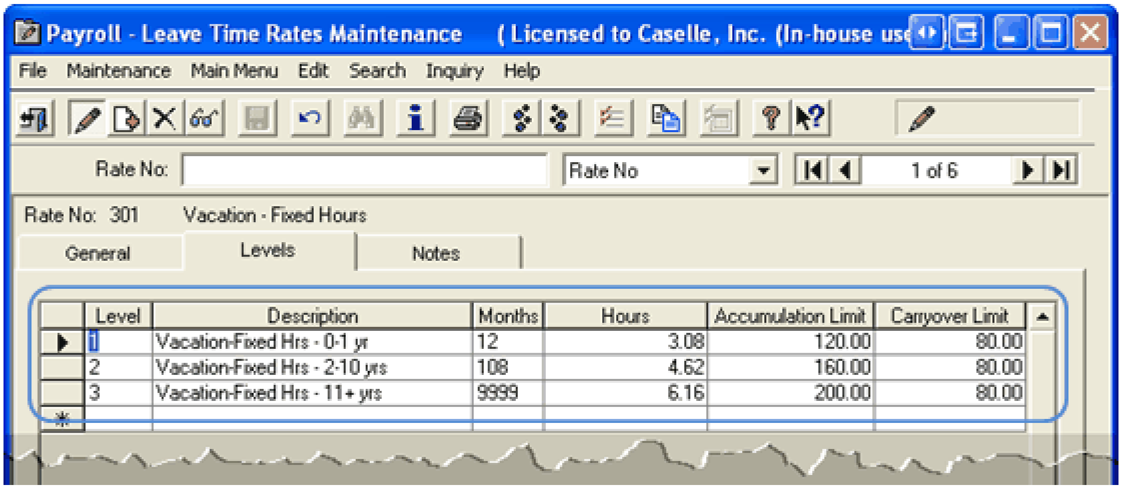
If you want Payroll to adjust excess leave time hours at year-end to match the carryover limit, you will need to:

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

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

To setup Carryover Limit Adjustments, do this…

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

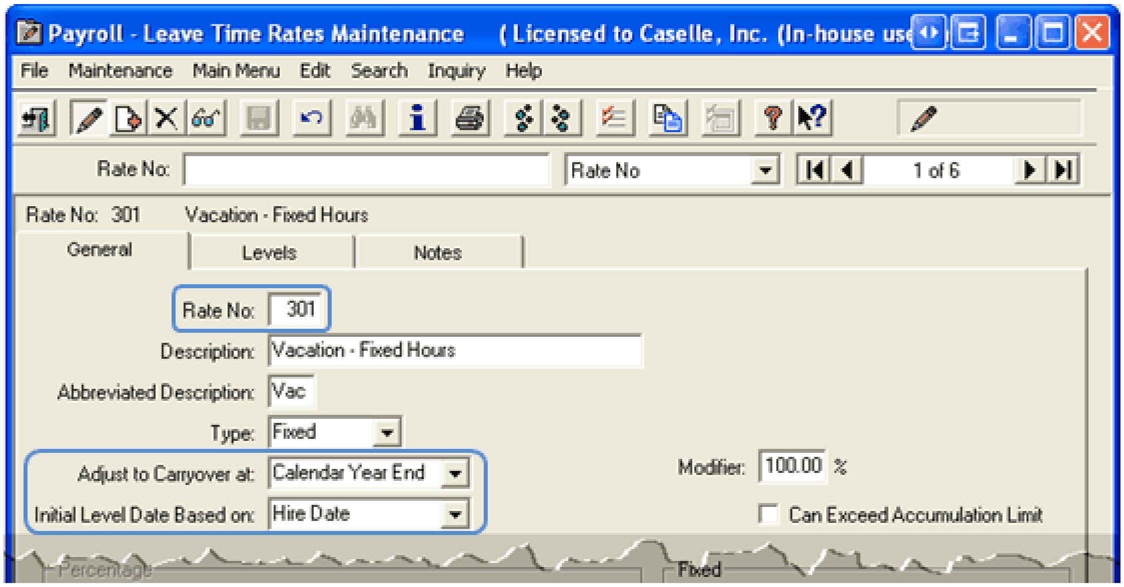

Payroll - Leave Time Rates Maintenance (Licensed to Caselle, Inc. (In-house use
File
Maintenance
Main Menu
Edit
Search
Inquiry
Help
Rate No:
Rate No
1 of 6
General
Levels
Notes

Rate No: 301 Vacation - Fixed Hours

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

3. Select the **General** tab.

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


Payroll - Leave Time Rates Maintenance (Licensed to Caselle, Inc. (In-house use
File Maintenance Main Menu Edit Search Inquiry Help
Rate No
1 of 6
General
Levels
Notes
Percentage
Fixed

Rate No: 301 Vacation - Fixed Hours

Rate No: 301

Description: Vacation - Fixed Hours

Abbreviated Description: Vac

Type: Fixed

Adjust to Carryover at: Calendar Year End

Initial Level Date Based on: Hire Date

Modifier: 100.00 %

☐ Can Exceed Accumulation Limit

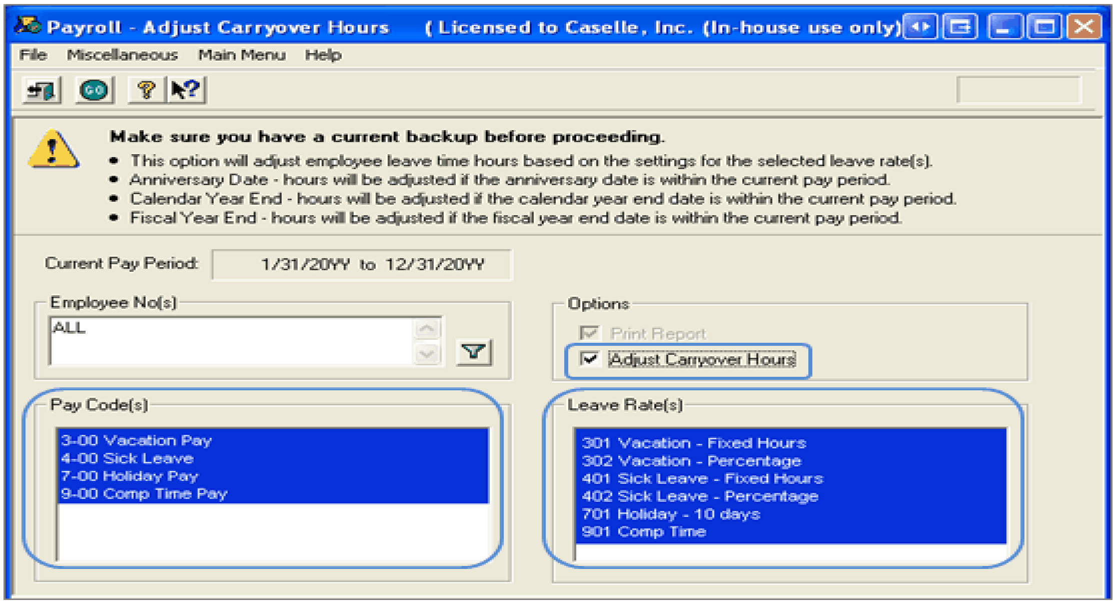
To run Adjust Carryover Limits, do this…

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

1. Open **Classic Payroll > Miscellaneous > Leave Rate Options > Adjust Carryover Hours**.

2. Read the notice on the screen. Be sure you have a backup of your Payroll files before proceeding.

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


Payroll - Adjust Carryover Hours (Licensed to Caselle, Inc. (In-house use only)
File
Miscellaneous
Main Menu
Help
GO

Make sure you have a current backup before proceeding.

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

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

Employee No(s): ALL

Options
☑ Print Report
☑ Adjust Carryover Hours

Pay Code(s)
3-00 Vacation Pay
4-00 Sick Leave
7-00 Holiday Pay
9-00 Comp Time Pay

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

4. Check the **Adjust Carryover Hours** checkbox.

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

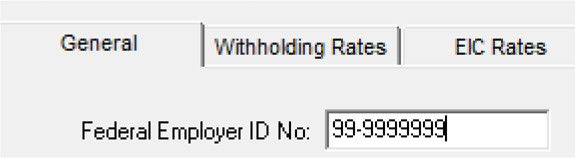
Step 12: Verify ID Numbers

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

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

To verify the Federal Employer ID Number, do this…

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



Federal Employer ID No: 99-9999999

To verify the State Tax ID Number, do this…

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

To verify the Employee Social security Numbers, do this…

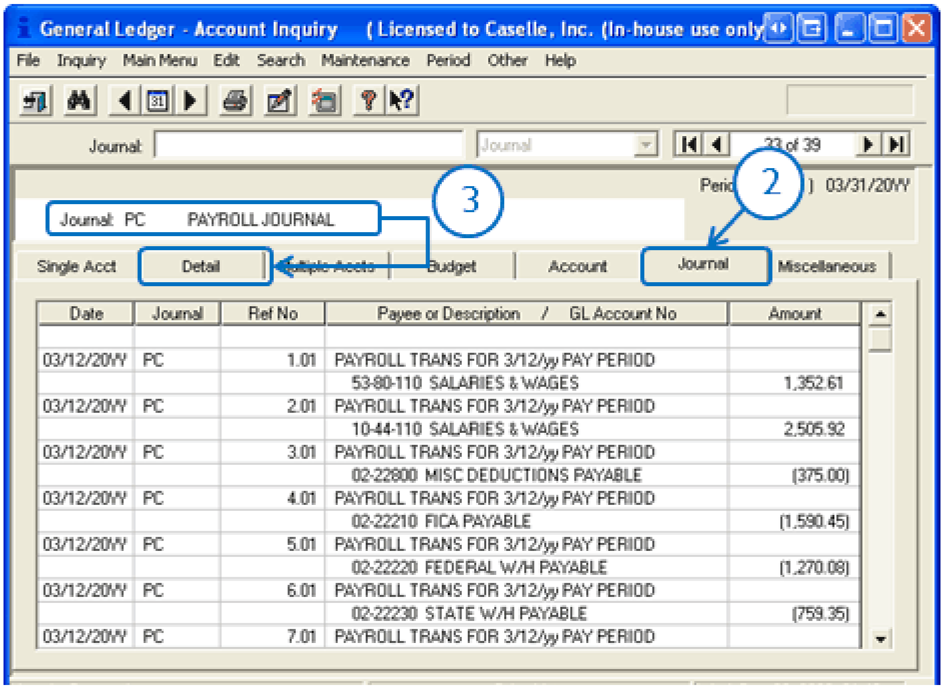
1. Select **Maintenance > Employee**.
2. Display the first employee record.
3. Select the **General** tab.
4. Verify the employee’s Social Security Number (SSN).
5. Repeat steps 4 and 5 for each record.

Step 13: Verify General Ledger Update

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

Do this...

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


General Ledger - Account Inquiry (Licensed to Caselle, Inc. (In-house use only
File
Inquiry
Main Menu
Edit
Search
Maintenance
Period
Other
Help
Journal:
Journal
23 of 39
3
2
Single Acct
Detail
Multiple Accts
Budget
Account
Journal
Miscellaneous

Journal: PC PAYROLL JOURNAL

Peri) 03/31/20YY

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

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

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

Step 14: Review Pay Codes

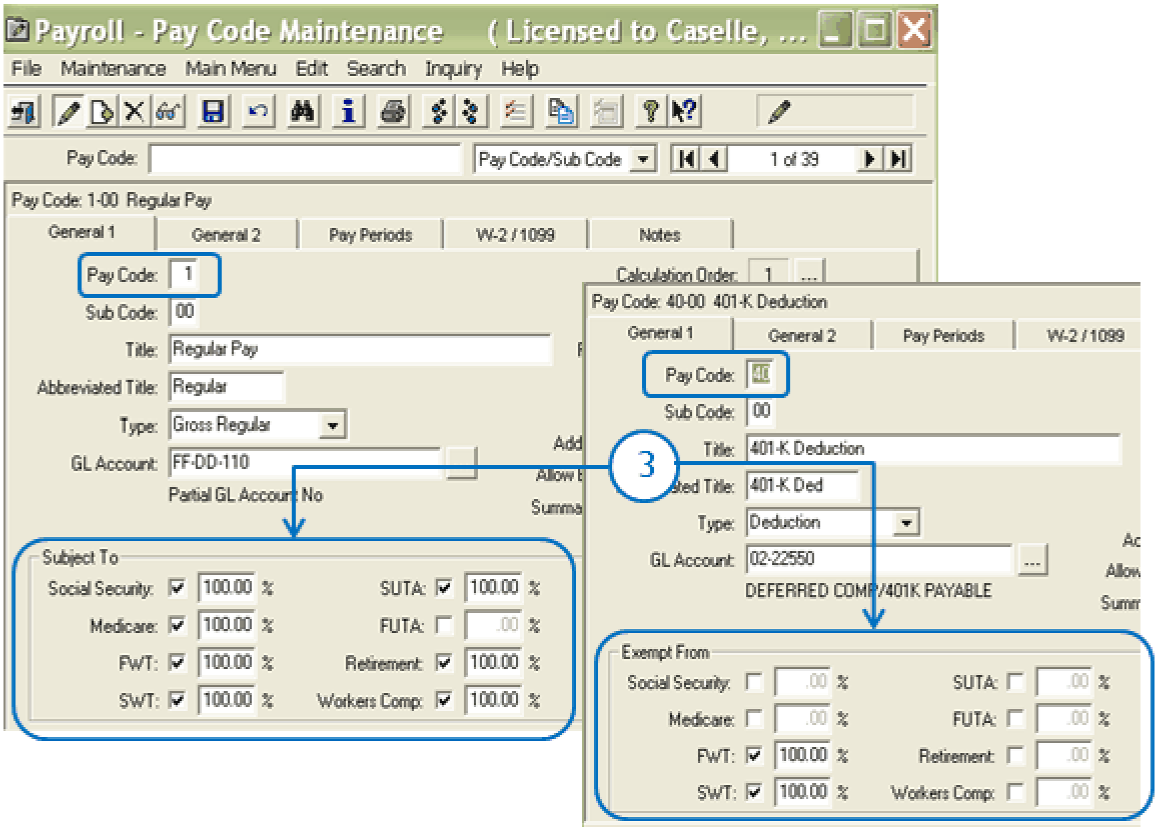
The **Subject To** and **Exempt From** designations are used to identify portions of a pay code that are either subject to certain taxes, or exempt from taxes.

Do this...

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

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

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


Payroll - Pay Code Maintenance (Licensed to Caselle, ...
File
Maintenance
Main Menu
Edit
Search
Inquiry
Help
Pay Code/Sub Code
1 of 39
General 1
General 2
Pay Periods
W-2 / 1099
Notes
Add
Allow E
Summa
3

Pay Code: 1-00 Regular Pay

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

Subject To
Social Security: ☑ 100.00 %
Medicare: ☑ 100.00 %
FWT: ☑ 100.00 %
SWT: ☑ 100.00 %
SUTA: ☑ 100.00 %
FUTA: ☐ .00 %
Retirement: ☑ 100.00 %
Workers Comp: ☑ 100.00 %

Pay Code: 40-00 401-K Deduction

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

Exempt From
Social Security: ☐ .00 %
Medicare: ☐ .00 %
FWT: ☑ 100.00 %
SWT: ☑ 100.00 %
SUTA: ☐ .00 %
FUTA: ☐ .00 %
Retirement: ☐ .00 %
Workers Comp: ☐ .00 %

Step 15: Determine Box 10-12, 14 Info

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

> **Note: Civic Support Staff are not payroll tax experts. We can help you put your payroll tax information into the appropriate boxes, but we CANNOT help you determine what amounts need to be reported in each box.**

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

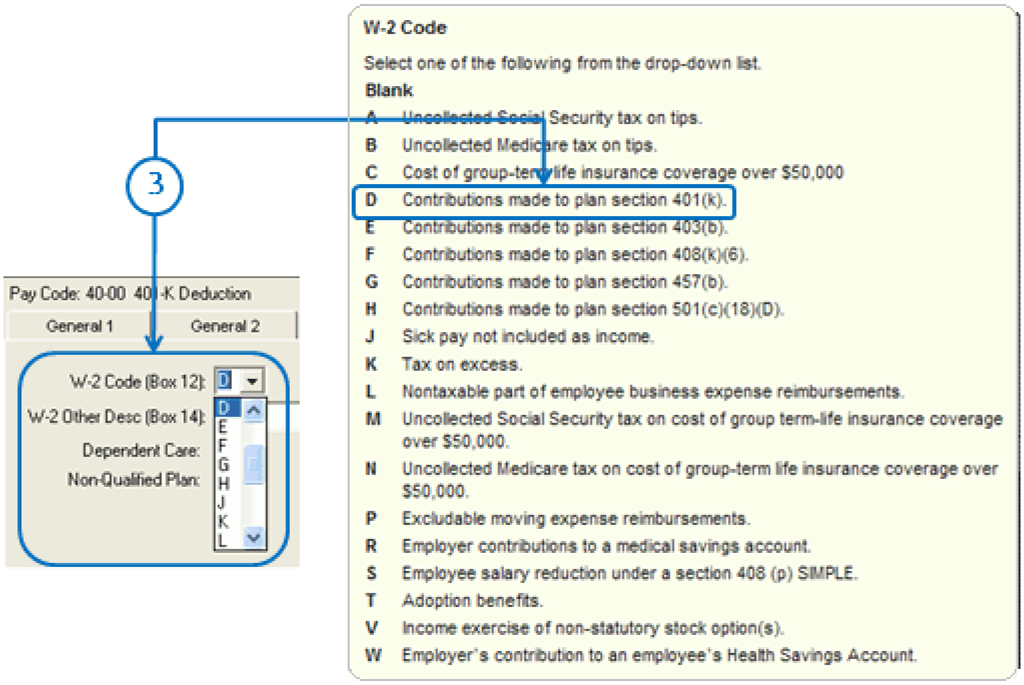
For amounts that need to be reported in boxes 10, 11, 12, or 14, you will need to verify the special pay code flags and check the appropriate boxes in Pay Code Maintenance to place the information for each pay code into the correct box on the W-2.

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

To select W-2 Box 12 Codes, do this…

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

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



W-2 Code

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

Blank

A	Uncollected Social Security tax on tips.
B	Uncollected Medicare tax on tips.
C	Cost of group-term life insurance coverage over $50,000
D	Contributions made to plan section 401(k).
E	Contributions made to plan section 403(b).
F	Contributions made to plan section 408(k)(6).
G	Contributions made to plan section 457(b).
H	Contributions made to plan section 501(c)(18)(D).
J	Sick pay not included as income.
K	Tax on excess.
L	Nontaxable part of employee business expense reimbursements.
M	Uncollected Social Security tax on cost of group term-life insurance coverage over $50,000.
N	Uncollected Medicare tax on cost of group-term life insurance coverage over $50,000.
P	Excludable moving expense reimbursements.
R	Employer contributions to a medical savings account.
S	Employee salary reduction under a section 408 (p) SIMPLE.
T	Adoption benefits.
V	Income exercise of non-statutory stock option(s).
W	Employer's contribution to an employee's Health Savings Account.

Box 12 Codes List

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

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

To complete W-2 "Other Desc" Field, do this…

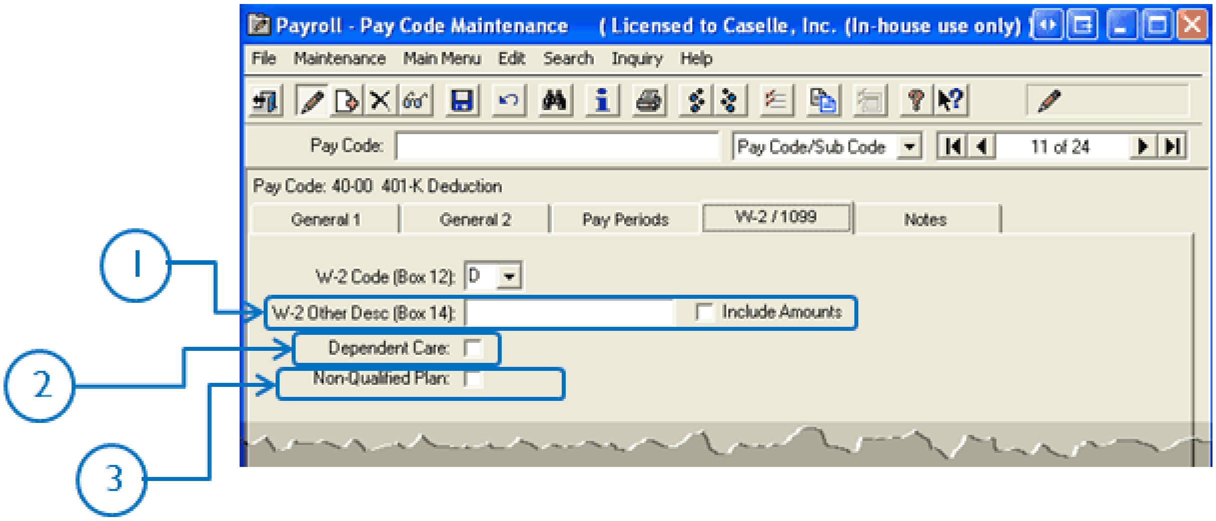
1. If your site requires a description for Box 14, you may enter it in the **W-2 Other Desc** (Box 14) field. In addition, if you are also required to include the Box 14 amount, you will need to check the **Include Amounts** checkbox.

2. If the pay code is for dependent care, such as a cafeteria plan payroll deduction, check the **Dependent Care** checkbox.

3. If you are required to print the total amount of distributions to an employee for a non-qualified deferred compensation plan, check the **Non-Qualified Plan** checkbox.

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

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


Payroll - Pay Code Maintenance (Licensed to Caselle, Inc. (In-house use only)
File
Maintenance
Main Menu
Edit
Search
Inquiry
Help
Pay Code:
Pay Code/Sub Code
General 1
General 2
Pay Periods
W-2 / 1099
Notes
W-2 Other Desc (Box 14):
☐ Include Amounts
Dependent Care: ☐
Non-Qualified Plan: ☐
1
2
3

11 of 24

Pay Code: 40-00 401-K Deduction

W-2 Code (Box 12): D

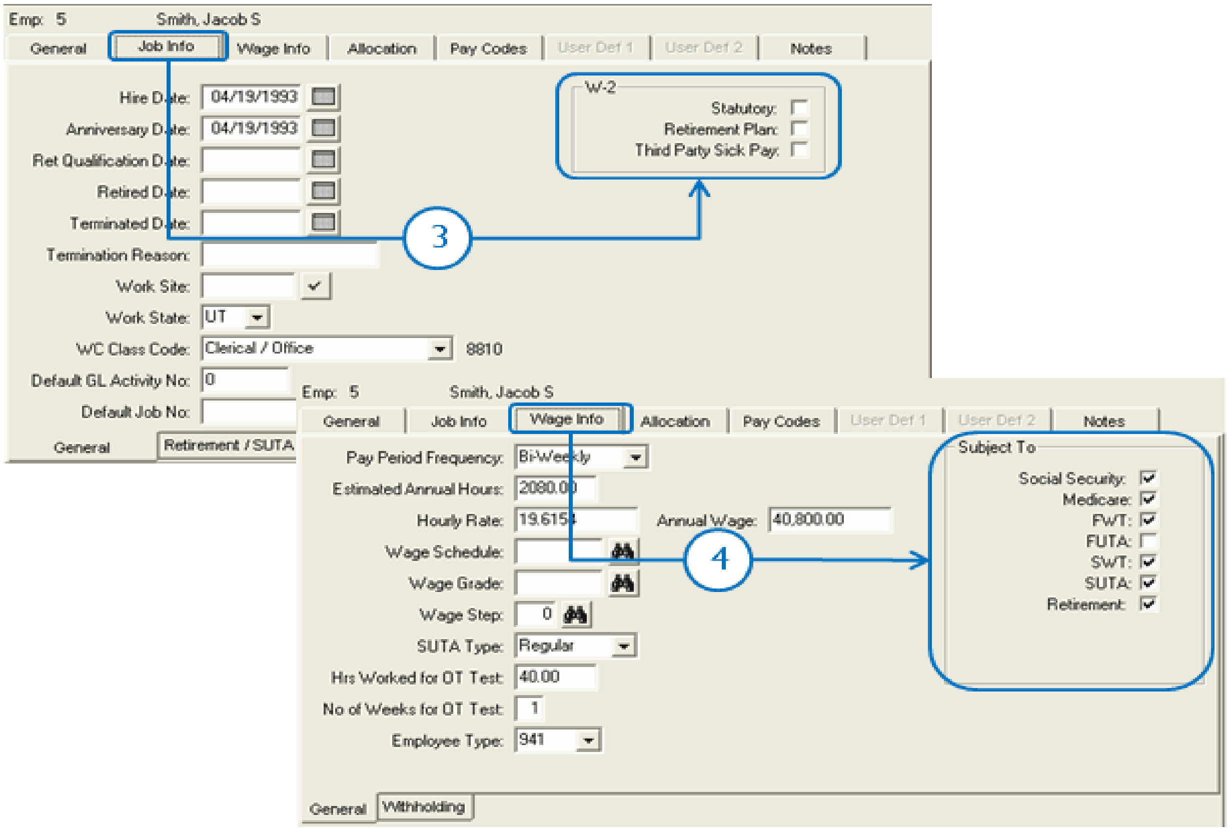
Step 17: Review Employee Wage/Job Info

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

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

Do this...

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



Emp: 5 Smith, Jacob S

Hire Date: 04/19/1993
Anniversary Date: 04/19/1993
Ret Qualification Date:
Retired Date:
Terminated Date:
Termination Reason:
Work Site:
Work State: UT
WC Class Code: Clerical / Office 8810
Default GL Activity No: 0
Default Job No:

W-2
Statutory: ☐
Retirement Plan: ☐
Third Party Sick Pay: ☐

Emp: 5 Smith, Jacob S

Pay Period Frequency: Bi-Weekly
Estimated Annual Hours: 2080.00
Hourly Rate: 19.6154
Annual Wage: 40,800.00
Wage Schedule:
Wage Grade:
Wage Step: 0
SUTA Type: Regular
Hrs Worked for OT Test: 40.00
No of Weeks for OT Test: 1
Employee Type: 941

Subject To
Social Security: ☑
Medicare: ☑
FWT: ☑
FUTA: ☐
SWT: ☑
SUTA: ☑
Retirement: ☑

Step 18: Run Checkout

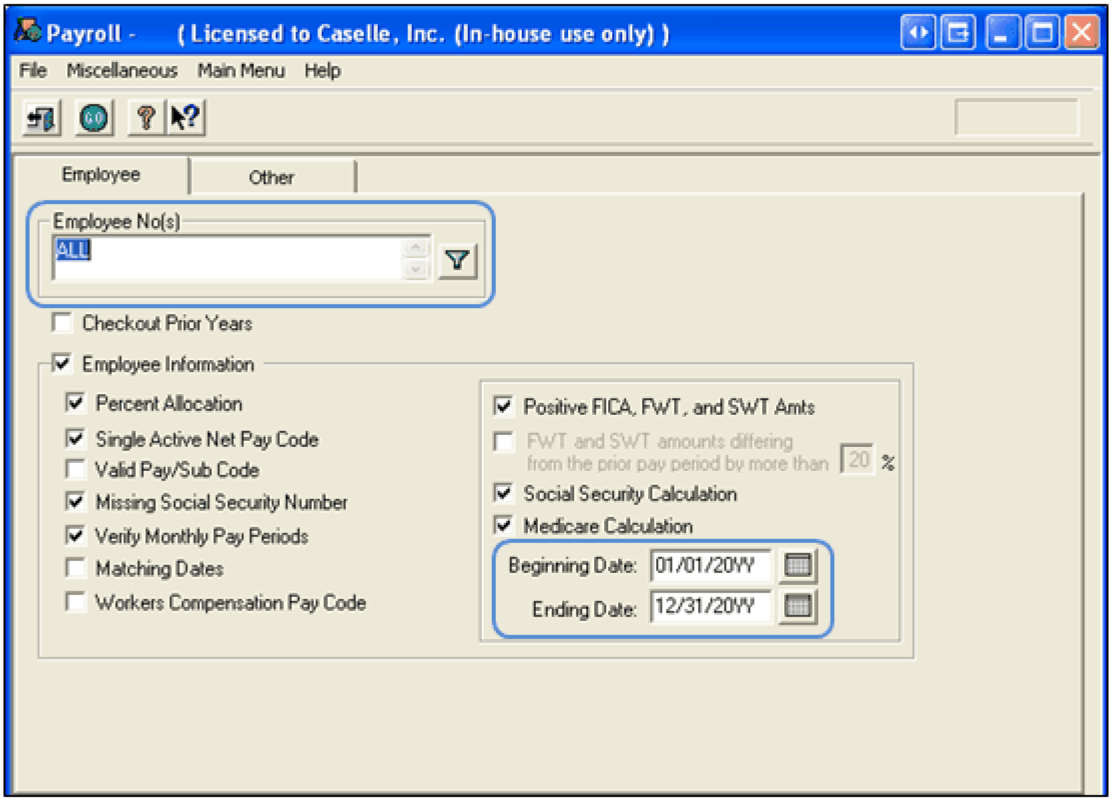
After you have performed all of the previous steps, run Checkout again. Verify that there are no errors.

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

Do this…

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

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



Employee No(s): ALL

☐ Checkout Prior Years

☑ Employee Information

☑ Percent Allocation
☑ Single Active Net Pay Code
☐ Valid Pay/Sub Code
☑ Missing Social Security Number
☑ Verify Monthly Pay Periods
☐ Matching Dates
☐ Workers Compensation Pay Code

☑ Positive FICA, FWT, and SWT Amts
☐ FWT and SWT amounts differing from the prior pay period by more than 20 %
☑ Social Security Calculation
☑ Medicare Calculation

Beginning Date: 01/01/20YY
Ending Date: 12/31/20YY

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

Step 19: Backup Current Year

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

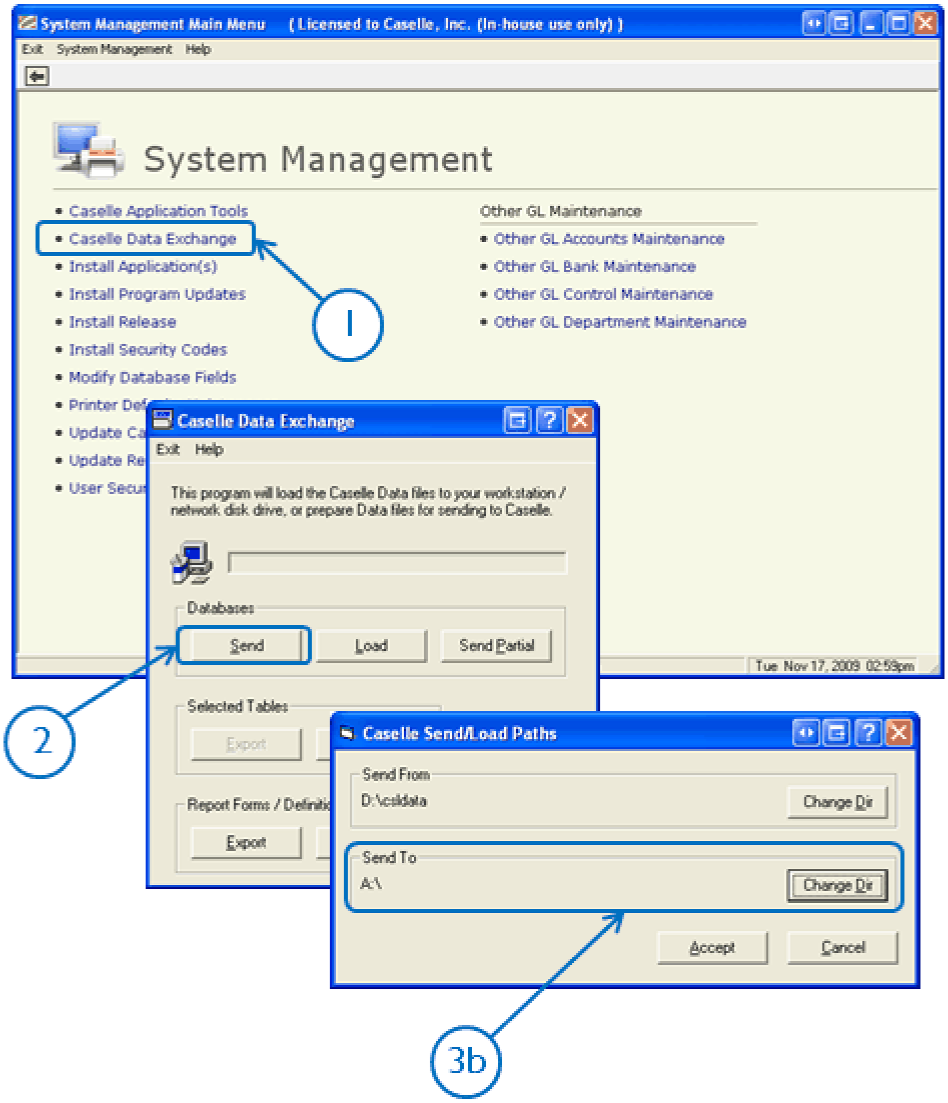
> **Tip! It is a practical idea to have a backup strategy in place to prevent accidental data loss. Backups may be performed on the schedule that best suits the needs of your site. Storage options may include tape, Zip, or Jazz drives, CD-ROM, etc. For more information on the backup strategy in place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

How to backup the Payroll database

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

Part I: Set the Send/Load Paths

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


System Management Main Menu (Licensed to Caselle, Inc. (In-house use only))
Exit
System Management
Help
System Management
Caselle Application Tools
Caselle Data Exchange
Install Application(s)
Install Program Updates
Install Release
Install Security Codes
Modify Database Fields
Printer Def
Update Ca
Update Re
User Secu
Other GL Maintenance
Other GL Accounts Maintenance
Other GL Bank Maintenance
Other GL Control Maintenance
Other GL Department Maintenance
Tue Nov 17, 2009 02:59pm
1
Caselle Data Exchange
Exit
Help
Databases
Send
Load
Send Partial
Selected Tables
Export
Report Forms / Definitio
Export
2
Caselle Send/Load Paths
Send From
Change Dir
Send To
Change Dir
Accept
Cancel
3b

This program will load the Caselle Data files to your workstation / network disk drive, or prepare Data files for sending to Caselle.

Send From: D:\csldata

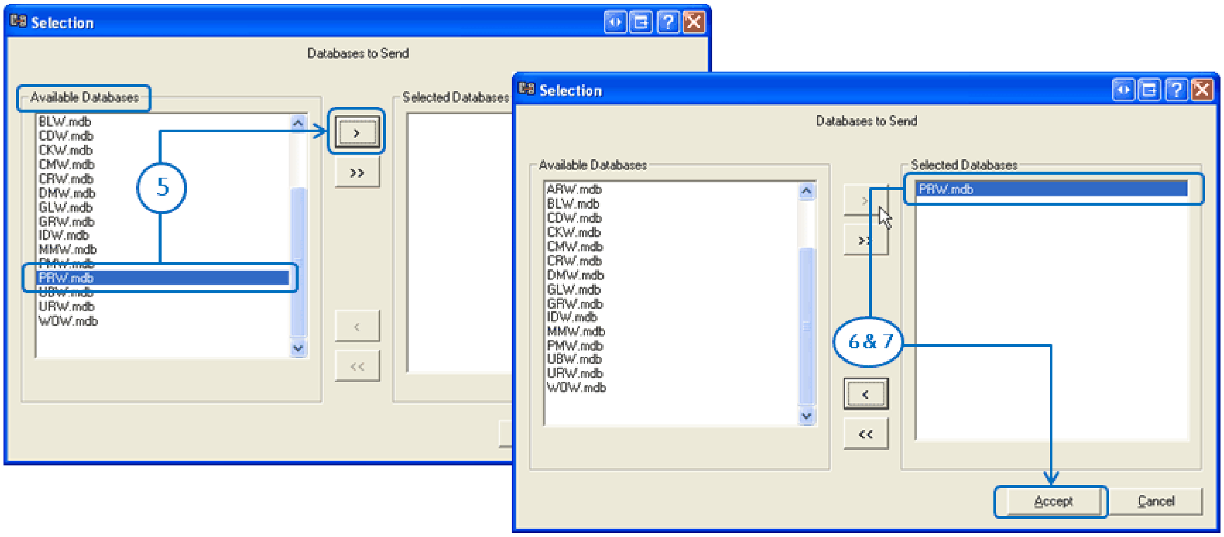
Send To: A:\

Part 2: Select the Payroll database

5. From the Selection form that appears, select the **PRW.MDB** database from the list of **Available Databases** in the left-hand column and click the **Move** button.

6. Verify that the **PRW.MDB** database has been moved into the Selected Databases list in the right-hand column.

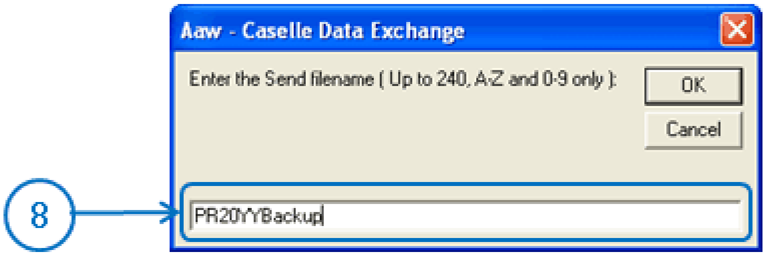
7. Click **Accept** to continue.


Selection
Databases to Send
Available Databases
BLW.mdb
CDW.mdb
CKW.mdb
CMW.mdb
CRW.mdb
DMW.mdb
GLW.mdb
GRW.mdb
IDW.mdb
MMW.mdb
PMW.mdb
PRW.mdb
UBW.mdb
URW.mdb
WOW.mdb
Selected Databases
>
>>
<
<<
5
Selection
Databases to Send
Available Databases
ARW.mdb
BLW.mdb
CDW.mdb
CKW.mdb
CMW.mdb
CRW.mdb
DMW.mdb
GLW.mdb
GRW.mdb
IDW.mdb
MMW.mdb
PMW.mdb
UBW.mdb
URW.mdb
WOW.mdb
Selected Databases
PRW.mdb
6 & 7
Accept
Cancel

Part 3: Saving the Backup Payroll Database

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

Tip! For ease in identifying the backup file at a later date, a simple name such as PR2011, indicating the Payroll YYYY database is recommended.

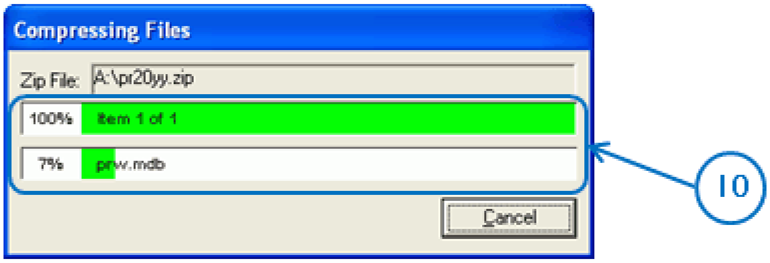

Aaw - Caselle Data Exchange
OK
Cancel
8

Enter the Send filename (Up to 240, A-Z and 0-9 only):

PR20YYBackup

9. Depending on your earlier choice of **Send To** path, you may see other dialogs giving you specific instructions for your situation, such as to label and insert diskettes. Follow the instructions displayed on these dialogs, clicking **Yes** or **OK** when you are ready to continue.

10. The Compressing Files dialog will appear. The green bars will track the progress of the backup.

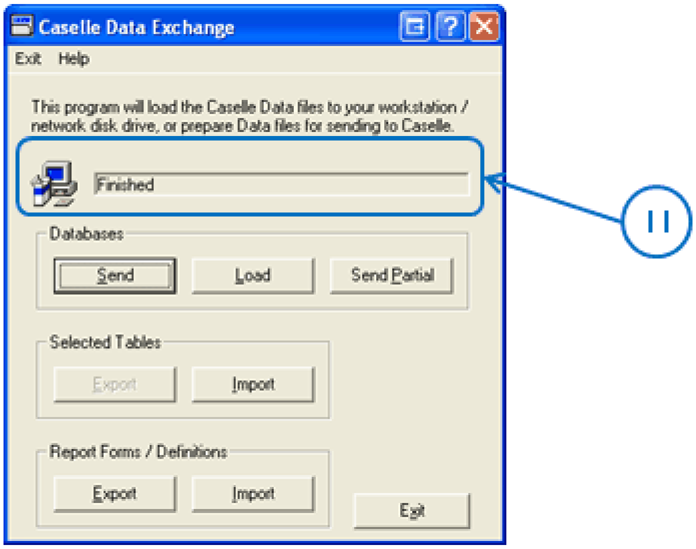

Compressing Files
Cancel
10

Zip File: A:\pr20yy.zip

100% Item 1 of 1

7% prw.mdb

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


Caselle Data Exchange
Exit
Help
Databases
Send
Load
Send Partial
Selected Tables
Export
Import
Report Forms / Definitions
Export
Import
Exit
11

This program will load the Caselle Data files to your workstation / network disk drive, or prepare Data files for sending to Caselle.

Finished

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

Step 20: The W-2 and 1099 Process

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

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

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

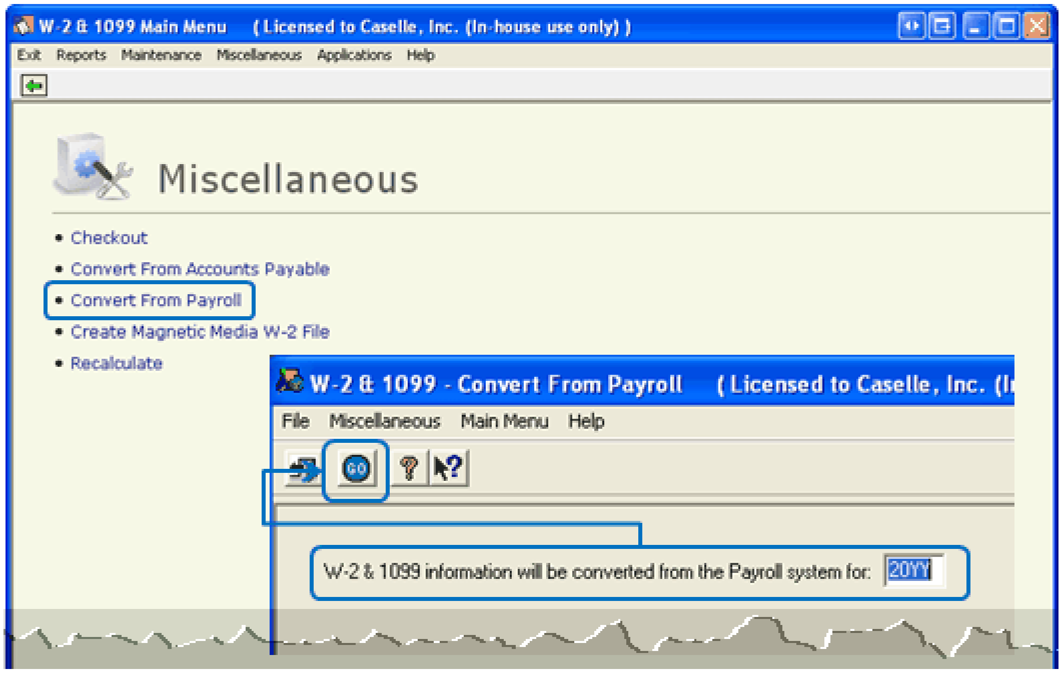
Tip! When you complete these tasks, the W-2s will be ready for printing. If the actual W-2s will not be printed at this time, they should be printed as soon after performing the year-end steps as possible. You may wish to schedule the print job for a time when printer traffic is low.

Step 20A: Run Convert from Payroll

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

Do this...

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


W-2 & 1099 Main Menu (Licensed to Caselle, Inc. (In-house use only))
Exit
Reports
Maintenance
Miscellaneous
Applications
Help
Miscellaneous
Checkout
Convert From Accounts Payable
Convert From Payroll
Create Magnetic Media W-2 File
Recalculate
W-2 & 1099 - Convert From Payroll (Licensed to Caselle, Inc. (I
File
Miscellaneous
Main Menu
Help
GO

W-2 & 1099 information will be converted from the Payroll system for: 20YY

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

Do this...

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

Step 20C: Verify W-2 and 1099 Information

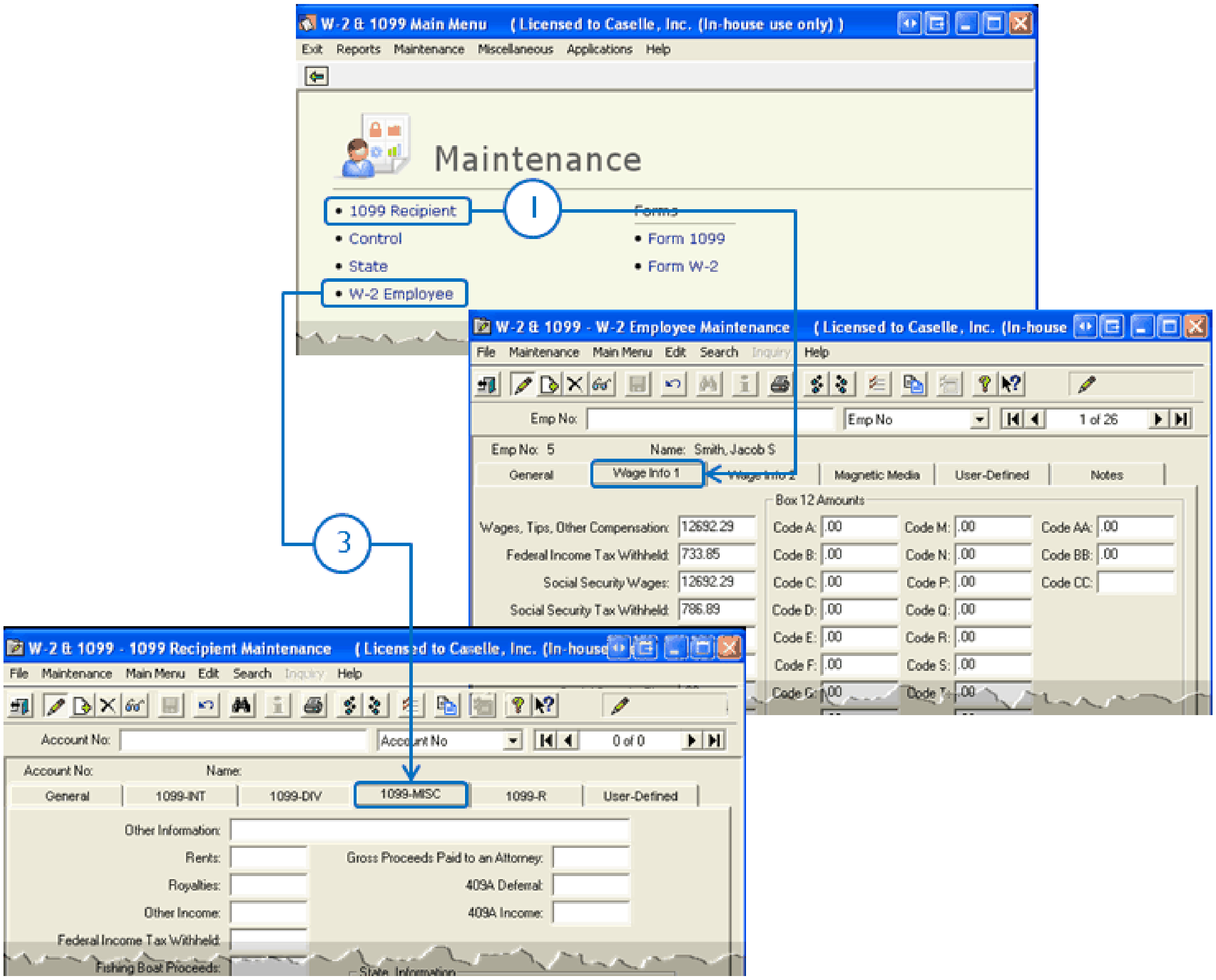
Compare the totals for each employee with those on the Payroll Summary.

Verifying converted W-2 information

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

Verifying converted 1099 information

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


W-2 & 1099 Main Menu (Licensed to Caselle, Inc. (In-house use only))
Exit Reports Maintenance Miscellaneous Applications Help
Maintenance
1099 Recipient
Control
State
W-2 Employee
Forms
Form 1099
Form W-2
1
3
W-2 & 1099 - W-2 Employee Maintenance (Licensed to Caselle, Inc. (In-house
File Maintenance Main Menu Edit Search Inquiry Help
Emp No
General
Wage Info 1
Wage Info 2
Magnetic Media
User-Defined
Notes
Box 12 Amounts
W-2 & 1099 - 1099 Recipient Maintenance (Licensed to Caselle, Inc. (In-house
File Maintenance Main Menu Edit Search Inquiry Help
Account No
General
1099-INT
1099-DIV
1099-MISC
1099-R
User-Defined
Slate Information

Emp No: 1 of 26

Emp No: 5 Name: Smith, Jacob S

Wages, Tips, Other Compensation: 12692.29
Federal Income Tax Withheld: 733.85
Social Security Wages: 12692.29
Social Security Tax Withheld: 786.89

Code A: .00
Code B: .00
Code C: .00
Code D: .00
Code E: .00
Code F: .00
Code G: .00
Code M: .00
Code N: .00
Code P: .00
Code Q: .00
Code R: .00
Code S: .00
Code T: .00
Code AA: .00
Code BB: .00
Code CC:

Account No: 0 of 0

Account No: Name:

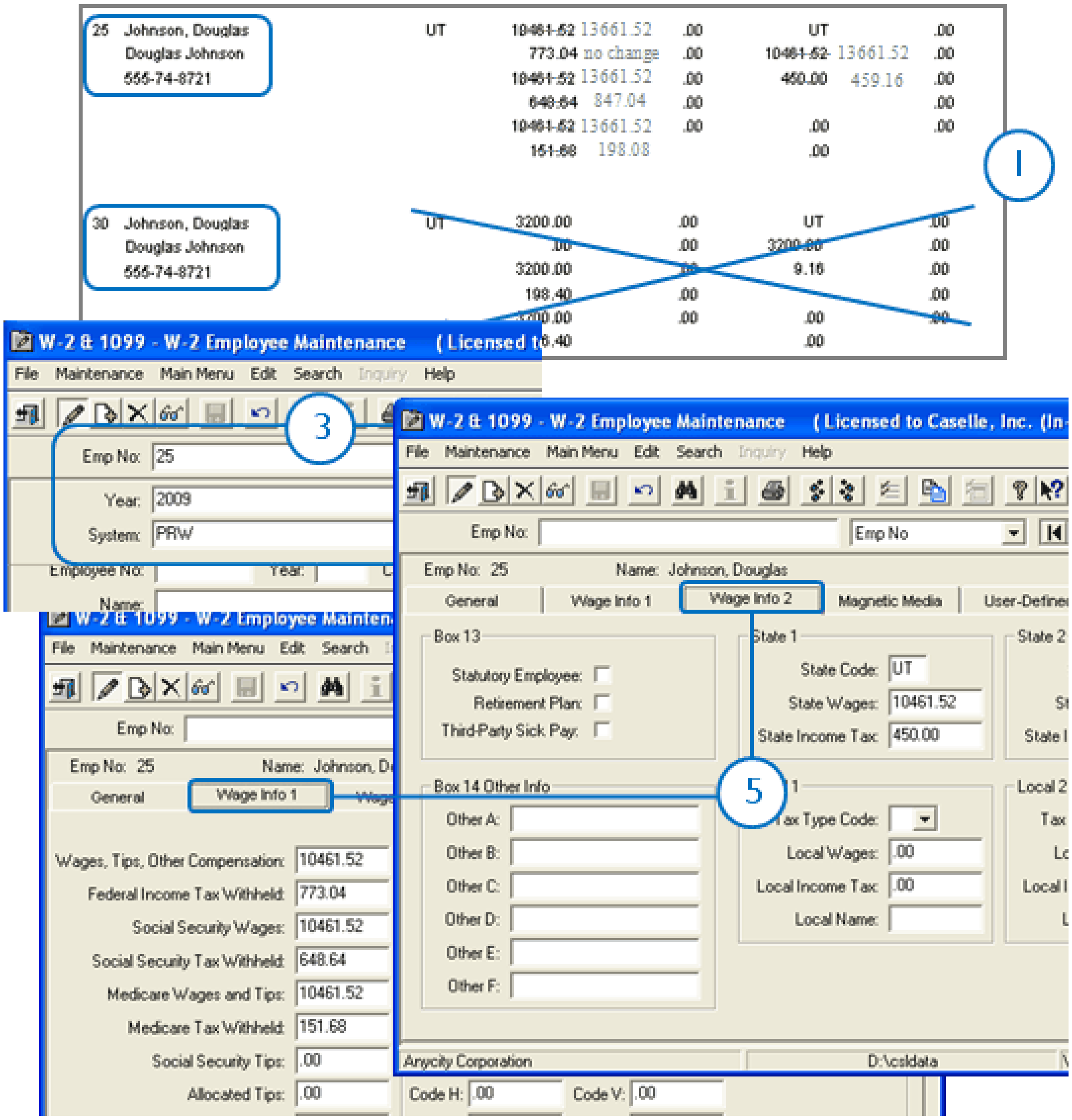
Other Information:
Rents:
Royalties:
Other Income:
Federal Income Tax Withheld:
Fishing Boat Proceeds:
Gross Proceeds Paid to an Attorney:
409A Deferral:
409A Income:

How do I combine multiple W-2s

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

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

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


1
3
5
W-2 & 1099 - W-2 Employee Maintenance (Licensed to Caselle, Inc.
File Maintenance Main Menu Edit Search Inquiry Help
General
Wage Info 1
Wage Info 2
Magnetic Media
User-Defined

```
25  Johnson, Douglas        UT   10461.52 13661.52  .00     UT                  .00
    Douglas Johnson               773.04 no change  .00     10461.52 13661.52   .00
    555-74-8721                  10461.52 13661.52  .00     450.00   459.16     .00
                                  648.64   847.04   .00                         .00
                                 10461.52 13661.52  .00     .00                 .00
                                  151.68   198.08           .00

30  Johnson, Douglas        UT    3200.00           .00     UT                  .00
    Douglas Johnson                  .00            .00     3200.00             .00
    555-74-8721                   3200.00           .00     9.16                .00
                                   198.40           .00                         .00
                                  3200.00           .00     .00                 .00
                                    46.40                   .00
```

Emp No: 25
Year: 2009
System: PRW

Emp No: 25 Name: Johnson, Douglas

Wages, Tips, Other Compensation: 10461.52
Federal Income Tax Withheld: 773.04
Social Security Wages: 10461.52
Social Security Tax Withheld: 648.64
Medicare Wages and Tips: 10461.52
Medicare Tax Withheld: 151.68
Social Security Tips: .00
Allocated Tips: .00

Box 13
Statutory Employee: ☐
Retirement Plan: ☐
Third-Party Sick Pay: ☐

State 1
State Code: UT
State Wages: 10461.52
State Income Tax: 450.00

Box 14 Other Info
Other A:
Other B:
Other C:
Other D:
Other E:
Other F:

Local 1
Tax Type Code:
Local Wages: .00
Local Income Tax: .00
Local Name:

Code H: .00
Code V: .00

Anycity Corporation D:\csldata

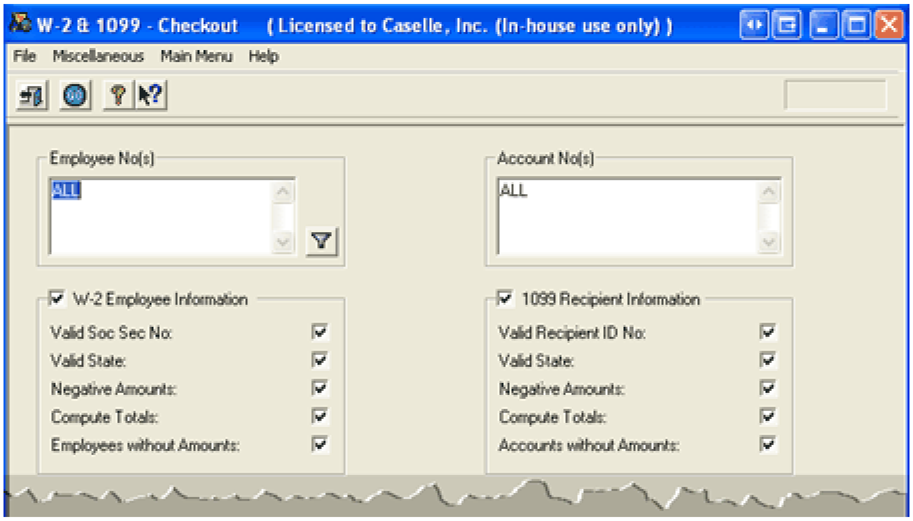
Step 20D: Run W-2 and 1099 Checkout

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

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

Do this...

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


W-2 & 1099 - Checkout (Licensed to Caselle, Inc. (In-house use only))
File
Miscellaneous
Main Menu
Help

Employee No(s): ALL

Account No(s): ALL

☑ W-2 Employee Information
Valid Soc Sec No: ☑
Valid State: ☑
Negative Amounts: ☑
Compute Totals: ☑
Employees without Amounts: ☑

☑ 1099 Recipient Information
Valid Recipient ID No: ☑
Valid State: ☑
Negative Amounts: ☑
Compute Totals: ☑
Accounts without Amounts: ☑

Step 20E: Print the W-2s

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

Print sample W-2s to scratch paper

Do this...

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

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

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

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

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

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

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

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

Print the actual W-2 Forms

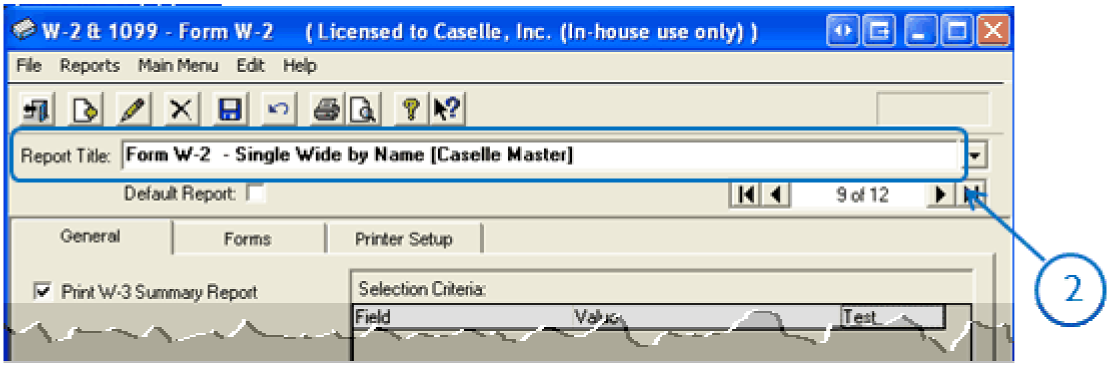
6. Open **Classic Government Reporting W-2 & 1099 Main Menu > Reports > Form W-2**.

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

8. Load the W-2 forms in the printer.

9. Click the **Print** button (CTRL+P).

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


W-2 & 1099 - Form W-2 (Licensed to Caselle, Inc. (In-house use only))
File
Reports
Main Menu
Edit
Help
General
Forms
Printer Setup
Field
Value
Test
2

Report Title: Form W-2 - Single Wide by Name [Caselle Master]

Default Report: ☐

9 of 12

☑ Print W-3 Summary Report

Selection Criteria:

Step 21: Report W-2 Information to the IRS

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

Do I need to report on magnetic media?

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

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

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

Create Electronic W-2/1099 File

1. Open **Classic Government Reporting W-2 & 1099 > Miscellaneous > Create Electronic W-2/1099 File**.

2. Fill in the fields on the form.

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

Step 22: Important Reminder!

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

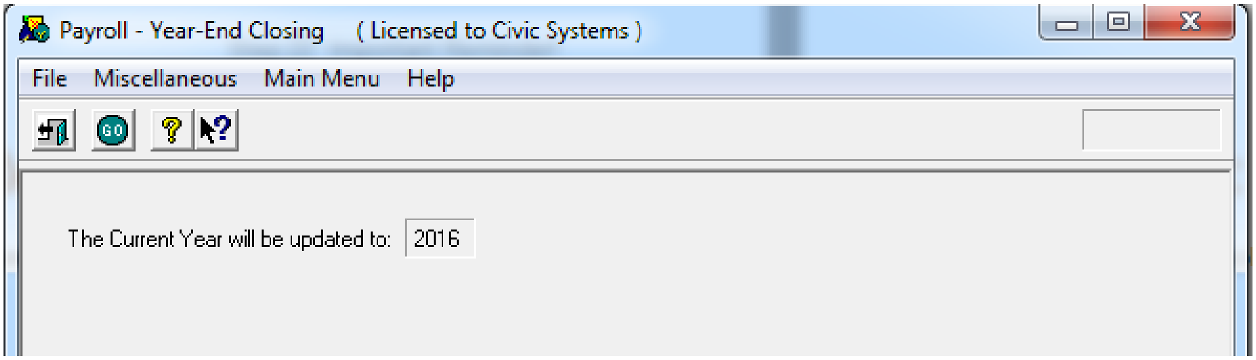
Step 23: Perform Year-end Closing

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

Do this...

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

Important! If your system does not display the correct year (2016), contact Customer Service.


Payroll - Year-End Closing (Licensed to Civic Systems)
File
Miscellaneous
Main Menu
Help
GO

The Current Year will be updated to: 2016

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

Final steps

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

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

Step 24: Load New Tax Rates

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

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

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

Please click here for instructions on how to change the federal and state tax rates.

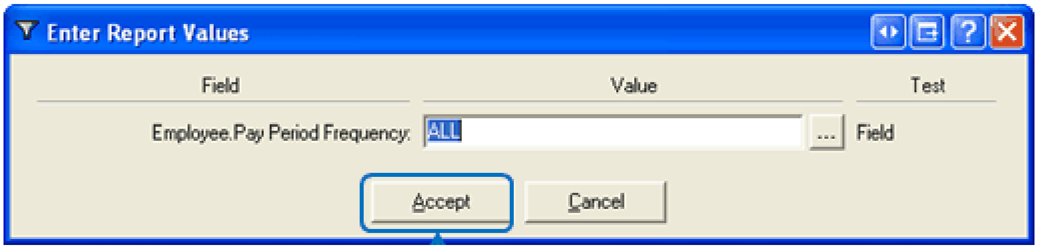
Step 25: Print a New Pre-List

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

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

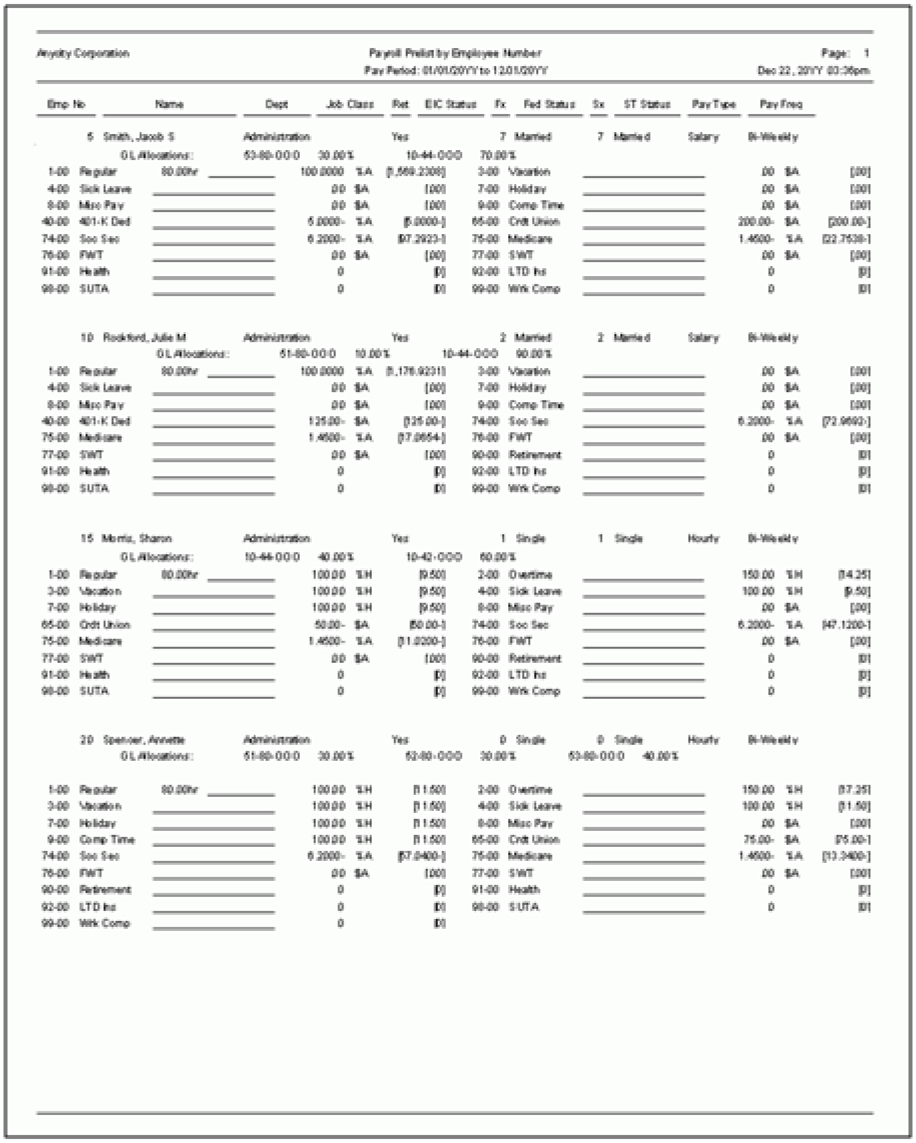
Do this…

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



Field	Value	Test
Employee.Pay Period Frequency:	ALL	Field

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



```
Anycity Corporation                 Payroll Prelist by Employee Number                          Page:   1
                                   Pay Period: 01/01/20YY to 12/01/20YY               Dec 22, 20YY 03:36pm

Emp No       Name          Dept      Job Class  Ret  EIC Status  Fx  Fed Status  Sx  ST Status  Pay Type  Pay Freq

     5  Smith, Jacob S        Administration          Yes                 7  Married     7  Married    Salary    Bi-Weekly
           GL Allocations:    53-00-000    30.00%       10-44-000   70.00%
  1-00  Regular      80.00hr  _________   100.0000  %A  [1,569.2308]   3-00  Vacation   _______________      .00  $A        [.00]
  4-00  Sick Leave   _______________         .00  $A        [.00]   7-00  Holiday    _______________      .00  $A        [.00]
  8-00  Misc Pay     _______________         .00  $A        [.00]   9-00  Comp Time  _______________      .00  $A        [.00]
 40-00  401-K Ded    _______________     5.0000-  %A   [5.0000-]  65-00  Crdt Union _______________  200.00-  $A   [200.00-]
 74-00  Soc Sec      _______________     6.2000-  %A  [97.2923-]  75-00  Medicare   _______________  1.4500-  %A  [22.7538-]
 76-00  FWT          _______________         .00  $A        [.00]  77-00  SWT        _______________      .00  $A        [.00]
 91-00  Health       _______________           0             [0]  92-00  LTD Ins    _______________        0             [0]
 98-00  SUTA         _______________           0             [0]  99-00  Wrk Comp   _______________        0             [0]

    10  Rockford, Julie M     Administration          Yes                 2  Married     2  Married    Salary    Bi-Weekly
               GL Allocations:     51-00-000   10.00%       10-44-000   90.00%
  1-00  Regular      80.00hr  _________   100.0000  %A  [1,176.9231]   3-00  Vacation   _______________      .00  $A        [.00]
  4-00  Sick Leave   _______________         .00  $A        [.00]   7-00  Holiday    _______________      .00  $A        [.00]
  8-00  Misc Pay     _______________         .00  $A        [.00]   9-00  Comp Time  _______________      .00  $A        [.00]
 40-00  401-K Ded    _______________     125.00-  $A    [125.00-]  74-00  Soc Sec    _______________  6.2000-  %A  [72.9692-]
 75-00  Medicare     _______________     1.4500-  %A  [17.0654-]  76-00  FWT        _______________      .00  $A        [.00]
 77-00  SWT          _______________         .00  $A        [.00]  90-00  Retirement _______________        0             [0]
 91-00  Health       _______________           0             [0]  92-00  LTD Ins    _______________        0             [0]
 98-00  SUTA         _______________           0             [0]  99-00  Wrk Comp   _______________        0             [0]

    15  Morris, Sharon        Administration          Yes                 1  Single      1  Single     Hourly    Bi-Weekly
           GL Allocations:    10-44-000    40.00%       10-42-000   60.00%
  1-00  Regular      80.00hr  _________     100.00  %H      [9.50]   2-00  Overtime   _______________   150.00  %H     [14.25]
  3-00  Vacation     _______________      100.00  %H      [9.50]   4-00  Sick Leave _______________   100.00  %H      [9.50]
  7-00  Holiday      _______________      100.00  %H      [9.50]   8-00  Misc Pay   _______________      .00  $A        [.00]
 65-00  Crdt Union   _______________      50.00-  $A     [50.00-]  74-00  Soc Sec    _______________  6.2000-  %A  [47.1200-]
 75-00  Medicare     _______________     1.4500-  %A  [11.0200-]  76-00  FWT        _______________      .00  $A        [.00]
 77-00  SWT          _______________         .00  $A        [.00]  90-00  Retirement _______________        0             [0]
 91-00  Health       _______________           0             [0]  92-00  LTD Ins    _______________        0             [0]
 98-00  SUTA         _______________           0             [0]  99-00  Wrk Comp   _______________        0             [0]

    20  Spencer, Annette      Administration          Yes                 0  Single      0  Single     Hourly    Bi-Weekly
           GL Allocations:    51-00-000    30.00%       52-00-000   30.00%      53-00-000   40.00%

  1-00  Regular      80.00hr  _________     100.00  %H     [11.50]   2-00  Overtime   _______________   150.00  %H     [17.25]
  3-00  Vacation     _______________      100.00  %H     [11.50]   4-00  Sick Leave _______________   100.00  %H     [11.50]
  7-00  Holiday      _______________      100.00  %H     [11.50]   8-00  Misc Pay   _______________      .00  $A        [.00]
  9-00  Comp Time    _______________      100.00  %H     [11.50]  65-00  Crdt Union _______________   75.00-  $A    [75.00-]
 74-00  Soc Sec      _______________     6.2000-  %A  [57.0400-]  75-00  Medicare   _______________  1.4500-  %A  [13.3400-]
 76-00  FWT          _______________         .00  $A        [.00]  77-00  SWT        _______________      .00  $A        [.00]
 90-00  Retirement   _______________           0             [0]  91-00  Health     _______________        0             [0]
 92-00  LTD Ins      _______________           0             [0]  98-00  SUTA       _______________        0             [0]
 99-00  Wrk Comp     _______________           0             [0]
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Step 26: Enter New Payroll

Congratulations!

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

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Useful Websites

Listed beloe 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