

Clarity Payroll Year-end Procedure Guide – 2019

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Caselle Clarity Payroll Year-End Checklist – 2019

Welcome back!

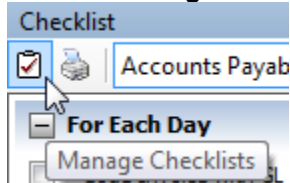
Please download the latest Year-end Checklist from our website. Follow the steps below. The Payroll Year-end Checklist is a list of tasks that need to be completed at the end of the year. These tasks will help you clean up the Payroll database, prepare W-2 and 1099 forms, close the year to prevent others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

Download the Payroll Year-End Steps Checklist

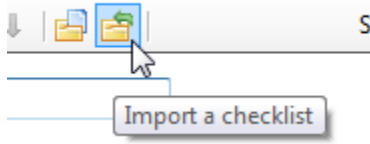
***Note:** The Payroll Year-End Steps Checklist has changed slightly from previous years. Follow these steps to import the latest checklist.

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

1. [Click here](#) to visit our year-end website.
2. On the right side of the screen, there is a section titled **Steps Checklist**. Right-click on **Payroll**.
3. Select **Save 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).



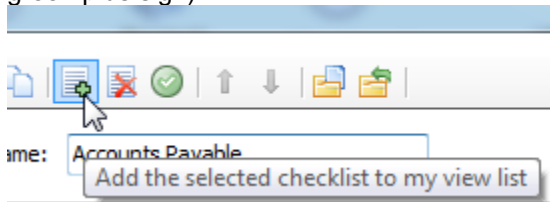
9. Click the **Import a Checklist** button (yellow folder with an arrow going into the folder).



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.

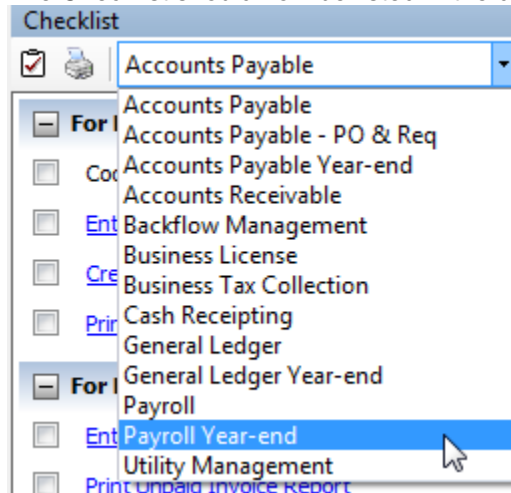
***Note:** If there was a year-end checklist that was imported in years past, the new checklist may be named with a number after it (e.g. **Payroll Year-End 1**).

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**.

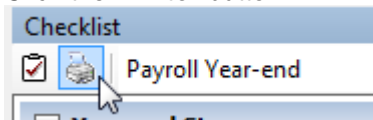
The Checklist should now be listed in the drop-down.



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

There are three optional form types to choose from:

4-up form type

4-up laser W-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.

3-up form type

3-up laser W-2's contain all information for one employee on one sheet, including Copy B for Federal, Copy C for employee and one (1) copy of Copy 1 for State, City, or Local Tax Department. Order enough sheets to have one for each employee. To print a copy for your files, simply reprint the W-2's on plain paper, or order employer's File Copy D.

2-up form type

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

- Federal Copy B
- State/City Copy 2
- Employee's Copy C

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

Electronic W-2 Filing (EFW2)

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

Do you have the latest Caselle release installed and running?

You should be running release **4.2.147.3002** 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 **4.2.147.3002**, you should download this version before proceeding.

What needs to be completed before your first payroll in 2020?

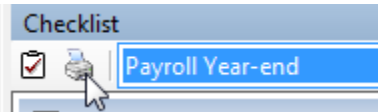
We recommend that Steps 1 – 16 of the **Payroll Year-end Checklist** be completed before your first payroll of 2020. However, the most important things to complete are any changes to rates such as federal and state withholding, retirement, and health insurance as required prior to the first payroll. To see the changes to federal and state withholding rates, click [here](#).

DO NOT change the maximum wage amounts for Social Security before W-2's are calculated in Step 18.

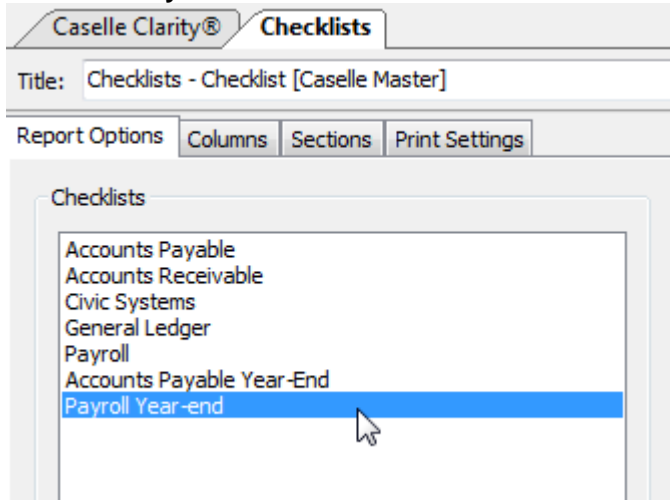
Printing the Checklist.

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

1. Login to Clarity.
2. Move your arrow over **Checklist** on the right.
3. Click the **Printer** button.



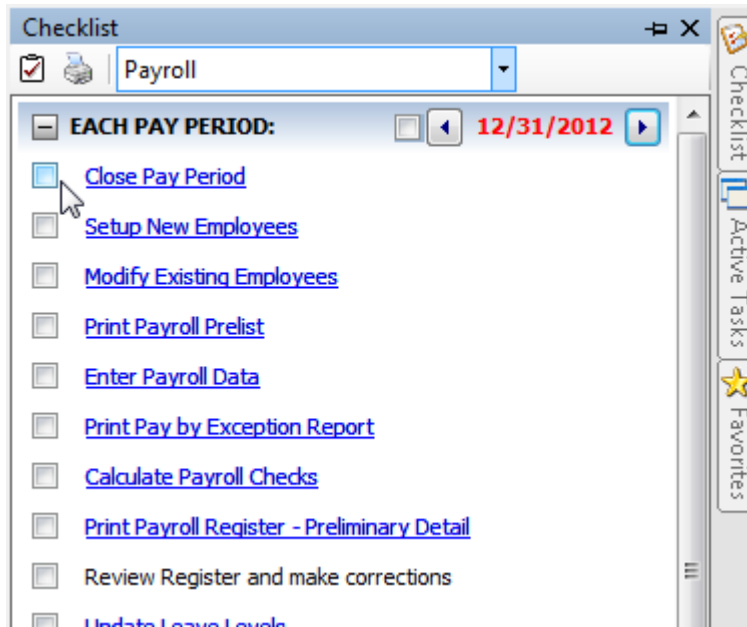
4. Select the **Payroll Year-end** checklist from the list.



5. Click the **Printer** button on the toolbar.

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

The screenshot shows the 'Caselle Clarity®' interface. The breadcrumb trail at the top reads 'Caselle Clarity® > Payroll > Organization > Pay Codes'. Below this, there's a 'Pay Codes' section with a 'Pay code:' field containing '74-00 SOCIAL SECURITY' and a 'Lookup: Pay code' button. A table below shows columns for 'Pay Code', 'Employee', 'Employer', 'W-2/1099', and 'Notes'. The 'Employee' tab is selected, and within it, the 'Used in Calculations' sub-tab is active. The 'Amount/Rate/Percent type' is set to 'Percent of amount'. The 'Percentage' field is set to '-6.2000 %'. The 'Maximum limit' field is set to '.00'. The 'Minimum wage limit' field is set to '.00'. The 'Maximum wage limit' field is set to '132,900.00'.

Pay Code	Employee	Employer	W-2/1099	Notes
74-00	SOCIAL SECURITY			

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:	132,900.00	

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.

Step 3: Verify ID Numbers for Federal and State Pay Codes

Employer > Employer sub tab

The screenshot shows the 'Pay Codes' screen for 'Caselle Clarity®'. The breadcrumb trail is 'Caselle Clarity® > Payroll > Organization > Pay Codes'. The 'Pay code:' field is empty, and the 'Lookup:' button is labeled 'Pay code and s'. Below this, a summary bar shows 'Pay code: 74-00 SOCIAL SECURITY'. The 'Pay Code' tab is selected, and the 'Employer' sub-tab is active. The 'Employer' sub-tab has four options: 'Employer', 'Used in Calculations', 'Used for Calculation', and 'Debit Override Account'. The 'Amount/Rate/Percent type:' is set to 'Percent of amount'. The 'Percentage:' field is '6.2000 %'. The 'Maximum limit:' is '.00'. The 'Minimum wage limit:' is '.00'. The 'Maximum wage limit:' is '132,900.00'.

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.

The screenshot shows the 'Pay Codes' screen for 'Caselle Clarity®'. The breadcrumb trail is 'Caselle Clarity® > Payroll > Organization > Pay Codes'. The 'Pay code:' field is empty, and the 'Lookup:' button is labeled 'Pay code and s'. Below this, a summary bar shows 'Pay code: 75-00 Medicare Tax'. The 'Pay Code' tab is selected, and the 'Employee' sub-tab is active. The 'Employee' sub-tab has two options: 'Employee' and 'Used in Calculations'. The 'Amount/Rate/Percent type:' is set to 'Percent of amount'. The 'Percentage:' field is '-1.4500 %'. The 'Maximum limit:' is '.00'. The 'Minimum wage limit:' is '.00'. The 'Maximum wage limit:' is '9,999,999.99'. The 'Standard pay hours:' is '.00'. The 'GL account:' is '10-22210' with a dropdown arrow. The 'Fica Payable' is 'Fica Payable'. On the right, there are checkboxes for 'Round amounts to nearest dollar', 'Exclude hours', and 'Exclude hours for overtime calculation'. Below these, a section titled 'Allow calculations with these check types' has checkboxes for 'Manual', 'Payout', 'Supplemental', 'Termination', and 'Third party'.

8. Repeat these steps for any other applicable pay code rates/limits (In other words, disability, deferred compensation, and so on). The 2019 minimum wage limit for additional Medicare was \$200,000.

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

Warning! Place the Tax Rate information for the coming year in a safe place. **DO NOT** update to the 2020 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**.

The screenshot shows the 'Pay Codes' form in the Caselle Clarity system. The breadcrumb trail at the top reads 'Caselle Clarity® > Payroll > Organization > Pay Codes'. The form has a tabbed interface with 'Pay Codes' selected. A search bar at the top shows 'Pay code: 76-00 Federal Withholding Tax'. Below this is a table with columns 'Pay Code', 'Employee', 'Employer', 'W-2/1099', and 'Notes'. The 'Pay code' field is set to '76' and the 'Sub code' is '00'. The 'Title' is 'Federal Withholding Tax' and the 'Abbreviated title' is 'FWT'. The 'Type' is 'Federal Withholding' and the 'State' is set to a dropdown menu. The 'Identification number' is '87-0302950'. A blue circle with the text '2 & 3' is placed over the 'Identification number' field, with a blue arrow pointing to it from the right. The 'Calculation order' is '15' and the 'Leave rate' and 'Leave level' are set to dropdown menus.

Pay Code	Employee	Employer	W-2/1099	Notes
76				

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' form in the Caselle Clarity system. The breadcrumb trail at the top reads 'Caselle Clarity® > Payroll > Organization > Pay Codes'. The form title is 'Caselle Clarity® Pay Codes'. Below the title, there is a 'Pay code:' field with a search icon and a 'Lookup:' field containing 'Pay code a'. The main form area displays the details for the '77-00 State Withholding Tax' pay code. A blue circle with the text '5 & 6' is positioned over the 'Title' and 'Identification number' fields, with arrows pointing to the 'Identification number' field. The 'Identification number' field contains the value '05-785694'. Other fields include 'Pay code: 77', 'Sub code: 00', 'Title: State Withholding Tax', 'Abbreviated title: SWT', 'Type: State Withholding', 'State: UT', 'Calculation order: 16', 'Leave rate:', and 'Leave level:'.

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

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 show the 'Caselle Clarity® Payroll > Organization > Pay Codes' interface. The top screenshot displays a list of pay codes with the following table:

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' section for the selected pay code shows:

Pay code: 40 - 00 401-K Deduction
Percent: 100.00 %

The bottom screenshot shows the 'Subject To' details for the selected pay code '76 - 00 Federal Withholding Tax':

Pay code: 76 - 00 Federal Withholding Tax
Percent: 100.00 %

A blue arrow and the number '3' indicate the step to review 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.

The screenshot shows the 'Pay Codes' screen in the Caselle Clarity® software. The breadcrumb trail at the top reads: 'Caselle Clarity® > Payroll > Organization > Pay Codes'. Below this, there are tabs for 'Caselle Clarity®', 'Payroll History', and 'Pay Codes', with 'Pay Codes' being the active tab. A 'Pay code:' field contains '40-00 401-K Deduction'. To its right is a 'Lookup:' dropdown menu set to 'Pay code and sub code'. Below the pay code field, there are tabs for 'Pay Code', 'Employee', 'Employer', 'W-2/1099', and 'Notes', with 'W-2/1099' being the active tab. The 'W-2 code (Box 12):' dropdown is set to 'D'. The 'W-2 other description (Box 14):' field is empty, with an 'Include amounts' checkbox to its right. The 'W-2 local tax code:' dropdown is also empty. At the bottom, there are two checkboxes: 'Include amounts for dependent care on W-2 (Box 10)' and 'Include amounts for non-qualified plan on W-2 (Box 11)', both of which are currently unchecked.

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.

The screenshot shows the 'W-2/1099' tab in the Clarity Payroll system. The 'W-2 code (Box 12):' dropdown menu is open, displaying a list of codes and their descriptions. The codes range from Blank to DD. The descriptions include details about social security, Medicare, group-term life insurance, and various deferral plans.

Code	Description
Blank	Do not select a W-2 Code.
Code A	Uncollected social security or RRTA tax on tips.
Code B	Uncollected Medicare tax on tips.
Code C	Taxable cost of group-term life insurance over \$50,000.
Code D	Elective deferrals under section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement).
Code E	Elective deferrals under a section 403(b) salary reduction agreement.
Code F	Elective deferrals under a section 408(k)(6) salary reduction SEP.
Code G	Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan.
Code H	Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan.
Code J	Nontaxable sick pay.
Code K	20% excise tax on excess golden parachute payments.
Code L	Substantiated employee business expense reimbursements.
Code M	Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only).
Code N	Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (former employees only).
Code P	Excludable moving expense reimbursements paid directly to employee.
Code Q	Nontaxable combat pay.
Code R	Employer contributions to an Archer MSA.
Code S	Employee salary reduction contributions under a section 408(p) SIMPLE plan.
Code T	Adoption benefits.
Code V	Income from the exercise of nonstatutory stock option(s).
Code W	Employer contributions (including employee contributions through a cafeteria plan) to a Health Savings Account (HSA).
Code Y	Deferrals under a section 409A nonqualified deferred compensation plan.
Code Z	Income under section 409A on a nonqualified deferred compensation plan.
Code AA	Designated Roth contributions under a section 401(k) plan.
Code BB	Designated Roth contributions under a section 403(b) plan.
Code CC	HIRE exempt wages and tips (2010 only).
Code DD	Cost of employer-sponsored health coverage.

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.
FF	Permitted benefits under a qualified small employer health reimbursement arrangement

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® 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 20.00 %

☒ Verify Social Security calculation

☒ Verify Medicare calculation

☒ Verify Medicare Premium

Beginning date: 01/01/2019

Ending date: 12/31/2019

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.

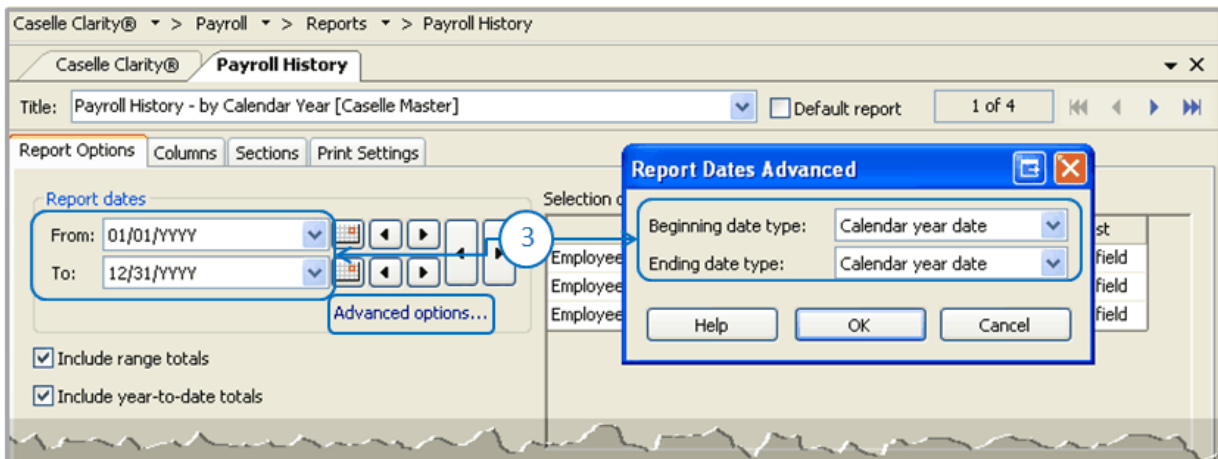
Use this report to balance the Annual 941 report (Step 10). Compare the data on these two reports to ensure that the information is correct, then you can move on to printing the W-2s.

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 employee number 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. 



Step 7: Print the Payroll History for Entire Calendar Year

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

Caselle Clarity® > Payroll > Reports > Payroll History

Caselle Clarity® Payroll History

Title: Payroll History - by Calendar Year [Caselle Master] ☐ Default report 3 of 6

Report Options Columns Sections Print Settings

Report dates

From: 01/01/2019 To: 12/31/2019

[Advanced options...](#)

☒ Include range totals


☒ Include year-to-date totals

Selection criteria:

Column	Value	Test
Employee.Employee number	All	Entire field
Employee.Name	All	Entire field
Employee(PR).Employee typ	All	Entire field

Report order:

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

Anycity Corporation

Payroll Summary by Name

Page: 1

Check Issue Date(s): 01/01/20YY to 12/01/20YY

Dec 22, 20YY 12:04pm

Date	Anycity Corporation	Payroll Summary by Name	Page: 47
		Check Issue Date(s): 01/01/20YY to 12/01/20YY	Dec 22, 20YY 12:04pm
01/15/20YY	30 A	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	
		46.50 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	
01/30/20YY		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	
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 299,186.25	
		46.50 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	
03/15/20YY		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 56,281.31 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 2,638.26 983.88 2,405.31 6,347.47	
		505.43 4-00 Sick Leave GR - - 112.00 393.43 505.43	
04/15/20YY		- 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 T SS 3,539.87 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	
05/15/20YY		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	
		299,186.25 85-00 Net Pay N 46,357.15 49,641.03 94,087.67 109,100.40 299,186.25	
		- 88-00 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 - - - - -	
06/15/20YY		.00 Proof .00 .00 .00 .00 .00	

Information code not included in Proof ***

YTD Totals

Range

Information type codes not included in Proof ***

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).

Be aware that if you have employees that are not subject to Federal Withholding, Social Security and/or Medicare you will need to exclude those employees from these totals.

Step 9: Print the Quarterly Reports for 4th Quarter

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

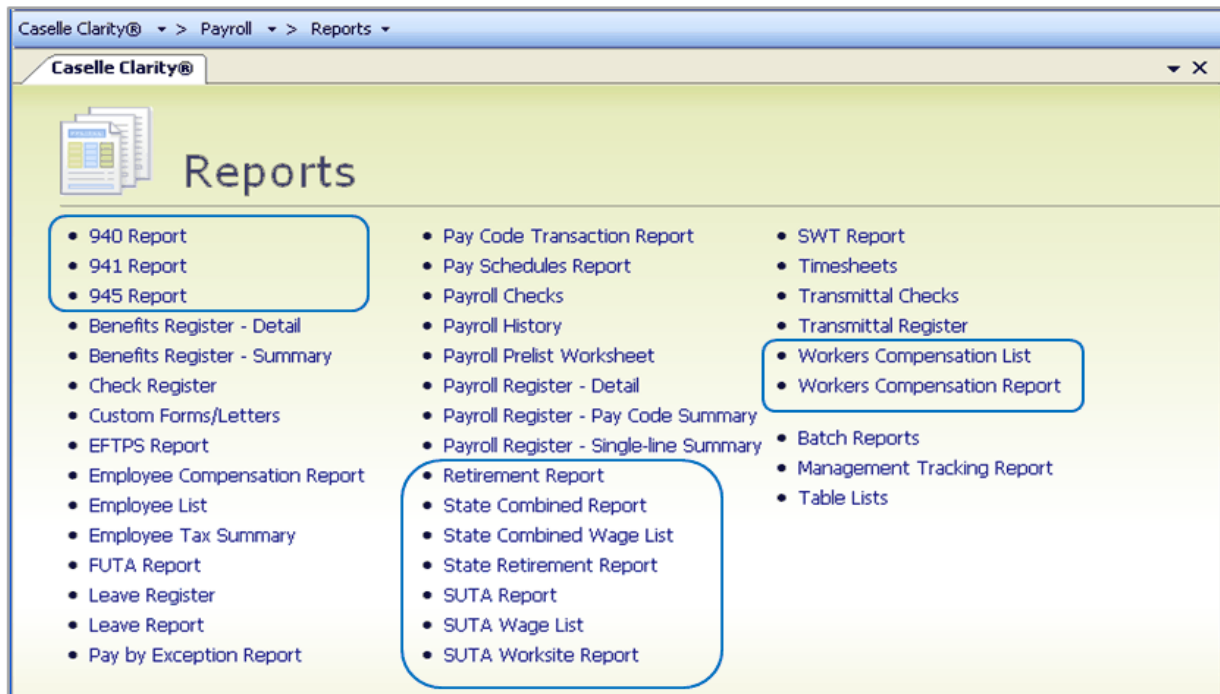
Print the Quarterly reports required for your site for the fourth quarter:

- 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...

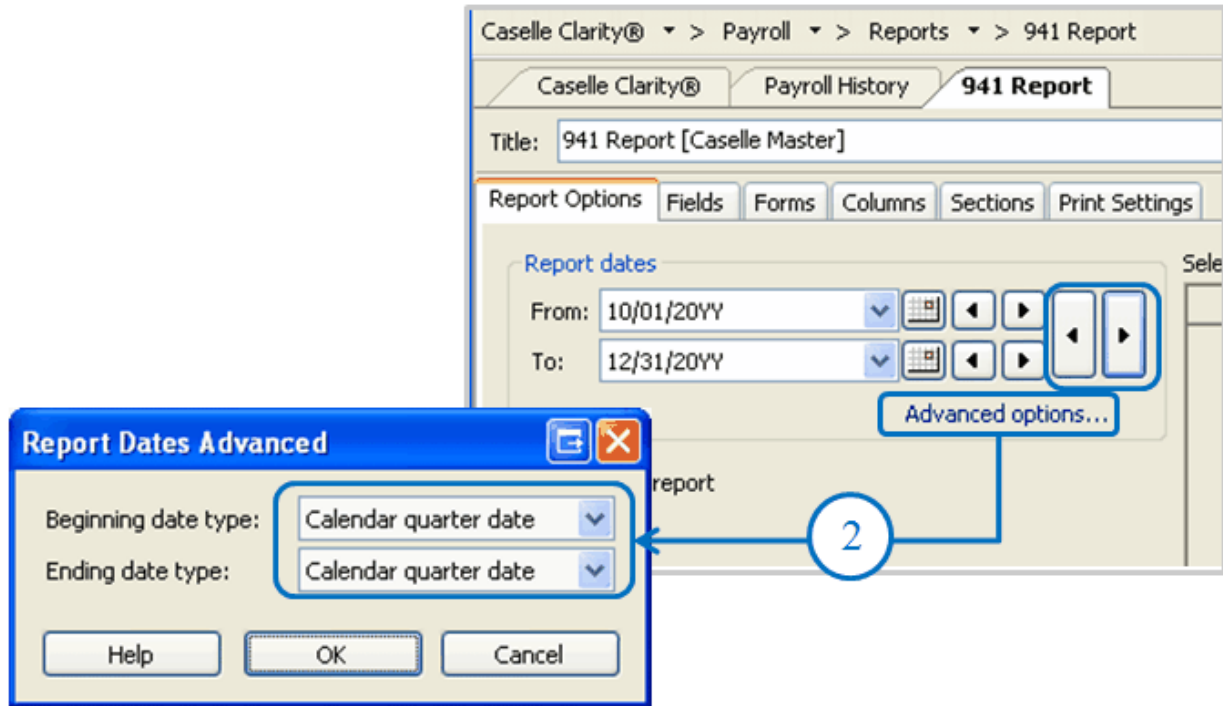
1. Open **Clarity Payroll > Reports > [Insert Report Name]**. Select the desired reports from the list.



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	Wilson, 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	

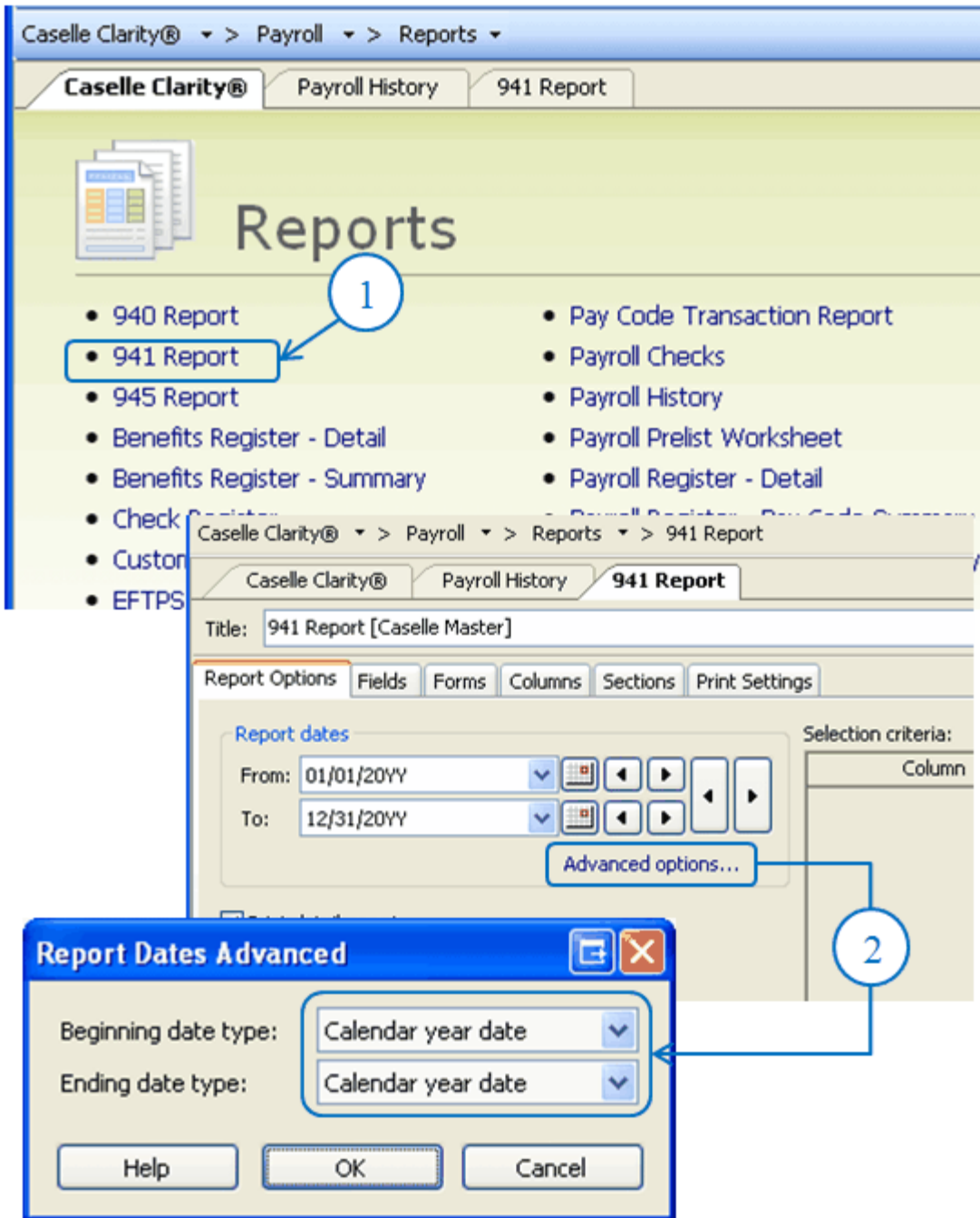
ort wages/tips for this quarter, including those to qualified new employees, on line 5a-5c.

social security tax exemption on wages/tips

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

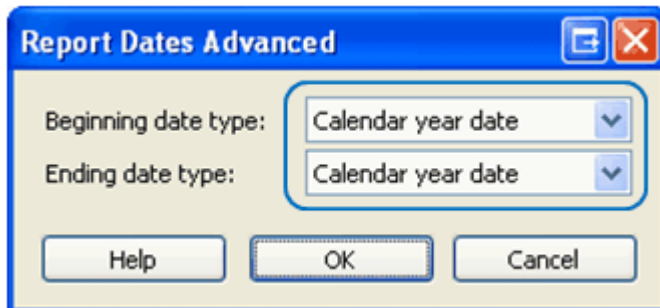
Next, print any annual payroll reports for the current year that are required for your site.

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 Pay Code Transaction - EFTPS 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	605.00	8.77	8.77	605.00	.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	2,628.43	2,628.43	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.

Caselle Clarity® > Payroll > Reports > Leave Report

Caselle Clarity® **Leave Report**

Title: **Leave Report - by Department [Caselle Master]** ☐ Default report 1 of 4

Report Options Columns Sections Print Settings

Report dates

From: 01/10/20YY To: 12/23/20YY

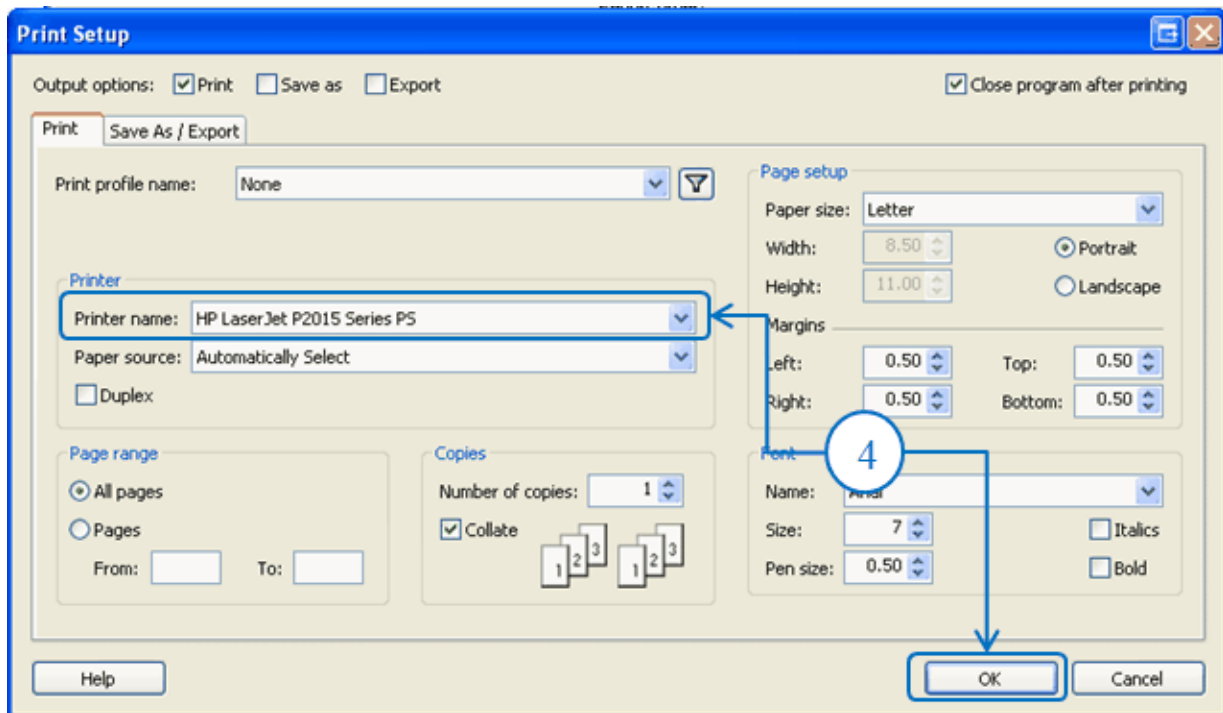
Advanced options...

Selection criteria

Column	Value	Test
Employee.Employee number	All	Entire field
Employee.Name	All	Entire field
Department.Department	All	Entire field
Pay Code.Pay code	All	Entire field
Pay Code.Sub code	All	Entire field

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**.

Step 12: Print a Leave Report (optional)



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 %

2

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

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

3

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. This must be done during the pay period that includes the adjustment time. For example if the adjustment time frame is the calendar year end the date of 12/31 must fall in the pay period date range.

Caselle Clarity® > Payroll > Organization > Adjust Leave Carryover Hours

Caselle Clarity® Adjust Leave Carryover Hours

Make sure you have a current backup before proceeding.

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

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

Current pay period: 12/11/2019 - 1/10/2020

☒ Print report only

Selection criteria:

Column	Value	Test
Employee.Employee number	All	Entire field

Pay codes:

- 4-00 VACATION PAY
- 5-00 SICK PAY
- 6-02 COMP TIME - USED
- 7-00 PERSONAL
- 8-00 HOLIDAY BONUS DAY

Select...

Leave rates:

- 100 VACATION
- 200 SICK LEAVE
- 300 COMP TIME
- 400 PERSONAL DAY
- 500 BONUS DAY
- 101 VACATION-PD
- 201 SICK LEAVE-UNION

Select...

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

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

Step 15: Review New Employees

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

Do this...

1. Open **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.

Caselle Clarity® > Payroll > Employees > Modify Existing Employees

Caselle Clarity® **Modify Existing Employees**

Employee: [] Lookup: Employee 1 of 26

Employee: 5 Smith, Jacob S

Employee Wage **Job** Allocations Pay Codes Direct Deposit Contacts Attachments User-Defined Notes

Job State Unemployment Workers Compensation Retirement

Work state: UT

Hire date: 04/19/1999

Additional years of service: 0 Years of service: 10

Start date: []

Anniversary date: 04/19/1998

Include on W-2 Form

- ☐ Statutory
- ☐ Retirement plan
- ☐ Third party sick pay

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

Caselle Clarity® > Payroll > Employees > Modify Existing Employees

Caselle Clarity® **Modify Existing Employees**

Employee: [] Lookup: Employee 1 of 26

Employee: 5 Smith, Jacob S

Employee **Wage** Job Allocations Pay Codes Direct Deposit Contacts Attachments User-Defined Notes

Pay period frequency: Biweekly

Estimated annual hours: 2,080.00

Hourly rate: 19.6154

Annual wage: 40,800.00

Pay schedule: []

Pay grade: []

Pay step: []

Employee type: 941

Subject to:

Pay Code	Description	Type	Begin Date	End Date	Exemptions	Additional Exemptions
40-00	401-K Ded	Retirement			0	0
74-00	Soc Sec	Social Security			0	0
75-00	Medicare	Medicare			0	0
76-00	FWT	Federal Withhol			7	0
77-00	SWT	State Withholdin			7	0
98-00	SUTA	State Unemploy			0	0
99-00	Wrk Comp	Workers Compe			0	0

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						Birth
Name:	Smith, Jacob S						Driver's
Address line 1:	475 15th St						Gender
Address line 2:							Marital
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 Employee Checkout

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

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

Do this...

1. Open **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 20.00 %
☒ 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 (optional)

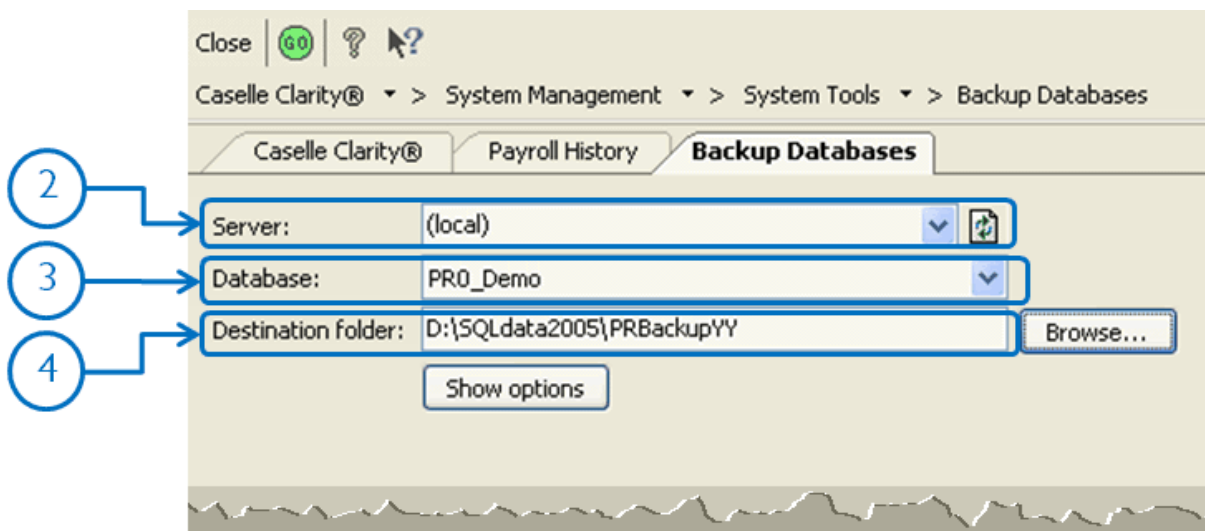
Before proceeding, perform a backup of the current year payroll files.

Tip! It is a practical idea to have a backup strategy in place in order to prevent accidental data loss. Backups may be performed on the schedule that best suits the needs of your site. 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, you can skip this step. If you are unable to complete this step following the directions below, contact your System Administrator or IT department. This should not stop you from moving forward. Continue to Step 18 if unable to backup in a timely manner.

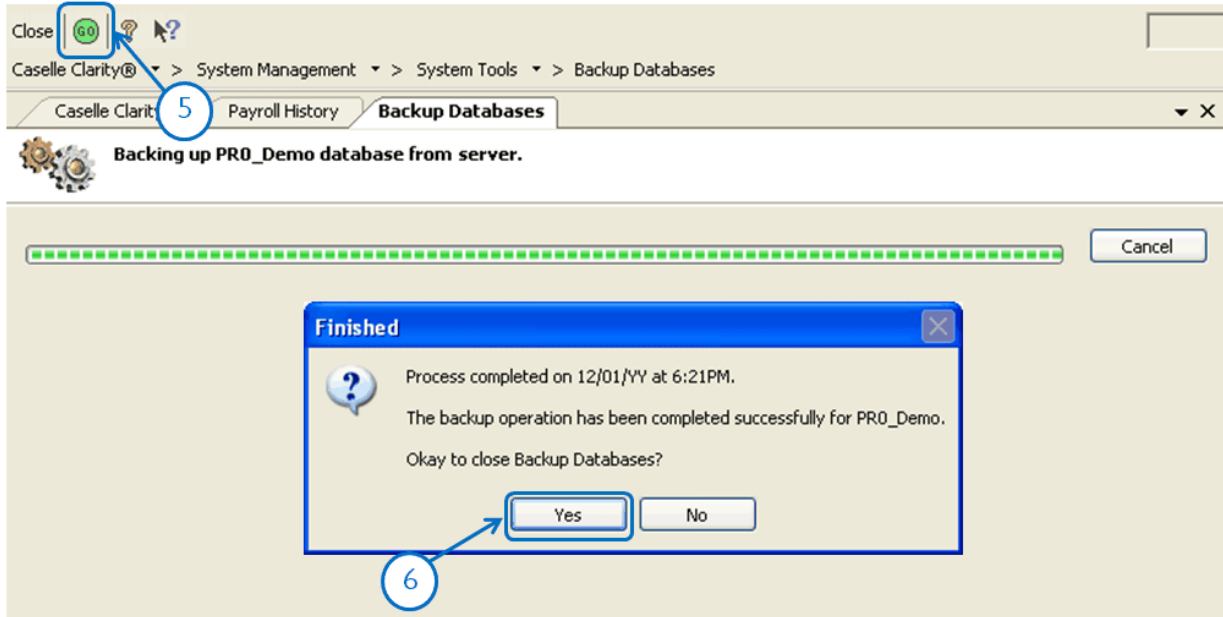
Do this...

1. Open **Clarity System Management > System Tools > Backup Databases**.
2. Select a **Server**.
3. Select **PR0** 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

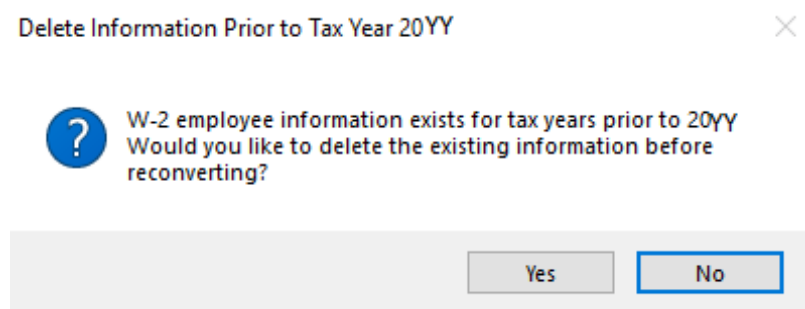
To migrate the W-2 and 1099 information from payroll to the **W-2 and 1099 Reporting** application, do this...

1. Open **Payroll > W-2 and 1099 Reporting > Convert Year-end Tax Information**.
2. Verify the proper tax year is listed (i.e. **2019**).
3. Verify the proper **Maximum wage limits**.

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 or with the Annual 941 detail from step 10. 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 displays the 'Organization' page in the Caselle Clarity® software. The breadcrumb trail at the top reads: Caselle Clarity® > Payroll > W-2 and 1099 Reporting > Organization. Below this, the 'Organization' tab is selected. A secondary tab bar contains the following options: General, Federal, States, Localities, Passwords, Tracking, User-Defined, and Notes. The 'General' tab is active, showing the following fields:

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

An icon representing a document or attachment is visible next to the Email field.

- 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

UT

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)

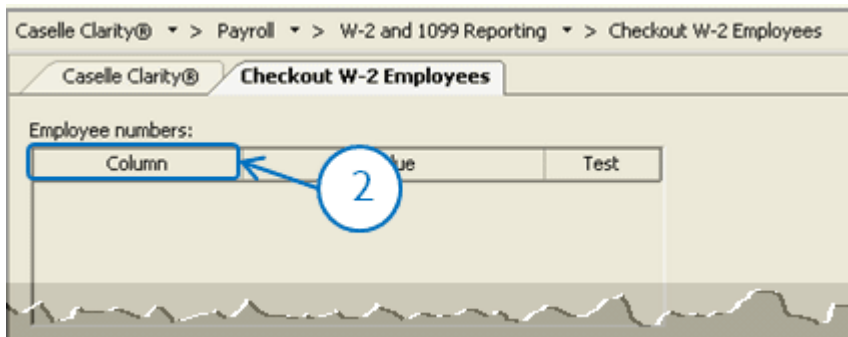
Penalty for late filing: 0

- Localities tab, if applicable

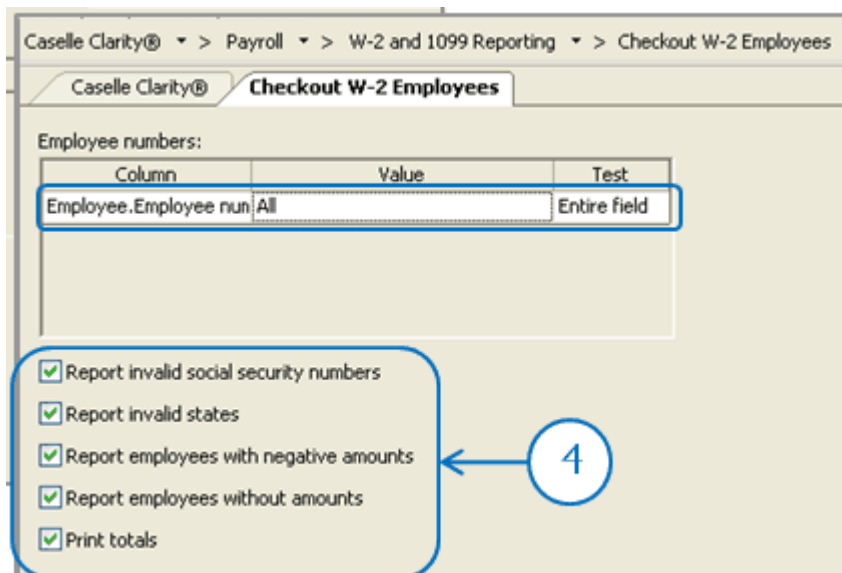
Step 18d – Run W-2 and 1099 Checkout

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. Note that if you kept prior years history in the W-2 program the totals will be cumulative of all years.

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

Tip! If there are employees at your site with more than one employee number, and who are receiving multiple W-2s, you may wish to provide them with a single W-2. (Note: If a warning displays that there are more pay codes marked for any one box than will fit on a single W-2 for this an employee when you complete Step 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	.00
		648.84 847.04	.00		.00
		10461.52-13661.52	.00	.00	.00
		161.68 198.08	.00	.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	.00
		3200.00	.00	.00	.00
		46.40	.00	.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.

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

Caselle Clarity® W-2 Employees **W-2 Employees**

Employee number: Lookup: Employee number

Employee: 5 Smith, Jacob S

Employee Wage Information Electronic Filing Notes

General Coded Amounts Other Descriptions States Localities

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 **2017** to **2018**. 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 **2018** appears. We need to change this to **2019**.

5. Right-click on the first instance of **2018** that you see.
6. Click on **Setting**.
7. Change **2018** to **2019** 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 - 2019**).
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.

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.
- Please note that States may have different electronic filing requirements.

Tip! If you need to submit W-2 information using Electronic W2/1099 and the 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...

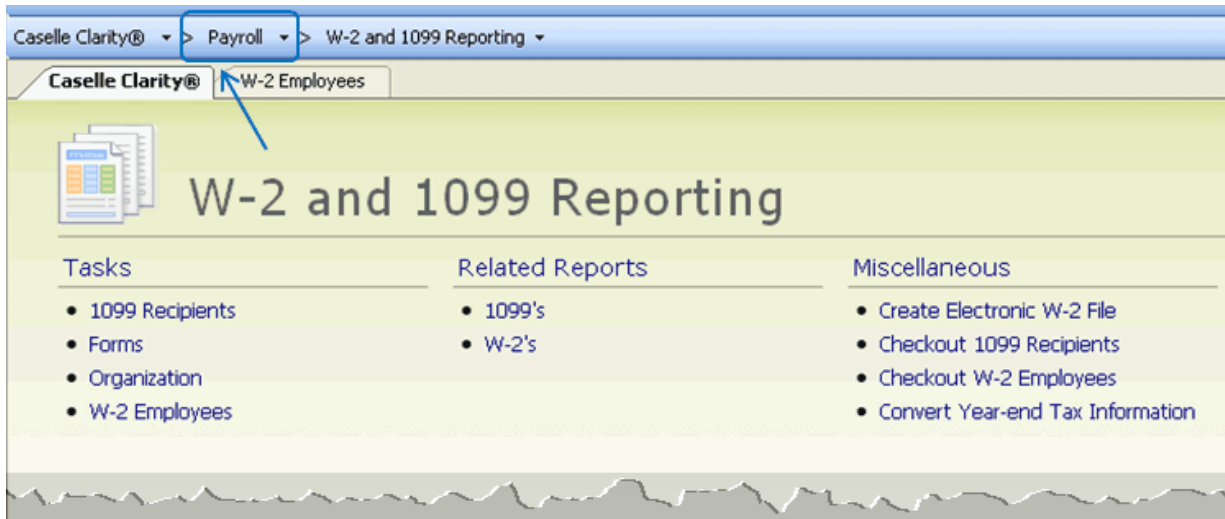
1. Open **Clarity Payroll > W-2 and 1099 Reporting > Create Electronic W-2 file.**
2. Verify the **Tax Year**, **File Name**, and **Authorized employee's PIN** (this is your login for the Social Security Administration website).
3. Click the **GO** button.
4. Download the AccuWage software from the irs.gov 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.

Additional Filing Steps for Iowa

If your organization resides in Iowa, there are some additional steps that need to be followed in order to electronically file your 1099's correctly. Please click [here](#) to access those additional steps.

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!

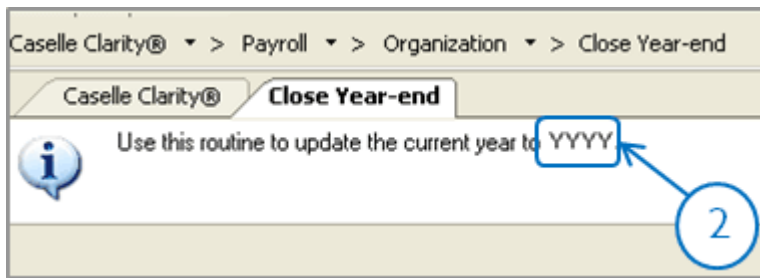
Be sure ALL current year payroll reports are printed or saved to a pdf BEFORE proceeding to the next step.

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 (2020), 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.

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

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

<https://www.revenue.state.mn.us/>

Michigan Department of Treasury

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

Missouri Department of Revenue

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

Ohio Department of Taxation

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

Wisconsin Department of Revenue

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

Wisconsin Retirement Rates:

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