

Year End Review - Payroll

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Payroll Pre-Close Notes

- Payroll files that have been deleted or do not have an 'Active' checkmark will be removed
- Unpaid withholdings will be carried forward
- Process and issue all payroll warrants, EFT's and withholding warrants to be paid in 2009
- Record any new funds or accounts

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Payroll Pre-Close Notes

(continued)

- Verify Federal and Ohio Tax ID numbers in Address Maintenance
- Verify School District codes for all School withholdings
- Verify W-2 Abbreviations for all Local withholdings
- Verify all employee information and earning records

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Close Payroll

- Check for Batch Wages, Batch Withholdings or Earmarked transactions
 - Summary Wages Report
 - Withholding Payments Report
 - Earmarked Report

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Close Payroll

(continued)

- Verify Unpaid Withholdings
 - Unpaid Withholding Monthly
 - Once withholdings are carried forward to the next year, clearing them will not result in an increase in the unencumbered appropriation balance(s); therefore, resources available for appropriation in the new year will be reduced by carry over withholdings

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Close Payroll

(continued)

- Overview of payroll process
 - Gross amount is encumbered when payroll warrant is printed
 - Net amount is subtracted from cash when payroll warrants post to accounting
 - Employer's share is encumbered when withholding warrant is printed
 - Employers' and Employees' share is subtracted from cash when withholding warrant posts to accounting

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Close Payroll (continued)

- Adjust Withholdings (if necessary)
 - Current Year
 - Prior Year
- Verify Unpaid Withholdings
 - Unpaid Withholding Monthly

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Payroll Year End Processing

- System Checks
 - December
 - Correct Version
 - Payroll has not already been advanced
 - Wages/Withholdings in batch
 - Wages/Withholdings that have not posted to Accounting
 - Unbatched EFT's
- Employee ID Conversion
- Withholding Description Conversion

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Temporary Payroll Mode

- Payroll warrants, EFT's and withholding warrants may only be dated in January
- Temporary appropriations are set to \$999,999,999.99 and then adjusted to actual when Accounting is advanced to 2010
- No multiple screen functionality available in Accounting or Payroll while in Temporary Payroll

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Temporary Payroll Mode

(continued)

- Most payroll reports are available for 2009 and 2010
- W-2's and ODJFS available for 2009 only
- December OPERS and OP&FPF reports available in 2009 and 2010
 - If pay periods that end in December are paid in January, the OPERS and OP&FPF reports must be printed from 2010

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New Year Payroll

- Delete Unused Employee or Entity Records
- Record New Employee or Entity Records
- Edit Existing Employee or Entity Records
 - Employee History
 - Information
 - Job
 - Earning
 - Withholding
 - Skip Deduction Records
 - Entity File
 - Pay Frequencies

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ODJFS/Social Security

- The Ohio Department of Job and Family Services wage limit remains unchanged for 2010
 - Verify the Wage Limit in the Entity File in Payroll Maintenance for ODJFS
 - Limit is \$9,000.00
 - Reminder when Total Gross Wages Paid exceed the limit, the Total Gross Wages Paid will NOT agree with the Total Taxable Wages Paid
- The Social Security wage limitation remains at \$106,800 for 2010

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Leave Balances

- 2009 leave balances are carried forward
- For annualized leave: Enter a positive or a negative number to the existing balance to establish the 01/01/2010 leave balance
- Track earned and used holiday leave in Edit Wages per occurrence

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Process 2009 Payroll

- Record Wages
 - Batch Payroll Reports
- Edit Wages
 - Batch Payroll Reports
- Post Wages

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Process 2009 Payroll (continued)

- Record Withholdings
 - Print/Screen Batch Payroll Report
- Post Withholdings

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Reporting W-2 Information

- Available anytime during the year end process
 - 2009 before Payroll has been advanced to 2010
 - Temporary Payroll Mode
 - Prior Year 2009 after Accounting has been advanced to 2010
- W-2 Information may be submitted electronically to the Social Security Administration

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Reporting W-2 Information

(continued)

- Print W-2 Report
- Collect W-2 Data
- Edit W-2 Data
- Print W-2's and W-3 (Laser Form Printer)
 - 2 employee types
 - Medicare Qualified Government Employees (MQGE)
 - 941/944

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Reporting W-2 Information

(continued)

- Forms to Print
 - W-2's (only) for selected employees
 - W-2's and W-3 for selected employees
 - W-3 (only) for selected employees

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Reporting W-2 Information

(continued)

- W-3 Form Types
 - Preprinted forms
 - Blank paper
- 941 or 944
 - Employers are required to choose 941 or 944 when the 'Kind of Payer' is All Other Employees (941/944)

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Reporting W-2 Information

(continued)

- W-2 Form Types
 - 2 Part Vertical forms
 - Preprinted forms
 - Blank paper
 - 4 Part Vertical forms (1 employee per page)
 - 4 Part Vertical forms (4 employees per page)
- Generate File for Data Transfer
 - File located at c:_uan_efiles
 - <http://www.ssa.gov/bsowelcome.htm>

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Common Support Calls & Reminders: Withholdings

- Negative withholding amount(s)
- Withholding was paid from accounting software
- Can 2009 withholdings be paid in 2010?

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Common Support Calls & Reminders: Withholding Warrants

- When recording withholding warrants, use 'Month', 'Quarter' or 'Year'. Remember clicking on the word 'Month' or 'Quarter' activates a search window. From the search window the appropriate month/quarter can be selected
- Suggestion: Federal withholding warrant for the 3rd month of the quarter should not be dated for the following month. For example: January, February and March = 1st Quarter. Date the March Federal withholding warrant no later than March 31, 20XX

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Common Support Calls & Reminders: Compensation Charts

- Ohio Township Association's December Grassroots Clippings
 - See the following OTA website:
 - <http://www.cpmra.muohio.edu/otaohio/Publications/Newsletter.html>
- Villages, Libraries, and Special Districts consult your County Prosecutor's office

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Common Support Calls & Reminders: How to delete an employee

1. Remove active check mark from employee's information during the carry forward process
2. Leave balance must be zeroed out
3. No unpaid withholding(s)
4. No December OPERS or OP&FPF earnings exist

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Common Support Calls & Reminders: Cash-Out Not Subject to Retirement

1. Payroll -> Maintenance -> Entity File -> Earnings -> Record -> Non-State Retirement Earnings/3rd Party Sick
2. Payroll -> Maintenance -> Employee History -> Record -> Earnings
3. Record Wages

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Common Support Calls & Reminders: How to Adjust Maximum Leave Balance(s)

- Payroll -> Maintenance -> Employee History
- Select the Edit and Earning buttons
 - Select the Employee Id and Job Id
 - Select the Earning Type (e.g. sick, vacation)
 - Enter the Maximum Leave Balance and Process

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