

Year End Review - Payroll

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Payroll Prep Work

- Install UAN Version 17.0.
- Temporary Payroll versus Full Close
- Complete all 2012 Payroll Transactions

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Payroll Prep Work

(continued)

- Any withholding changes (e.g. health care premiums) that take effect in January?
- Do employees need to update their W-4 (e.g. marital status, exemptions, add or change a supplemental withholding...etc)?
- Any employees who earn a lump sum leave at the beginning of January?

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Payroll Prep Work

(continued)

- Payroll records that do not have an active checkmark will be removed.
- Record in Accounting any new funds or accounts you will need for Payroll in 2013.

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Payroll Prep Work

(continued)

- Verify Federal and Ohio Tax ID numbers in Address Maintenance
- Verify School District code for all School withholdings
- Verify W-2 Abbreviation for all Local withholdings
- Verify all employee information and earning records. Any name changes?

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Payroll Prep Work

(continued)

- Post all employee payments for 2012
- Any bonuses or leave cash-outs?
 - Are bonuses or leave cash outs subject to OPERS/OP&FPF withholdings?
- Post all withholding payments to be made in 2012

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Payroll Prep Work

(continued)

- The 2007 year end reports will no longer be available after advancing to 2013.
- UAN suggests that you print and/or make electronic copies of the following 2007 reports:



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Suggested 2007 Payroll Reports

- **GENERAL PAYROLL REPORTS**
 - Payroll Register – Detail
 - Payroll Register/Adjustment
 - Wages and Overtime
 - Withholding Monthly (Unpaid)
- **TAX REPORTS**
 - Federal Tax
 - 941 Schedule B
- **Quarterly Reports**
 - 941 Quarterly Reports
- **Yearly Standard Report**
 - W-2 Report
 - 944 (if applicable)



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2007 Payroll Reports

- You should print or have electronic copies (PDF) of the listed reports for Year to Date (YTD) information.
- Regardless of what reports have been printed at the close of each month, the Audit staff recommends that you have YTD reports printed or saved and in your possession. Month to Date (MTD) reports are acceptable only if you are sure you have printed or saved them each and every month.
- **To save the reports electronically as PDF's**
 - The Print/Screen dialog box allows you to choose between Print, Screen and File. Choose File, select PDF, and give it a name identifying the entity number, report type and year. For example "0000 2007 EmpLeave" For Entity Number 0000, Year 2007, Employee Leave Report. You have approximately 20 characters to use in naming the file.



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2 Paths for Advancing to 2013

1. TEMPORARY PAYROLL

Advance payroll to 2013 and begin processing 2013 payroll while accounting remains in 2012.

Or

2. FULL CLOSE

Advance payroll & accounting to 2013 at the same time.

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Close Payroll

- Check for Wages and Withholdings in Batch or Earmarked.
 - 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 against appropriations when employee payroll is printed.
 - Net amount is subtracted from cash when employee payroll posts to accounting.
 - Employer's share is encumbered when the withholding payment is printed.
 - Employers' and Employees' share is subtracted from cash when the withholding payment posts to accounting.

Close Payroll

(continued)

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

Payroll Year End Processing

- System Checks:
 - Processing Date in 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

Temporary Payroll Mode

- Payroll warrants, EFT's and withholding payments may only be dated in January.
- Temporary appropriations are set to \$999,999,999.99.
 - When Accounting is advanced to 2013 the temporary appropriations are adjusted to the actual payroll encumbered while in Temporary Payroll.

Temporary Payroll Mode (continued)

- No conversion wages.
- No adjustment wages.
- Employee payroll cannot be voided.
- Withholdings cannot be adjusted.
- Overpayments cannot be cleared.

Temporary Payroll Mode (continued)

- Most payroll reports are available for 2012 and 2013
- W-2's and ODJFS available for 2012 only
- December OPERS and OP&FPF reports available in 2012 and 2013
 - If pay periods that end in December are paid in January, the OPERS and OP&FPF reports must be printed from 2013.

Temporary Payroll Mode

(continued)

- 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

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2013 Withholding Limits and Rates

- The Ohio Department of Job and Family Services wage limit of \$9000 remains unchanged
- The Social Security wage limit has increased to \$113,700
- Unless Congress acts the Social Security employee rate will increase from 4.2% to 6.2% (the employer rate remains 6.2%)
- The Medicare rate remains 1.45% for employee and employer
 - Note: The employee rate (only) increases 2.35% on all wages exceeding \$200,000

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2013 Withholding Limits and Rates

(continued)

- OPERS-G employee and employer rates have not changed for 2013 (10.0% and 14.0% respectively)
- OPERS-L employee rate has increased to 12.6% and the employer rate remains at 18.1%
- OP&FPF-F employee and employer rates have not changed for 2013 (10.0% and 24.0% respectively)
- OP&FPF-P employee and employer rates have not changed for 2013 (10.0% and 19.5% respectively)
 - Note: Both OP&FPF Fire and Police employee rates will increase to 10.75% for pay periods starting on or after 07/02/2013

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2013 Tax Tables

- The US tax tables will not be updated in version 17.0.
- We will update the US tax tables on the new software when we know what the new rates will be for 2013.

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Leave Balances

- 2012 leave balances are carried forward
- For annualized leave: Enter a positive or a negative number to the existing balance to establish the 01/01/2013 leave balance
 - Payroll > Transactions > Payroll Utilities > Adjust > Leave
- Track earned and used holiday leave in Edit Wages per occurrence

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Ready to Process 2013 Payroll

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

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Reporting W-2 Information

- Available anytime during the Year End process
 - Before Payroll has advanced to 2013
 - While in Temporary Payroll Mode
 - After Accounting advanced to 2013
 - Located in Prior Year 2012
- W-2 Information may be submitted electronically to the Social Security Administration.

<http://www.ssa.gov/bsowelcome.htm>



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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
 - 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

- A withholding was paid from accounting. How do I clear the encumbrance in payroll?
 - Payroll > Transactions > Payroll Utilities > Adjust > Withholdings
- I have already advanced payroll to 2013. Can I pay my 2012 withholdings?
 - Payroll > Transactions > Withholdings, choose "Selected Date Period"



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

- Select: Payroll > Maintenance > Employee History > Edit > Earnings



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Questions?



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