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TO: UAN Users
FROM: UAN Support
DATE: December 24, 2013
SUBJECT: UAN Version 2014.1 Overview

Note: Version 2014.1 must be installed as soon as possible. It is required for utilizing the new Temporary Mode functionality, for opening fiscal year 2014, and for year-end reporting.

As emphasized in prior communications, you *must* complete the hardware transfer process and then install Version 2013.4 *prior* to installing this update. If you require any previous UAN update discs, contact UAN Support at 1-800-833-8261.

Note: 2014.1 does *not* automatically open Temporary Mode or advance the software to 2014.

UAN Version 2014.1 Overview

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THE VERSION 2014.1 UPDATE CONTAINS THE FOLLOWING ENHANCEMENTS

ACCOUNTING

- **Temporary Mode**
 - UAN is pleased to announce that version 2014.1 has been enhanced with a new Temporary Mode that includes *both* the Accounting and Payroll modules, available for sixty days after December 31, 2013. Temporary Mode allows you to work in both fiscal years 2013 and 2014 *before* closing fiscal year 2013. Opening Temporary Mode is a *required* step in the year end process, but working in 2014 is *optional*.
 - For additional details, refer to the 2014.1 *Temporary Mode User Notes* document. After Version 2014.1 has been installed, that document will be accessible from your computer's desktop in: *UAN Tools* → *Version Documentation* → *2014.1* and also: [http://uanlink.ohioauditor.gov/pdf/communications/UAN User Notes 2013-11-18.pdf](http://uanlink.ohioauditor.gov/pdf/communications/UAN%20User%20Notes%202013-11-18.pdf)

PAYROLL

- **Federal and Ohio Tax Tables**
 - Tax tables for the year 2014 have been added. Ohio rates did not change for 2014.
- **Form 941**
 - The 941 Federal Quarterly Tax Return for the year 2014 has been added.
- **Form 944**
 - You must file annual Form 944 *instead of* filing quarterly Forms 941 ONLY if the IRS notified you in writing. Form 944 is designed so the smallest employers will file and pay federal taxes only once a year instead of every quarter. For all questions about which forms your entity should file, contact the IRS or visit <http://www.irs.gov>.
 - **UAN no longer produces the rarely-used Form 944 Federal Annual Tax Return.** Information for completing a 944 form is available on the federal tax reports in the UAN software. Refer to the *2013 Year End Procedures* for detailed instructions.
- **Wage Reallocations** *Payroll > Utilities > Wage Reallocations*
 - This utility enables users to reallocate charges for earnings or withholdings on a wage **between appropriation accounts**. All other wage and withholding changes must be completed using the other utilities in the Payroll > Utilities menu. Complete details and step-by-step instructions are provided in the UAN Payroll Manual. An electronic copy of the manual is available within the software, and on the UANLink website:
 - http://uanlink.auditor.state.oh.us/pdf/uan_win_software/PayrollManual.pdf

- **Wage Adjustments** *Payroll > Utilities > Wage Adjustments*
 - This utility enables users to rectify most employee earning or withholding mistakes. Complete details and step-by-step instructions are provided in the updated UAN Payroll Manual. An electronic copy of the updated manual will be available within the software after Version 2014.1 is installed, and on the UANLink website:
 - http://uanlink.auditor.state.oh.us/pdf/uan_win_software/PayrollManual.pdf

- **Warning!**
 - All reallocations or adjustments to 2013 wages must be made **PRIOR** to opening Temporary Mode. The Wage Reallocations utility (*new in version 2013.4*) and the Wage Adjustments utility (*included in version 2014.1*) **WILL NOT** be accessible during Temporary Mode, and you **CANNOT** “undo” Temporary Mode after it has been opened. These utilities will be accessible for 2014 wages *after* 2013 is closed.

- **Forms W-2 and W-3**
 - In previous years, UAN has offered pre-printed form W-2 and W-3 printing options. From this year-end forward, **UAN will only print these forms on plain blank paper.** This will prevent various printer alignment issues that many entities had encountered. If you wish to print forms W-2 on perforated paper, perforated plain blank paper may be purchased from many vendors who also offer the pre-printed forms.

 - The perforated plain blank paper styles compliant with the UAN software are the 2-Part (2-up) sheets with one perforation (*2 forms per sheet*), and the 4-Part (4-up) sheets with three perforations (*4 forms per sheet*). **W-2 and W-3 forms in UAN meet 2013 Social Security Administration (SSA) plain paper printing requirements.** UAN provides the following plain blank paper W-2 printing options:

		EMPLOYER		EMPLOYEE	
2 P A R T	2 employees per page		2 employees per page		
	○ Copy A	Federal (SSA)	○ Copy B	Federal	
	○ Copy D	Employer Records	○ Copy C	Employee Records	
	○ Copy 1	State / City / Local	○ Copy 2	State / City / Local	
4 P A R T	1 employee per page		1 employee per page		
	○ Copies D / 1		○ Copy B + C + 2 + 2		
	4 employees per page				
	○ Copies D / 1				

- Instructions for printing and filing are available in the *2013 Year End Procedures*. Note: An employees' pay status (active/inactive) has **no** effect on W-2 processing.
- The electronic W-2/W-3 upload file has also been updated to the 2013 specifications.
- **Forms 1099-Misc and 1096**
 - As in all previous years, 2013 forms 1099-Misc and 1096 must be printed only on the **pre-printed red ink laser forms**. UAN **cannot** print these forms onto plain paper.
 - Instructions for printing these forms are available in the *2013 Year End Procedures*.
- **Affordable Care Act – Additional Medicare Tax Withholding**
 - A new Additional Medicare Tax took effect starting in 2013. The 0.9% Additional Medicare Tax applies to an individual's wages, Railroad Retirement Tax Act compensation, and self-employment income that exceeds a threshold amount based on the individual's filing status. These threshold amounts are:
 - \$250,000 for married taxpayers who file jointly
 - \$125,000 for married taxpayers who file separately
 - \$200,000 for **all** other taxpayers
 - **Employers** are responsible for withholding the tax from an employee's wages **only in excess of \$200,000** in the calendar year, **regardless of the employee's filing status**.
Citation: <http://www.irs.gov/uac/Affordable-Care-Act-Tax-Provisions>
 - This new Medicare withholding will be available within the UAN payroll application starting in the **next** year end release (version 2015.1). If you have an employee whose compensation will **exceed \$200,000 during 2014**, contact UAN Support.
- **OPERS – Law Rate Change**
 - The employee rate has changed from 12.6% to **13.0%** for wages with a **pay period end date on or after January 1, 2014**. The employer rate (18.1%) did **not** change.
 - To update the OPERS–Law employee withholding rates:
 1. Edit the OPERS–Law rate in: *Payroll > Maintenance > Withholdings*
Set the Employee rate to the new effective rate.
 2. Set the employees' rates in: *Payroll > Maintenance > Withholdings Editor*
- **OPERS – Quarterly Frequencies Change**
 - Recent legislation increased monthly earning requirements for OPERS service credit. OPERS will no longer accept contribution report frequencies longer than monthly – e.g. quarterly earnings must now be reported **monthly**. OPERS has requested that UAN not create contributions reports with longer frequencies after December 2013.

- As of this release, OPERS has not provided specific guidance to offer our clients for reporting of employees who were formerly being paid quarterly, semi-annually or annually, except that you must begin paying and reporting the contributions monthly. **If you have any questions** about how to complete your reports to satisfy these new requirements, contact OPERS directly at **1-888-400-0965**, M-F from 8:00am-4:30pm.

- **If you need to modify an OPERS contributions report at OPERS' request:**
 - To add a new row in the Contributions grid, use the Add row fields in the bottom row of the report form. You may need to use the horizontal scroll bar to view all of the available fields in the row, from left to right.
 - To remove any row, uncheck the checkbox beside that row. If you need to see the unchecked rows (*the rows that won't be included on the report*), switch the *Show:* option above the grid from *Selected* to *Unselected* (or *All Items*).
 - **Note:** You may receive a warning when printing or filing a modified report that the saved report does not match the current UAN information. As long as OPERS advised you to make the modifications, you can ignore this warning.

- **If you need to change any employee's earning frequency, perform the following steps after their final wages with 2013 pay period end dates have been posted:**
 1. Edit the Employee in: *Payroll > Maintenance > Employees*
 2. On the Earnings tab, Edit the quarterly, semi-annual, or annual earning.
 3. Change Frequency to *Monthly*.
 4. Change Pay Rate as necessary for the monthly frequency.
Note: Adding a new earning is *not* required.

- **OPERS – Per Item Earnings Change**
 - Also as a result of the legislative changes mentioned above, employees paid per item (*particularly governing board members paid per meeting*) are no longer permitted to participate in OPERS. As of this release, OPERS has not provided specific guidance to offer our clients for handling such employees. **If you have any questions** about this change, contact OPERS directly at **1-888-400-0965**, M-F from 8:00am-4:30pm.

 - **If you need to switch an employee from OPERS to Social Security:**

Step 1: Edit OPERS withholding(s) to deactivate and detach earning(s)
 - A. Go to: *Payroll > Maintenance > Employees*
 - B. Select the employee from the list, click [Edit], then select *Advanced*.
 - C. Click the *Withholdings* tab, select OPERS, and click [Edit]. The *Edit Employee Withholding* form will open (with the  icon in the top right).
 - D. Click Inactive to the left of the  icon. The icon will turn red .
 - E. Click the *Earnings* tab (do not leave the *Edit Withholding Form* yet).
A list of the employee's earnings will appear.
 - F. De-select the earnings that should have Social Security withheld.

- G. Click [Save]. If you receive a message that *This withholding was not attached...*, click [OK].
- H. Click [Close]. This will return you to the *Withholdings* tab of the *Edit Employee* form. The OPERS that you just deactivated should no longer be listed as an active withholding.

Note: If the employee has multiple OPERS withholdings, repeat C through H above for each one. After deactivating all of the OPERS withholdings, remain on the *Withholdings* tab of the *Edit Employee* form in order to complete Step 2.

Step 2: Add Social Security withholding, attach to earnings, select split method, select employer share and fringe benefit appropriation account(s)

- A. Click [Add] on the *Withholdings* tab of the *Edit Employee* form. The *Add Employee Withholding* form will open (with the  icon in the top right).
- B. Select 'Social Security' from the *Withholding* drop down menu.
- C. Distribute the 6.2% employee share in the correct box(es) for *Regular* and/or *Fringe Benefit* to match your local legislation. If you do not have fringe benefit legislation, enter the entire 6.2% into the *Regular* box. Do not click [Save] until the rest of the following steps are completed!
- D. Click the *Earnings* tab (do not leave the *Add Employee Withholding* form). A list of the employee's earnings will appear.
- E. Select the earnings that should have Social Security withheld.
- F. Click the *Appropriation Accounts (Employer Share)* tab.
- G. Select a Split Method and the desired employer share account code(s).
- H. Click the *Appropriation Accounts (Fringe Benefit)* tab. You will see the following message: *Will the fringe benefit of this withholding (if any)...?*
 - If you do not have fringe benefit Social Security, click [Yes] to use the same settings from the *Employer Share* tab.
 - If you *do* have fringe benefit Social Security, answer the question as appropriate for your local legislation. Click [Yes] to use the same settings from the *Employer Share* tab, or click [No] to select a different Split Method and/or different account code(s).
- I. Click [Save]. A confirmation will appear on the bottom left corner of the *Add Employee Withholding* form.
- J. Click [Close]. This will return you to the *Withholdings* tab of the *Edit Employee* form. The Social Security that you just added should be listed as an active withholding.

Note: If you require multiple Social Security withholdings for the employee (*which would be very unusual*), repeat A through H above.

- **OPERS – Longevity Payments Change**

- On November 22, OPERS released an employer notice with guidance for making longevity payments and reporting them on supplemental contributions reports.
- To post longevity payments separately from regular earnings in UAN:
 1. Add wages for *only* longevity earnings in: *Payroll > Transactions > Wages*
 2. Print: *Payroll > Batch Reports – Wages > Batch Wage Detail*
This report will be helpful later for creating the OPERS supplemental report.
 3. Post the longevity wages.
- To create OPERS contribution reports for regular wages and the longevity payments:
 1. Add an OPERS Contributions report as normal. For each employee with a longevity payout, reduce the Salary field by the longevity payment, then reduce the Contribution (*employee share*), and Employer fields by the longevity payment OPERS withholdings (*from the Batch Wage Detail report*).
 2. Add another OPERS Contributions report for the month, but select the report type *Supplemental* and the reason code *Longevity / Additional Payments*.
Note: This reason code will only be available after installing version 2014.1.
 3. De-select the employees who did **not** receive a longevity payment. Deselected employees will disappear from the report. For the remaining employees (*those who did receive longevity payments*), edit the Salary, Contribution (*employee share*), and Employer fields to reflect the longevity payments and the corresponding OPERS withholdings (*from the Batch Wage Detail report*).

- **OP&FPF – Longevity Payments Change**

- OP&FPF withholdings now determine rate periods according to pay period beginning dates (*rather than pay period end dates*) as required by 2012 Ohio Senate Bill 340.
- Employee contribution rates increased for pay periods beginning on or after July 2, 2013. If you pay any annual earnings for OP&FPF employees, you may need to revert to the prior rates (*entity & employee*) to match the pay period beginning date rate.
- **If** you have employees with payouts that requires a different OP&FPF withholding rate than their regular wages, you will need to perform the following steps:
 1. Edit the OP&FPF withholding in: *Payroll > Maintenance > Withholdings*
Set the Employee rate in effect for the payout's **pay period beginning date**.
 2. Set the employees' rates in: *Payroll > Maintenance > Withholdings Editor*
 3. Add and post the payout payment(s) **separately** from the regular wages.
 4. Edit the OP&FPF withholding in: *Payroll > Maintenance > Withholdings*
Set the Employee rate back to the current effective rate.
 5. Set employees' rates back to the current rate in the Withholdings Editor.
 6. Add and post the employees' regular wages as normal.

REMINDERS

- **Hardware Insurance Coverage**
 - The State of Ohio is the owner of your UAN hardware package. However, your entity is responsible for adequate insurance coverage. The ***complete hardware package*** is required to be insured by each local government in the amount of **\$2,000**. Note that UAN does ***not*** require submission of a Certificate of Insurance.

- **UAN User Agreement**
 - Your local government does ***not*** need to complete and return the entire UAN User Agreement each year in order to continue participating in the UAN program. However, a new ***Exhibit D: Local Government Fiscal Officer User Agreement*** or ***Exhibit E: Local Government Fiscal Officer Authorized Designee User Agreement*** should be completed and kept on file with the local government (*and a signed copy submitted to UAN*) as Fiscal Officers or Designee Users change throughout the years.

 - These documents are part of the UAN User Agreement on the UANLink website:
 - <http://uanlink.auditor.state.oh.us/pdf/UANUserAgreement.pdf>

- **2008 Prior Year Reports**
 - **2008** reports will be removed from your UAN system during the installation of UAN version **2014.2** (*not the year-end version 2014.1*). In previous years, the oldest prior year was removed during the process of advancing to the new year. Print or PDF any needed 2008 reports at your convenience, but prior to the release of Version **2014.2**.

 - An efficient method of creating PDF reports from the old UAN software is to select the 'Screen' option from the Printing Utilities menu. When the reports opens, click the 'Print a Document' icon, then select a PDF printer driver (Amyuni, Adobe, etc.).

- **UAN Support Email Address**
 - On the new UAN mouse pad and in future communications, you may notice that the UAN Support email address is printed **UAN_Support@OhioAuditor.gov**. You may use this address, or continue using the old address (uan_support@auditor.state.oh.us). Emails sent to either address will arrive in the same support mailbox as before.

- **Withholding Liabilities and Reporting**
 - OPERS and OP&FPF reporting and remittance months for wages are determined by ***pay period end dates***, while Federal, State, School and Local tax liabilities are instead determined by ***paycheck post dates***.

Example: Wages with December 2013 pay period end dates posted in January 2014 will be included on the OPERS and/or OP&FPF reports for December 2013, but also correctly recognized as 1st quarter 2014 Federal, State, School & Local tax liabilities.

- **Print Screen Function**

- The print screen function from the old hardware is not compatible with Windows 7. However, there are simple and more-flexible options available on the new hardware.

1. Press the **[Prt Sc]** key on the keyboard to capture the image displayed on your screen.
Tip: To capture only the currently active window rather than the entire screen, hold down the [Alt] key before pressing [Prt Sc].
*If you are using the Dell laptop, you must hold down **[Fn]** before pressing **[Prt Sc]**.

2. Press the  Windows key on the keyboard (*left of the space bar and [Alt] keys*).

3. Type “paint” (*without quotes*) and press the **[Enter]** key on the keyboard.

4. Click the  **clipboard icon** at the top left of the window, above the word “Paste”.

5. Click the  **button** *directly above* the clipboard icon.

6. Choose an option from the drop-down menu that appears:

- **Print** – Click this option if you wish to send the image to your printer.

- **Save** – Click this option if you wish to save the image to your computer or a flash drive. Type a name for the file, then note (or change) the file location.
 - The file format will default to PNG (*Portable Network Graphics*), which provides lossless image quality. This file format is perfect for typical screen captures, such as screenshots of the UAN software.

- **Save As** – Point to this option if you wish to save the image to your computer or a flash drive using a particular file format, then click the desired format. Type a name for the file, then note (*or change*) the file location.
 - Note: JPEG provides good image quality and smaller files than PNG for photos or complex graphics. This file format is *not* recommended for typical screen captures, as it creates visual “noise” in the image. The other formats (BMP and GIF) are obsolete and should be avoided.

- **Send in email** – Click this option if you wish to automatically create an email in Microsoft Outlook with the image attached. *This only works with Outlook!*

- Alternatively, you can also paste a screen capture into a Microsoft Word document by following **steps 1 through 4** above (*simply type “word” instead of “paint” in step 3*).

Pasting an image into a Word document offers additional functionality, such as typing notes under the image, resizing the image, repositioning the image on the page, etc. You can then save or print the document following the same **steps 5 and 6** above.

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