

EOS Payroll W2 End of Year Procedures

Please Note: Step 4 – BUILD W2 EMPLOYEE INFORMATION – must be processed **after** the last post for December but **prior** to Payroll End of Month Close. **DO NOT** re-run the **BUILD W2** process after closing the month for December; re-running the process after closing will clear the 2011 W2 data.

Step 1: Verify the W2 Box Descriptions and make any changes needed for the current year.

To review, go into PAYMASTER → END OF YEAR PROCESSING → ENTER BOX INFORMATION. Select Inquire mode to review box information or select Change mode to modify box information. Be sure to review all tabs. Then, select PRINT BOX DESCRIPTIONS to review W2 set up.

Step 2: Change common GL Account shared by Qualified Plans.

Please Note: if on EOS Windows Enhanced version, proceed to STEP3. STEP 2 is for EOS DOS & Windows clients only.

If any Qualified Plans share a common General Ledger Account but one or more codes DO NOT reduce Federal Wages (for example Retirement Arrears or Retirement Loans) the account number must be changed prior to building the W2 Employee Information.

To make this change, go into PAYMASTER → FILE MAINTENANCE → System Wide QUALIFIED PLANS. Select CHANGE mode and enter a code. Change ACCOUNT NUMBER to another account (such as Cash). This must be done for any plan that does not reduce Federal Wages yet shares an account number with codes that do reduce Federal Wages.

Step 3: Review W2 FORM and W2 DISK record to the ENTER FORM & FILING INFO screen.

To review, go into PAYMASTER → END OF YEAR PROCESSING → FORM & FILING INFORMATION.

Step 4: Run BUILD W2 EMPLOYEE INFORMATION.

This process pulls the employee's W2 related data into the W2 Employee Information file summarized by Social Security Number.

To process, go into PAYMASTER → END OF YEAR PROCESSING → BUILD W2 EMPLOYEE INFORMATION.

Please note: BUILD W2 EMPLOYEE INFORMATION must be processed after the last post for December but prior to Payroll End of Month Close.

Step 5: Print and review the W2 EMPLOYEE INFORMATION REPORT.

If corrections are needed, go back to Step 1 and repeat these steps.

When satisfied with the report, change back the account numbers on the Qualified Plans.

Now continue with the Year End Procedures.

Please note: if changes are needed after the Year End Procedures have been processed, these changes can be made to the W2 Employee Information by using ENTER W2 EMPLOYEE INFORMATION.

Step 6: Print W2 Forms.

EOS utilizes the 2-Up W2 Form (#5201, 5202, 5203, 5204)

Step 7: If applicable, create W2 File (W2 Diskette).

The W2 file must be submitted via Social Security Administration Businesses Services Online website.

1099's: In QUICKCHEX – File Maintenance – 1099 INFO; change field LAST DIGIT OF REPORTING YEAR... is the correct year prior to running.