

Banner Human Resources Calendar Year-End Processing Training Workbook

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Revision History Log

Publication Date	Summary
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4/30/08	New version that supports Human resources Banner 8.0 software.
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Think before you print.

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Introduction



Course goal

The goal of this course is to provide you with the knowledge and practice to accurately process your year-end tax reports.

Course objectives

In this course you will learn how to

- identify reportable/taxable wages
- define an address hierarchy
- reconcile a payroll within a quarter
- create a year-end disk file
- create a year-end magnetic tape file
- adjust the laser print file.

Intended audience

Human Resources Office Administrators and Staff.

Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system
- administrative rights to create and perform the necessary set up in Banner
- completed the *Human Resources Overview* training workbook
- completed the *Employment Compensation Administration* training workbook
- completed the *Time Entry Payroll Processing* training workbook
- administrative rights to create the rules and set the validation codes in Banner.

Process Introduction

Introduction

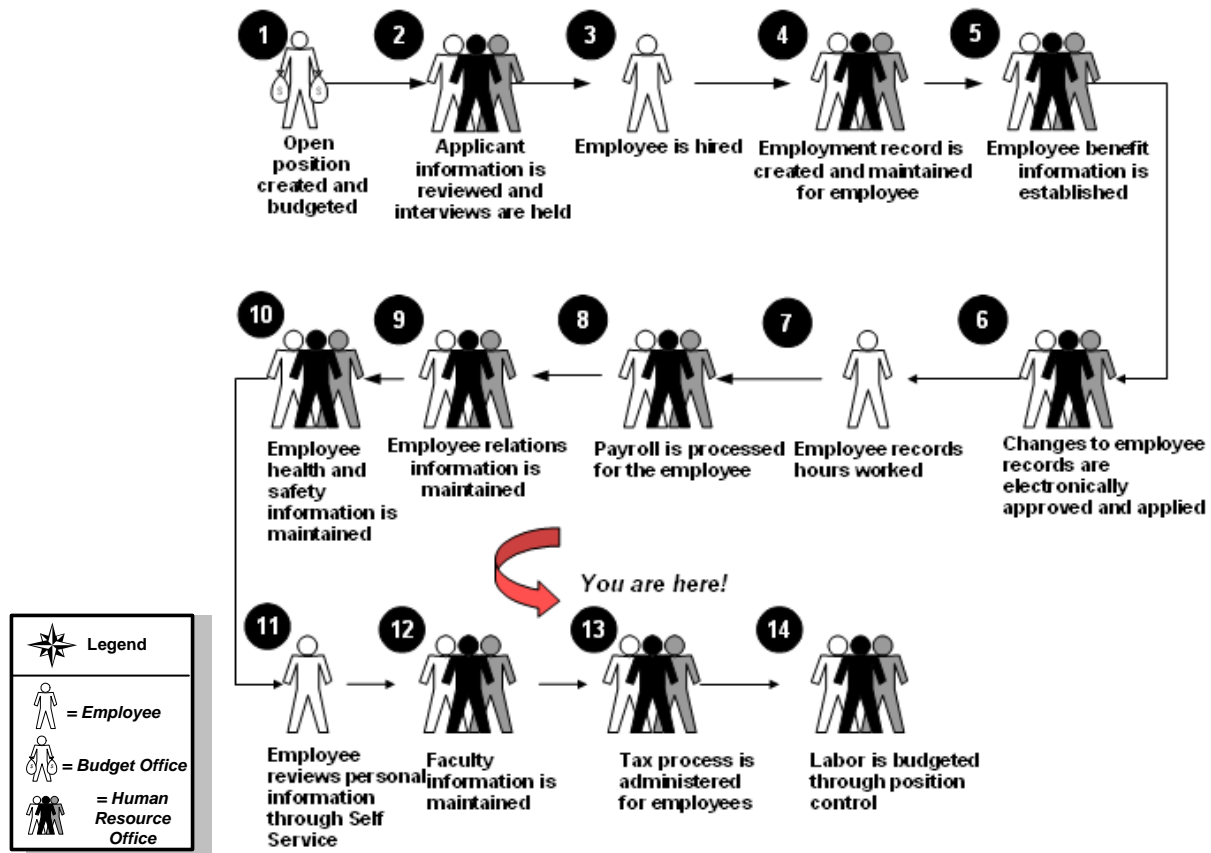
The Calendar Year-End Processing module is designed to accommodate a more efficient process for quarterly and year-end tax reports.

The forms and reports were developed to

- identify reportable/taxable wages
- define an address hierarchy
- reconcile a payroll within a quarter
- create year-end disk files for tax reporting purposes
- create year-end magnetic tape files for tax reporting purposes.

Flow diagram

This diagram highlights the processes used to produce W-2 files electronically within the overall Human Resources process.



About the process

- Employees complete I-9 forms.
- Human Resources enters tax withholding information into Banner.
- Human Resources runs payroll.
- Human Resources completes quarterly tax reconciliations.
- Human Resources creates year end magnetic media and/or disk files for tax reporting and sends them to the IRS.
- Human Resources mails W-2s to employees.

Calendar Year-End Processing



Section goal

The goal of this section is to provide you with the knowledge and practice to accurately process your year-end tax reports.

Objectives

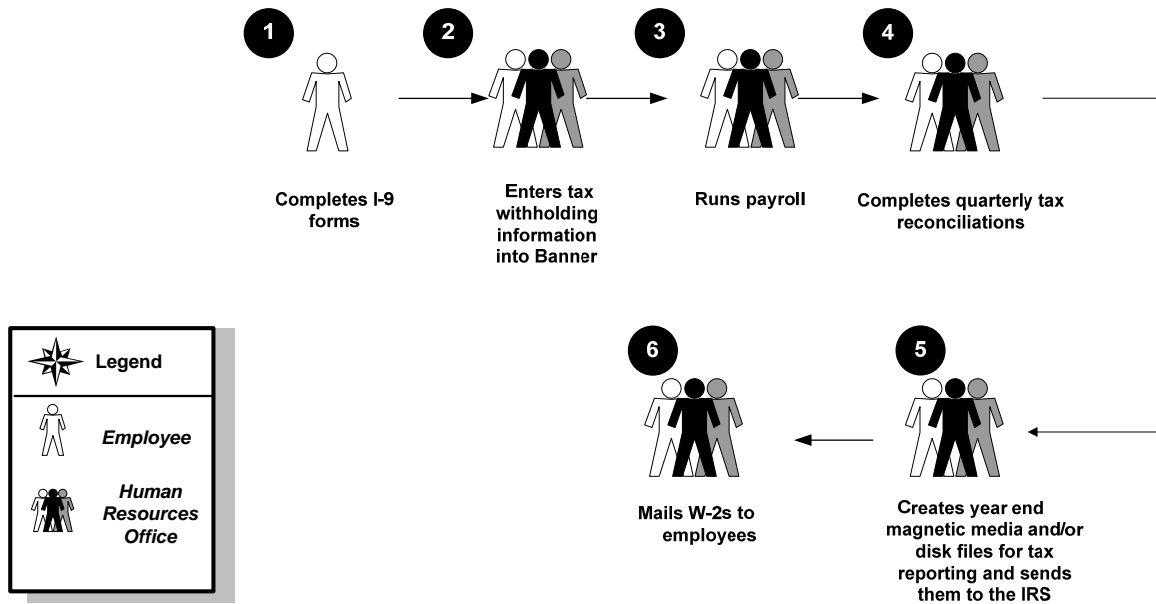
In this section you will learn how to

- identify reportable/taxable wages
- define an address hierarchy
- reconcile a payroll within a quarter
- create a year-end disk file
- create a year-end magnetic tape file
- adjust the laser print file.

Process Introduction

Process flow diagram

This diagram highlights the processes used to enter a new employee into Banner Human Resources.



What happens

The stages of the process are described in this table.

Stage	Description
1	Employees complete I-9 forms.
2	Human Resources enters tax withholding information into Banner.
3	Human Resources runs payroll.
4	Human Resources completes quarterly tax reconciliations.
5	Human Resources creates year end magnetic media and/or disk files for tax reporting and sends them to the IRS.
6	Human Resources mails W-2s to employees.

Identifying Reportable/Taxable Wages

Qualifier statement

All information in this section should be verified with a credited tax accountant.

Purpose of form/who must file

Employers must file Form W-2 for each employee from whom income, social security, or Medicare taxes have been withheld. You must also file Form W-2 for each employee from whom income tax would have been withheld if the employee had not claimed exemption from withholding on form W4.

Form W-2 must show both the amount of income tax and the amount of social security and Medicare taxes withheld from the employee. Form W-2 is also used to report all wages, tips, and other compensation paid to an employee. Other compensation means amounts includible in gross income and applies to both cash and non-cash payments.

A Form W-2c is used to report corrections to amounts previously reported on Form W-2.

Special reporting situations

Moving Expense Reimbursements. Report reimbursements (including payments made directly to a third party and services furnished in kind) of an employees moving expenses:

(1) Exclude qualified moving expense reimbursements (reimbursements for moving expenses incurred after applicable year that would have been deductible by the employee if he had paid them but were not deducted by the employee in a prior year) from wages and report in box 12 with a code P.

(2) Include other moving expense reimbursements in wages and withhold income, social security, and Medicare taxes.

Employer paid taxes

If you paid your employee's share of social security, Medicare, or state unemployment compensation taxes rather than deducting it from wages, you must include the amount as wages, social security wages, and Medicare wages.

Deceased employee's wages

If an employee dies during the year, you must report the accrued wages, vacation pay, and other compensation paid after the date of death. If you made the payment in the same year the employee died, you must withhold social security and Medicare taxes on the payment and report them on Form W-2. If you made the payment after the year of death, do not report it on Form W-2 and do not withhold social security and Medicare taxes.

You must also report the payment, whether made in the year of death or after the year of death, to the estate or beneficiary on Form 1099-MISC (Miscellaneous Income).

Setting the W-2 Recipient Name

W-2 recipient name

If you want to use a name different than the one appearing on the Identification Form (PPAIDEN) for the W-2 Employee Name on the U.S. W-2 Report, and on the files produced by the W-2 MMREF-1 File (PXPW2MM) and the W-2 MMREF-1 Tape File (PXPW2TP), then complete the Social Security Name fields on the U.S. Regulatory Information window of the Employee Form (PEAEMPL).

Note: If a name is not specified in the Social Security Name fields on PEAEMPL, the name that prints on the W-2 will be taken from PPAIDEN.

Use of the Comment Form (PPACMNT) is not compatible with MMREF-1 reporting requirements.

Setting the Address Hierarchy

Introduction

An address hierarchy has been developed in Banner 7 for tax processing in order to sort and print different types of addresses so that items assigned a higher priority may be printed first.

The method for creating the W-2, 1099-R, or 1042-S mailing addresses prioritizes the various address types for each recipient entered on the Identification Form (PPAIDEN) through the use of the Crosswalk Validation Form (GTVSDAX). Once the hierarchy of address types is prioritized on GTVSDAX, the year-end processes use this information to determine the addresses of recipients.

For example, if on GTVSDAX the PR (Permanent) address is given the first priority (sequence of 1), and the BU (Business) address is given second priority, (a sequence of 2), then the year-end processes (W-2, 1099-R, or 1042-S—whichever you select) prints (or produces on magnetic tape or diskette) all PR addresses on file for recipients. If a PR address is not available, then the system uses the BU address.

Banner form

----- Internal -----

Code:	1098_YEAR	Sequence:		Group:	TAX_REPORT	External Code:	UPDATE ME
Description:	Year reporting method changed					Translation Code:	
Reporting Date:		<input type="checkbox"/>	System Required	Activity Date:	24-NOV-2006		
Code:	ACDC	Sequence:	1	Group:	TRANS_HISTORY_LC	External Code:	AWAC
Description:	Parameter for ODS Extract					Translation Code:	
Reporting Date:		<input type="checkbox"/>	System Required	Activity Date:	28-JAN-2004		
Code:	ACTC	Sequence:		Group:	TEST	External Code:	A05
Description:	ACT Composite Code					Translation Code:	
Reporting Date:		<input checked="" type="checkbox"/>	System Required	Activity Date:	08-DEC-1995		
Code:	ACTIVE	Sequence:		Group:	COURSE STATUS	External Code:	A
Description:	Active Course Status					Translation Code:	A
Reporting Date:		<input checked="" type="checkbox"/>	System Required	Activity Date:	19-AUG-1996		

Steps

In order to establish an address hierarchy on the GTVSDAX form, complete the following steps.

1. Access the Crosswalk Validation Form (GTVSDAX).

2. Perform the **Insert Record** function.

3. Enter *W2ADDR*, *1042ADDR*, or *1099ADDR* in the **Internal Code** field.

Note: Make your choice based on the year-end process for which you want to create the hierarchy.

4. Enter the sequence number of the address type being used for the hierarchy in the **Sequence** field.

Example: If you want the W-2, 1042-S, or 1099-R process to select a MA (Mailing) address type as the secondary address, you would enter 2 in the Internal Seq. field.

5. Enter *ADDRESS* in the **Internal Group** field.

6. Enter the address type in the **External Code** field, such as PR (Permanent).

7. Enter a description, to identify the type of address entered, in the **Description** field.

Example: W2 Permanent Address.

8. Click the **Save** icon.

9. Repeat steps 1 through 8 for all address types that are part of the hierarchy used when mailing W-2s, 1099-Rs or 1042-Ss.

10. Use the Query feature to display existing address information for specific codes. Enter *W2ADDR*, *1042ADDR*, or *1099ADDR* to query.

Performing Tax Reporting

W-2 processing

In order to produce W-2 files, you must first set up required employer information and create the data for the W-2 forms. You can then create a magnetic tape or disk file containing all required W-2 information for submission to the government.

Banner form

Employer Rules PTREMPR 8.0 (BAN8_WIN)

Employer Code: BU

General Employer

Description: Banner University
Address: 4 Country View Road
City: Malvern
County: 001 Chester
State or Province: PA Pennsylvania
Zip or Postal Code: 19355
FED EIN or Business Num: 230495834985
 Default
Telephone: 215-647-5930
Activity Date: 23-JUN-1993

Employer State

State Code	Description	Account Number	Activity Date
PA	Pennsylvania	8768765876	03-AUG-1995

Steps

Follow the steps to complete the process.

1. Access the Employer Rule Form (PTREMPR) and complete all fields.

Note: Make sure the federal ID number is correct.

2. Create records in the Employer State Information block for all states that you withhold tax for and specify the correct account number for each state.

Note: This information will print in Box 15 of the W-2.

3. Access the Magnetic Tape Rule Form (PXAMTAP) and enter values in all necessary fields. Both windows on the form should be completed.

Note: In most cases, the **Transmitter Name** and **Address** fields will be the same as the **Organization Name** and **Address** fields.

4. Access the MMREF-1 Electronic Filing Form (PXAMMEF) and enter values in all necessary fields. Complete all three areas of the form (Submitter Information, Company Information, and Employer Information).

Note: Complete the **Third Party FIT Withheld** field in the Employer Information area if applicable. In most cases, the **Submitter Name and Address** fields will be the same as the **Company Name and Address** fields.

5. Access the Tax Reporting Rule Form (PXAREPT).

Banner form

6. In the **Tax Report Code** field, enter *W2*.
7. Select the **Next Block** function to move to the Box Identification block.

Note: Each record in this area corresponds to a specifically identified box on the W-2 form. All data in this block except for boxes 16 and 17, is supplied by SunGard Higher Education and should not be modified without consulting SunGard Higher Education.

8. In the **Box Code** field, for box # 16 & 17, enter the box number followed by the two-character state code, as illustrated in the following example:

Box	Description
16NJ	New Jersey state wages
16OH	Ohio state wages
16PA	Pennsylvania state wages
17NJ	New Jersey State tax withheld
17OH	Ohio State tax withheld
17PA	Pennsylvania State tax withheld

Note: You must set up a Box 16 and a Box 17 for each state for which you deduct state income tax.

1042S Note: Benefit/Deduction codes with a deduction type 21 and 22 captures an employee's state wages and state tax withheld when associated with foreign treaty limits. Benefits/Deductions code setup up with type 21 should be included on PXAREPT for W2, 1042, and tax depository processing.

9. For each box record in the Box Identification block, you must list the benefit /deduction codes (from the PTRBDCA Benefit/Deduction Code field) and/or the earnings codes (from the PTREARN Earnings Code field) associated with the specified box. This selection is made in the Benefit/Deductions block and the Earnings block as described below.
10. Choose a box and select the **Next Block** function to move to the Benefit/Deduction Code block. The vast majority of W-2 boxes will be specified in the Benefit/Deduction Code block.

Note: Very few, if any, will make use of the Earnings Code block.

11. In the Benefit or Deduction Code field, click the search to retrieve the Benefit/Deduction codes that pertain to the box chosen. Often this will be just one code.

Note: A box is not usually associated with both a benefit/deduction code and an earnings code.

12. Indicate which of the three amounts (Applicable Gross, Employee Amount, or Employer Amount) should be placed in the box for each Benefit/Deduction code listed in the Deduction Amount Indicator field. If necessary, you can list more than one.

Note: It is very important not only to list the correct benefit/deduction code(s), but also to specify the right amount indicator(s).

13. Select the Next Block function to move to the Earnings block and list the relevant earnings codes if the box is to contain earnings in the Earn Code field.

Example 1: Box 1 Annual Federal Wages, Tips and Other Compensation	
FED - Federal Tax	Applicable Gross
Example 2: Box 4 Social Security Tax withheld	
FIOFICA - Old age portion	Employee Amount

14. Access the Crosswalk Validation Form (GTVSDAX) and enter the address type(s) in the External Code for Internal Code W2ADDR. See section on *“Address Hierarchy”*

Note: Boxes 15D and 15P no longer need to be defined on PXAREPT. It is recommended that the data for these boxes be deleted from the form to aid runtime performance.

15. Enter a tax quarter.

Note: When you run the W-2 (PXRW2US), you will be asked to enter a tax quarter. If you select quarters 1 through 4, the system will create data for the quarterly magnetic tape process and/or a hard copy totals only report. It will not create hard copy W-2s. If you select A (All quarters), the system will produce both hard copy W-2s and the data for year-end magnetic tape or diskette processing.

16. The W-2 process can be run multiple times. Each time, it will create a hard copy print file and populate a table used to create the magnetic tape(s) or diskette file.

Note: There is no harm in running it multiple times.

Banner form

Process Submission Controls GJAPCTL 8.0 (BAN8)

Process: PXRW2US United States W2 Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Tax Year	2004
02	Tax Quarter	A
03	Employer Code	SCT
04	Specific Employee IDs Ind	N
05	Employee IDs	
06	Zero Out Negative Amounts	N
07	W-2 Format	3
08	W-2 Sort Order	1

LENGTH: 4 TYPE: Integer O/R: Required M/S: Single
Enter the Calendar Year for which W2s are to be processed

Submission

Save Parameter Set as Name: Description: Hold Submit

Steps

Follow these steps to run **quarterly** tax report.

1. Access the United States W2 Process (PXRW2US).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter the reporting tax year in the **Tax Year** parameter.
4. Enter *1*, *2*, *3*, or *4* to identify the quarter being reported in the **Tax Quarter** parameter.
5. Enter the applicable employer code being reported in the **Employer Code** parameter.
6. Indicate *Y* or *N* depending on the intended output in the **Specific Employee IDs** parameter.
7. If a *Y* was entered in the **Specific Employee IDs** parameter then enter individual tax IDs in the **Employee IDs** parameter.
8. Enter a *Y* or *N* depending whether or not you want to replace negative box amounts with zero in the **Zero Out Negative Amounts** parameter.
9. Enter a *3* (Totals only) in the **W-2 Format** parameter.

10. Click the **Save Parameter Set As** checkbox if you will be using the same printer and date value again.
11. Click the **Submit** radio button to process the calculation.
12. Click the **Save** icon.
13. Click the **Exit** icon.

Steps

Follow these steps to run full year tax reporting.

1. Access the United States W2 Process (PXRW2US).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter the reporting tax year in YYYY format in the **Tax Year** parameter.
4. Enter *A* to report the full year in the Tax Quarter parameter.
5. Enter the applicable employer code being reported in the **Employer Code** parameter.
6. Indicate *Y* or *N* depending on the intended output in the **Specific Employee IDs** parameter.
7. If a *Y* was entered in the **Specific Employee IDs** parameter then enter individual tax IDs in the **Employee IDs** parameter.
8. Enter a *Y* or *N* depending whether or not you want to replace negative box amounts with zero in the **Zero Out Negative Amounts** parameter.
9. Enter the appropriate print option in the **W-2 Format** parameter.
 1. Standard IRS 1-up
 2. Laser 4-up
 3. Totals only—Choose to print only totals for the whole year.
This does not print individual W-2s.
 4. LPS – Laser Pressure Sealed Forms
10. Enter the appropriate sort order in the W-2 Sort Order parameter.
 1. Last Name, First Name
 2. ZIP Code
 3. Check Distr Org
11. Click the **Save Parameter Set** As checkbox if you will be using the same printer and date value again.
12. Click the **Submit** radio button to process the calculation.

13. Click the **Save** icon.

14. Click the **Exit** icon.

Running the Quarterly Reconciliation

Reconciliation

The Tax Depository Report (PXRTDEP) is used to reconcile your payroll within each quarter.

Banner form

Process Submission Controls GJAPCTL 8.0 (BAN8)

Process: PXRTDEP Tax Depository Report Parameter Set:

Printer Control
Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Pay Event Choice	B
02	Reporting Period Choice	P
03	Start Date	
04	Stop Date	
05	Quarter	
06	Year	2000
07	Pay Id	bw
08	Pay Number	01

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Pay Events; (O)original, (A)adjustments or (B)oth

Submission
 Save Parameter Set as Name: Description: Hold Submit

Steps

Follow the steps to complete the process.

1. Balance your 941 totals during the year using the Tax Depository Report (PXRTDEP) for each payroll within the quarter
2. Prior to running your actual W2's, run PXRW2US with the parameters set to
 1. Tax Quarter – A
 2. W2 Format – 3 (Totals Only)
3. Balance your W2 totals to the total of all four quarters 941.

Note: The employer portion of FICA & FICA Medicare will not be on the W2, but in most cases should be exactly the same as the employee portions.

Creating a Disk File

Creating a Disk File

To create a disk file, you need to run two reports: the U.S. W-2 Report (PXRW2US) and W-2 MMREF-1 File. – (PXPW2MM).

Report to run	Description
US W-2 Report (PXRW2US)	Typically used to create the hard copy W-2s. Note: This process produces two outputs; a print file (pxrw2us.lis) and an error report (pxrw2us.err). It also places information into the PXRMTW2 table.
PXPW2MM (W-2 MMREF-1 File)	Note: This process produces two outputs, a print file (pxpw2mm.lis) and an error report (pxpw2mm.err). It also places information into a formatted file (W2REPORT) from the data in the PXRMTW2 table.

Note: For more complete information on running the PXPW2MM reports, see HR Users Manual, Chapter 20, Reports and Processes.

Banner form

Process Submission Controls GIAPCTL 9.0 (BAN8)

Process: PXRW2US United States W2 Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Tax Year	2004
02	Tax Quarter	A
03	Employer Code	SCT
04	Specific Employee IDs Ind	N
05	Employee IDs	
06	Zero Out Negative Amounts	N
07	W-2 Format	3
08	W-2 Sort Order	1

LENGTH: 4 TYPE: Integer O/R: Required M/S: Single
Enter the Calendar Year for which W2s are to be processed

Submission

Save Parameter Set as Name: Description: Hold Submit

Steps

Follow the steps to complete the process.

1. Run the U.S. W-2 Report (PXRW2US), which will create the hard copy W-2s.

Note: This process produces two outputs; a print file (pxrw2us.lis) and an error report (pxrw2us.err). It also places information into the PXRMTW2 table.

2. Run the W-2 MMREF-1 File. – PXPW2MM.

Note: This process produces two outputs; a print file (pxrw2us.lis) and an error report (pxrw2us.err). It also places data in the PXRMTW2 table.

Creating a Magnetic Tape File

Process

To create a magnetic tape file, you need to run three reports.

Report to run	Description
US W-2 Report (PXRW2US)	Typically used to create the hard copy W-2s. Note: This process produces two outputs; a print file (pxrw2us.lis) and an error report (pxrw2us.err). It also places information into the PXRMTW2 table.
PXPW2MM (W-2 MMREF-1 File)	Note: This process produces two outputs, a print file (pxpw2mm.lis) and an error report (pxpw2mm.err). It also places information into a formatted file (W2REPORT) from the data in the PXRMTW2 table.
PXPW2TP (W-2 MMREF-1 Tape File)	This process produces a print file (pxpw2tp.lis) and converts data from the W2REPORT file to tape layout (W2TAPE). Note: Run the W-2 MMREF-1 File (PXPW2MM) after the U.S. W-2 Report (PXRW2US) and before the W-2 MMREF-1 Tape File (PXPW2TP) to populate the formatted file (W2REPORT).

Note: For more information on running the PXPW2TP process, see HR Users Manual, Chapter 20 Reports & Processes

Adjusting Laser Print File if W-2s Need Realignment

Introduction

The instructions below should be followed for making adjustments to the laser print file if your W-2s need some alignment. A person who is familiar with the PostScript language should make modifications to the print file.

Note: SunGard Higher Education supports Moore Laser Printer 4-up forms. Comments made in this section impact these forms.

Default font

The default font chosen for the W-2s is 10 point New Courier, which is a non-proportional typeface. This means that all letters and spaces use the same amount of print space on a horizontal line, regardless of the width of the letter. If a change to the font is required, it can be found at the beginning of the print file. Its form is:

```
/TextFontCN10 /Courier-New findfont 10 scalefont def TextFontCN10 setfont
```

Postscript printing

In order for a laser printer to recognize a postscript file when running the W-2 Wage and Tax Statement (PXRW2US) Form, the first two characters of the first line must be %! This automatically occurs.

Adjusting horizontal print positions

The print may vary slightly on printers from different manufacturers. Consequently, if horizontal adjustment is required for the entire form, there is an easy way to make the adjustment. Increasing or decreasing the left margin will cause all printed data on the form to shift either left or right. Only very slight adjustments should be necessary.

The applicable parameter can be found at the beginning of the print file and its form is:

```
/LeftMargin .75 inch def
```

Adjusting vertical print positions

The vertical spacing is somewhat tighter and cannot be accommodated in the same manner as horizontal shifts. A vertical alignment problem will be most noticeable on the lower half of the form. The amount of space between lines is called "leading" and the default values are 9 for single spacing and 18 for double spacing.

If the data is printing over the description of each box on the form, the leading should be increased. If the data is printing over the bottom line of each box, the leading should be decreased. The double space value should always be twice that of the single space value.

Adjustments

When adjusting the leading, increment or decrement only one number at a time.

Example: Increment single and double spacing from 9 and 18 to 10 and 20.

Moving up or down by one number should be the maximum adjustment necessary for the supported Moore forms. These parameters can be found at the beginning of the print file and their form is:

```
/LineSpace 9 def
```

```
/DoubleSpace 18 def
```

Printing

If all printed data must be shifted up or down, adjusting the top margin is the best method. The default value can be found in the /TopStart command. If an adjustment is required, it should be very slight. The parameter can be found at the beginning of the print file. Its form is:

```
/TopStart 10.125inch def (Laser 4-up)
```

```
/TopStart 12.325inch def (Laser – Pressure Sealed)
```

U.S. tax form vendors

This section describes the form vendors that support U.S. year-end tax reporting.

General information about form vendors

The software has been written so that the placement of each of the characters fits accurately in the lines and checkboxes found on the forms supplied by Moore North America (listed below). SunGard Higher Education has selected Moore North America as a recognized and recommended business partner.

If your site elects to use a form vendor other than Moore North America, the placement of the characters may vary since the form may be different. The existence of this restriction does not imply that you must use Moore forms. You may use any vendor that you choose. However, this may require modifications at your site to obtain the proper alignment.

Sample output

Other forms vendors will probably require a sample output that can be obtained from running the tax reports PXR1042, PXR1099, and PXRW2US.

The sample output appears at the beginning of the file and is generated when the tax data exists and the rule forms have been set up correctly in Banner.

Alignment forms

Three alignment forms appear at the beginning of each file generated when running the reports.

W-2

W-2

Form Name Ink Color

Continuous Form 210 5 Part Black

Form Name Ink Color

Continuous Form 104 6 Part Red

Continuous Form 253 6 Part, 5 Forms—Self

Mailer

Mailer

Black

Form Name Ink Color

Continuous Form 200 4 Part Red

Continuous Form 201 6 Part Red

Continuous Form 211 3 Part Red

Continuous Form 212 3 Part Red

Continuous Form 256 6 Part, 5 Forms—Self

Mailer

Mailer

Black

Laser Cut Sheet 275 Employee Copy Black

Laser Cut Sheet 276 Employer Copy Green

Cut Sheet Laser Form 1280Z

(pressure sealed)

N/A Black

Variations

The U.S. Government allows variations in the forms as long as the form is approved by the IRS. Forms supplied by Moore North America are federally approved.

Tax Forms Supported by Moore North America

The following Moore form numbers used for tax processing are supported by Banner2000:

1042S

1099R

Employee/ employer copies

In order to create an employee and an employer copy for laser printed forms, print the output file twice; once for the employee copies and again for the employer copies. Please note that we do not support an employer form with four employees per page.

Appendix



Section goal

The purpose of this section is to provide reference materials related to the workbook.

Tips

- Run the PXRW2US (totals only) periodically during the year to catch any errors prior to year-end.
- Any payroll transaction (original and/or adjustment) below disposition 60 will not be included in W2's.
- W2's are created from the data on the tables:
PERDTOT
PERETOT
- 941s are created from the data on PHRDEDN.

Reports

The following describes the reports that support Calendar Year End Processing. For more specific information about these reports, please refer to Chapter 20, Reports and Processes, in the Banner Human Resources User Manual.

Reports

The following chart lists the report, its Banner name and its functionality.

Report Name	Banner Name	Functionality
1099-R	PXR1099	Generates 1099- R report and magnetic media data
1099-R Load Process	PXP1099	Loads 1099- R data into PXA1099. To generate 1099- R forms, run this process followed by PXR1099. (To review and/ or Revise data after running this process, access PXA1099 before you run PXR1099.)
1042-S Report	PXR1042	Generates Form 1042- S (Foreign Person's U. S. Source Income Subject to Withholding).
1042 Magnetic Tape	PXPMT42	Generates magnetic tape for transmission of 1042-S forms.
US. W-2 Wage and Tax Statement	PXRW2US	Generates United States W- 2 form, W- 4 profile, Form 6559 totals report, and the error report pxrw2us. Err: The error report generates only when errors exist on the W- 2s. (Note: For instructions on generating W- 2s, refer to the <i>W- 2 Processing</i> section of Chapter 6, User Manual.

W-2 MMREF-1 File	PXPW2MM	Generates a file (W2REPORT) in MMREF-1 format for use in filing United States W-2 information on diskette.
W-2 MMREF-1 Tape File	PXPW2TP	Converts the diskette files (W2REPORT) to tape layout (W2TAPE) for use in filing W-2 information for domestic employees and Puerto Rico employees.
1099-R	PXR1099	Generates 1099- R report and magnetic media data.
Tax Table Report	PXRLIST	Produces a report which shows all Tax Table entries.
Tax Depository Report	PXRTDEP	Reports on a site's tax liabilities. Provides data for use in determining tax liability to be reported on the Form 8109 (Federal Tax Deposit Coupon) for the tax liability period. Lists all employee tax deductions, employer liability, subject and non subject income, and total income. Supports Form 941 reconciliation, including the 941 Schedule A breakdown of tax liability. You can also use this data in reconciling the quarterly Form 941 by comparing the actual deposits made throughout the reporting quarter to the information generated by the current Form 941 Detail Report (PXR941).
Form 941	PXR941	Detail Report Detailed report of data used to complete the 941 Form.

Terminology

941

Employer's Quarterly Tax Return. Return that indicates what the wages and liabilities are for each quarter within the calendar year. Also indicates what the Tax deposits have been and when they have been deposited.

Applicable gross

The amount of wages that the tax has been calculated on.

Constructive receipt

When an individual receives the monies, not when the monies are earned.

Example: Pay-period = March 1st to the 15th, pay - day is the 20th. The liability of the employer for taxes is not until the employee actually receives the pay. The employee earned those monies the 1st to the 15th, but they did not receive the monies until the 20th.

Employer ID

The employer ID is a specific Tax ID number issued by the IRS (Internal Revenue service). May also be referred to as "TIN" or Taxpayer ID Number.

Imputed income

The Taxable amount of the premium amount for coverage of Life insurance over \$50,000.00 for an employee.

IRS

Internal Revenue Service, 941 tax returns filed with this agency.

Mag media

Media, in which information is filed, forms and/or reports. Diskette, Tape, Electronic File.

Pre-tax

A deduction that is taken prior to any or certain taxes being calculated. Gross wages less appropriate pre-tax deduction = Applicable gross for that Deductions. Deductions do not always have a pre tax status on all taxes.

Example: an employee paid medical deduction (assumption it is a qualified Section 125 under the IRS code) would lower the gross for all taxes, Federal, FICA, Medicare (check with each state as some allow and some don't). But an employee contribution for a TSA, 403B, or 401K would only reduce the applicable gross for Federal Tax and usually State Tax (check to verify your state).

Quarters

Qtr 1 = Jan, Feb, Mar

Qtr 2 = April, May, June

Qtr 3 = July, Aug, September

Qtr 4 = October, Nov, Dec

SSA

Social Security Administration, W2's filed with this agency. The SSA makes available to the IRS, W2 totals by TIN and the IRS then compares to the total of the 941's that were submitted for the year.

Tax deposit

The amount of Tax deposited for the given liability period.

Tax liability

The amount of Tax Due for the given liability period.

Third party sick pay

Disability pay provided to employees by a third party. The insurance company issues the payment checks to the employee's directly. They also withhold FICA, Medicare and possibly Federal tax. The Insurance provider also makes the deposits and then reports the amounts to the employer usually each month, so as the Employer portion can then be deposited. These amounts are reported on employee's W2's at the end of the year. Insurance providers usually send a complete list of the employee's and the appropriate information to the organization the first part of January.

W4

Form W-4 (Employees Withholding Allowance Certificate). Employees indicate their withholding status and number of exemptions for calculation of Federal tax from wages. Has nothing to do with marital status or number of dependents, is usually based on individuals personal Tax Return (1040).

W2

Annual Wage and Tax statement issued to the employee each year. Employer is required to have W2's mailed (postmarked) by January 31st each year.

W5

EIC (Earned Income Credit) worksheet and certificate. A form that allows individuals in low wage brackets to receive their tax refund during the year, very specific criteria.

Forms Job Aid

Form	Full Name	Use this Form to...
GTVSDAX	Crosswalk Validation Form	to define records in the Crosswalk Table. Object: Access uses this information to identify the data to be reported in repeating groups and the external codes that should be selected in the Object: Access views.
PXAREPT	Tax Reporting Rules Form	enables you to define and maintain rules for the data supplied in tax reports (for example, W-2, T4, 1099-R). It identifies the boxes associated with the report and the benefit or deduction codes associated with specified boxes.
PXRW2US	Process Submission Control	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
PXRTDEP	Process Submission Control	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.