

Reimbursable Employee Expenses




Reimbursements Of Employee Expenses

Scenario 1




If paid through warrant check and district wants the amount to appear on the W2 as wages but not in box 14 as fringe benefits:

Option #1

- Calculate the amount of Medicare tax as it applies to the total
- If there is Medicare pickup, be sure to inflate the Medicare amount as well as the total and taxable gross:
-Go to **Core/Adjustments**

- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **Medicare Tax 6XX**
- **Type-**From Drop Down  choose **Total Gross**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount to be included in the total gross
- **Description-** Enter in a description (optional)




- Click 
- Go to **Core/Adjustments**

- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **Medicare Tax 6XX**
- **Type-**From Drop Down  choose **Taxable Gross**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount to be included in the taxable gross
- **Description-** Enter in a description (optional)

- Click 


- Before the last pay of 2018, enter the Medicare amount due on the Medicare Payroll Item record as an error adjustment both employee and employer amounts
- If city withholding is needed, calculate the amount of city tax as it applies to the total
- Before the last pay of 2018, enter this amount on the city record(s) **Payroll Item** as an error adjustment
- Manually increase the total and taxable gross amount on the Federal, Ohio, OSDI, city by using:

-Go to **Core/Adjustments**

- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **Federal Tax 001**
- **Type-**From Drop Down  choose **Total Gross**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount to be included in the total gross
- **Description-** Enter in a description (optional)

- Click 

-Go to **Core/Adjustments**

- Click 
- **Employee-** Find employee by typing in a few characters of first or last name

- **Payroll Item-** From Drop Down choose **Federal Tax 001**
 - **Type-**From Drop Down choose **Taxable Gross**
 - Transaction Date-{*}Enter or choose date from calendar
 - **Amount-** Enter in the amount to be included in the taxable gross
 - **Description-** Enter in a description (optional)
 - Click
- Repeat the same process for **State, OSDI** and **City** records.

Option #2











- Total the amounts paid through warrant
- Add a **Payroll Item Configuration** record payable to the district; use a type of REG
- Add a matching **Payroll Item** record for each employee, entering the reimbursed amount paid to the employee as the amount to withhold, use a stop date so the Payroll Item is active for one pay only
- Using a MIS pay in **Payroll/FUTURE** or **CURRENT**, enter the reimbursed amount
- Deposit **Outstanding Payables** check as a reduction of expenditure against the benefit account

Scenario 2










If paid through warrant check and district wants the amount to appear on the W2 as wages and in box 14 as fringe benefits:

Option #1





- Calculate the amount of medicare tax as it applies to the total
- If there is medicare pickup be sure to inflate the Medicare amount as well as the total and taxable gross
- Before the last pay of 2018, enter withholding amount on the Medicare **Payroll Item** record as an error adjustment both employee and employer amounts
- Manually increase the total and taxable gross amount on the Medicare **Payroll Item** record (if applicable):
-Go to **Core/Adjustments**
- Click
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down choose **Medicare Tax 6XX**
- **Type-**From Drop Down choose **Total Gross**
 - Transaction Date-{*}Enter or choose date from calendar
- **Amount-** Enter in the amount to be included in the total gross





- **Description-** Enter in a description (optional)
- Click  Save
- Go to **Core/Adjustments**
- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **Medicare Tax 6XX**
- **Type-**From Drop Down  choose **Taxable Gross**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount to be included in the taxable gross
- **Description-** Enter in a description (optional)
- Click 
- If city withholding is needed, calculate the amount of city tax as it applies to the total
- Before the last pay of 2018, enter this amount on the city **Payroll Item** record(s) as an error adjustment
- Manually increase the total and taxable gross amount on the city record(s) as it applies:
- Go to **Core/Adjustments**
- Click 
- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **City Tax XXX**
- **Type-**From Drop Down  choose **Total Gross**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount to be included in the total gross
- **Description-** Enter in a description (optional)
- Click 

-Go to **Core/Adjustments**

- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **City Tax 001**
- **Type-**From Drop Down  choose **Taxable Gross**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount to be included in the taxable gross
- **Description-** Enter in a description (optional)
- Click 
- Manually increase the total and taxable gross on the **OSDI** record as it applies:
- Go to **Core/Adjustments**
- Click 
- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **OSDI Tax 001**
- **Type-**From Drop Down  choose **Total Gross**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount to be included in the total gross
- **Description-** Enter in a description (optional)
- Click 





-Go to **Core/Adjustments**

- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **OSDI Tax 001**
- **Type-**From Drop Down  choose **Taxable Gross**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount to be included in the taxable gross
- **Description-** Enter in a description (optional)
- Click 
- Enter the amount in the fringe benefit field on the 001 record:
- Go to **Core/Adjustments**





- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **Federal Tax 001**
- **Type-**From Drop Down  choose **Fringe Benefits**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount of the Fringe Benefit
- **Description-** Enter in a description (optional)
- Click 

Option #2

- Total the amounts paid through warrant
- Add a **Payroll Item Configuration** record payable to the district; use a type of REG
- Add a matching **Payroll Item** record for each employee, entering the reimbursed amount paid to the employee as the amount to withhold, use a stop date so the deduction is active for one pay only
- Using a MIS pay in **Payroll/FUTURE** or **CURRENT**, enter the reimbursed amount
- Deposit **Outstanding Payables** check as a reduction of expenditure against the benefit account
- Manually reduce the total and taxable gross amounts on the **001** and **Ohio** records by the total amount entered as the MIS pay:
-Go to **Core/Adjustments**





- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **Federal Tax 001**
- **Type-**From Drop Down  choose **Total Gross**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount to be reduced from the total gross
- **Description-** Enter in a description (optional)
- Click 

-Go to **Core/Adjustments**

- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **Federal Tax 001**
- **Type-**From Drop Down  choose **Taxable Gross**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount to be reduced from the taxable gross
- **Description-** Enter in a description (optional)
- Click 













-Repeat the process for the **State Tax** record as well.

- Enter the amount in the fringe benefit field on the 001 record:
-Go to **Core/Adjustments**

- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **Federal Tax 001**
- **Type-**From Drop Down  choose **Fringe Benefits**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount of the Fringe Benefit
- **Description-** Enter in a description (optional)
- Click 

Scenario 3

If paid through USPS and district want the amounts to appear on the W2 in box 14 as fringe benefits:

- Enter the amount in the 'fringe benefit' field on the 001 record:
-Go to **Core/Adjustments**
- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **Federal Tax 001**
- **Type-**From Drop Down  choose **Fringe Benefits**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount of the Fringe Benefit
- **Description-** Enter in a description (optional)
- Click 
- Manually reduce the taxable and total gross amounts on the **001** and **Ohio** records by this amount (W2 Report Submission will add it back to these figures based on amount in fringe field on 001):
--Go to **Core/Adjustments**
- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **Federal Tax 001**
- **Type-**From Drop Down  choose **Total Gross**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount to be reduced from the total gross
- **Description-** Enter in a description (optional)
- Click 
- Go to **Core/Adjustments**
- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **Federal Tax 001**
- **Type-**From Drop Down  choose **Taxable Gross**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount to be reduced from the taxable gross
- **Description-** Enter in a description (optional)
- Click 

Scenario 4

- If paid through USPS and district does not want this included with the salary account charges in USAS:
- Post a reduction of expenditure to the 1XX object account and a negative reduction of expenditure to the desired object code fund using **Transactions/Receipts**

Scenario 5

If paid part of the calendar year through warrant and part of the calendar year through USPS and district wants the amount to appear on the W2 as wages but not in box 14 as fringe benefits:

Option #1

- Determine the amount paid through warrant, this will be the total
- Calculate the amount of Medicare tax as it applies to the total
- If there is Medicare pickup be sure to inflate the Medicare amount as well as the total and taxable gross
- Before the last pay of 2018, enter the withholding amount on the **Medicare Payroll Item** record as an error adjustment for both employee and employer amounts
- If city withholding is needed, calculate the amount of city tax as it applies to the total
- Before the last pay of 2018, enter this amount on the city **Payroll Item** record(s) as an error adjustment
- Manually increase the total and taxable gross amount on the **Federal, Ohio, OSDI, city and Medicare** records (if applicable) by the amount paid through warrant:

-Go to **Core/Adjustments**



- Click
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down choose **Federal Tax 001**
- **Type-**From Drop Down choose **Total Gross**
 - Transaction Date-({*)Enter or choose date from calendar
- **Amount-** Enter in the amount to be included in the total gross
- **Description-** Enter in a description (optional)



Click

-Go to **Core/Adjustments**



- Click
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down choose **Federal Tax 001**
- **Type-**From Drop Down choose **Taxable Gross**
 - Transaction Date-({*)Enter or choose date from calendar
- **Amount-** Enter in the amount to be included in the taxable gross
- **Description-** Enter in a description (optional)

- Click  Save
Repeat this process for **State**, **OSDI** and **Medicare** records as well.

Option #2

- Prior to the last 2018 payroll
- Total the amounts paid through warrant
- Add a **Payroll Item Configuration** record payable to the district; use a type of REG
- Add a matching **Payroll Item** record for each employee, entering the reimbursed amount paid to the employee as the amount to withhold, use a stop date so the deduction is active for one pay only
- Using a MIS pay in **Payroll/FUTURE** or **CURRENT**, enter the reimbursed amount
- Deposit **Outstanding Payable** check as a reduction of expenditure against the benefit account





Scenario 6

If paid part of the calendar year through warrant and part of the calendar year through USPS and district wants the amount to appear on the W2 as wages and in box 14 as fringe benefits:




Option #1


- Determine the amount paid through warrant, this will be the total
- Calculate the amount of medicare tax as it applies to the total
- If there is medicare pickup be sure to inflate the Medicare amount as well as the total and taxable gross
- Before the last pay of 2018, enter this amount on the **Medicare Payroll Item** record as an error adjustment for both employee and employer amounts
- If city withholding is needed, calculate the amount of city tax as it applies to the total
- Before the last pay of 2018, enter this amount on the city **Payroll Item** record(s) as an error adjustment
- Manually reduce the total and taxable gross amount on the **Federal** and **Ohio** record by the amount paid through USPS (W2PROC will add it back to these figures based on the fringe field on the 001 record):

-Go to **Core/Adjustments**


- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **Federal Tax 001**
- **Type-**From Drop Down  choose **Total Gross**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount to be reduced from the total gross
- **Description-** Enter in a description (optional)
- Click 

-Go to **Core/Adjustments**

- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **Federal Tax 001**
- **Type-**From Drop Down  choose **Taxable Gross**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount to be reduced from the taxable gross
- **Description-** Enter in a description (optional)

- Click 
- Repeat the same process for the **State** record
- Manually increase the total and taxable gross amounts on the **OSDI** records by the amount paid through warrant:

-Go to **Core/Adjustments**

- Click 
- **Employee-** Find employee by typing in a few characters of first or last name

- **Payroll Item-** From Drop Down choose **OSDI TaxXXXX**
- **Type-**From Drop Down choose **Total Gross**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount to be included in the total gross
- **Description-** Enter in a description (optional)
- Click

-Go to **Core/Adjustments**

- Click
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down choose **Federal Tax 001**
- **Type-**From Drop Down choose **Taxable Gross**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount to be included in the taxable gross
- **Description-** Enter in a description (optional)
- Click
- Enter both the amount paid through warrant and the amount paid through USPS in the fringe field on the 001 record:

-Go to **Core/Adjustments**

- Click
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down choose **Federal Tax 001**
- **Type-**From Drop Down choose **Fringe Benefits**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount of the Fringe Benefit
- **Description-** Enter in a description (optional)
- Click

Option #2






- Prior to the last 2018 payroll
- Total the amounts paid through warrant
- Add a **Payroll Item Configuration** record payable to the district; use a type of REG
- Add a matching **Payroll Item** record for each employee, entering the reimbursed amount paid to the employee as the amount to withhold, use a stop date so the deduction is active for one pay only
- Using a MIS pay in **Payroll/FUTURE** or **CURRENT**, enter the reimbursed amount
- Deposit **Outstanding Payable** check as a reduction of expenditure against the benefit account
- Manually reduce the total and taxable gross amount on the federal and Ohio records by the amount paid through USPS previously plus the amount of the MIS pay (**Adjustments** will add it back to these figures based on the fringe field on the 001 record):

Go to **Core/Adjustments**

- Click
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down choose **Federal Tax 001**
- **Type-**From Drop Down choose **Total Gross**
 - Transaction Date-({})Enter or choose date from calendar
- **Amount-** Enter in the amount to be reduced from the total gross
- **Description-** Enter in a description (optional)
- Click

-Go to **Core/Adjustments**

- Click
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down choose **Federal Tax 001**
- **Type-**From Drop Down choose **Taxable Gross**
 - Transaction Date-({})Enter or choose date from calendar

- **Amount-** Enter in the amount to be reduced from the taxable gross
- **Description-** Enter in a description (optional)
- Click 
- Enter the amounts paid through warrant and the amount paid through USPS in the fringe benefit field on the 001 record:
-Go to **Core/Adjustments**
- Click 
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down  choose **Federal Tax 001**
- **Type-**From Drop Down  choose **Fringe Benefits**
 - Transaction Date-{*}Enter or choose date from calendar
- **Amount-** Enter in the amount of the Fringe Benefit
- **Description-** Enter in a description (optional)
- Click 

Scenario 7

District has paid the amounts through warrant and does not want anything on the W2:


- No action is needed

Note: All *Option #1* scenarios, the employee pays any Federal, Ohio and OSDI taxes on amount paid through warrant as a part of the year-end tax return filing. However, if desired, the district can enter an error adjustment for a calculated amount prior to the last 2018 payroll and appropriate taxes will be withheld.

Non-Cash Amounts for W2 Reporting

Scenario 1

If the district wants the amount to appear on the W2 as wages but not in box 14 as fringe benefits:

- Calculate the amount of medicare tax as it applies to the total
- If there is medicare pickup be sure to inflate the Medicare amounts as well as the total and taxable gross
- Before the last pay of 2018, enter the Medicare Payroll **Item** amount on the medicare record as an error adjustment both employee and employer amounts
- If city withholding is needed, calculate the amount of city tax as it applies to the total
- Before the last pay of 2018, enter this amount on the city **Payroll Item** record(s) as an error adjustment
- Manually increase the total and taxable gross amount on the **Federal, Ohio, OSDI, City** (if applicable) and **Medicare** records:
-Go to **Core/Adjustments**
- Click 
- **Employee-** Find employee by typing in a few characters of first or last name

- **Payroll Item-** From Drop Down choose **Federal Tax 001**
- **Type-**From Drop Down choose **Total Gross**
 - Transaction Date-[*]Enter or choose date from calendar
- **Amount-** Enter in the amount to be included in the total gross
- **Description-** Enter in a description (optional)
- Click
- Go to **Core/Adjustments**
- Click
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down choose **Federal Tax 001**
- **Type-**From Drop Down choose **Taxable Gross**
 - Transaction Date-[*]Enter or choose date from calendar
- **Amount-** Enter in the amount to be included in the taxable gross
- **Description-** Enter in a description (optional)
- Click
- Go to **Core/Adjustments**
- Click
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down choose **Medicare Tax 6XX**
- **Type-**From Drop Down choose **Total Gross**
 - Transaction Date-[*]Enter or choose date from calendar
- **Amount-** Enter in the amount to be included in the total gross
- **Description-** Enter in a description (optional)
- Click
- Go to **Core/Adjustments**
- Click
- **Employee-** Find employee by typing in a few characters of first or last name
- **Payroll Item-** From Drop Down choose **Medicare Tax 6XX**
- **Type-**From Drop Down choose **Taxable Gross**
 - Transaction Date-[*]Enter or choose date from calendar
- **Amount-** Enter in the amount to be included in the taxable gross
- **Description-** Enter in a description (optional)
- Click
- Repeat the same process for **State, OSDI** and **City** records.

Scenario 2- If the NC3 Pay Type had not been used during a payroll, the following would need to be done.


If the district wants the amount to appear on the W2 as wages and in box 14 as fringe benefits:

- Calculate the amount of medicare tax as it applies to the total
- If there is medicare pickup be sure to inflate the Medicare amount as well as the total and taxable gross
- Before the last pay of 2018, enter this amount on the Medicare **Payroll Item** record as an error adjustment, both employee and employer amounts
- If city withholding is needed, calculate the amount of city tax as it applies to the total
- Before the last pay of 2018, enter this amount on the city **Payroll Item** record(s) as an error adjustment
- Manually increase the total and taxable gross amount on the Medicare records:
 - Go to **Core/Adjustments**
 - Click
 - **Employee-** Find employee by typing in a few characters of first or last name
 - **Payroll Item-** From Drop Down choose **Medicare Tax 6XX**
 - **Type-**From Drop Down choose **Total Gross**
 - Transaction Date-[*]Enter or choose date from calendar
 - **Amount-** Enter in the amount to be included in the total gross


- **Description-** Enter in a description (optional)

• Click 

-Go to **Core/Adjustments**

• Click 

- **Employee-** Find employee by typing in a few characters of first or last name

• **Payroll Item-** From Drop Down  choose **Medicare Tax 6XX**

• **Type-**From Drop Down  choose **Taxable Gross**

- Transaction Date-({})Enter or choose date from calendar

• **Amount-** Enter in the amount to be included in the taxable gross


• **Description-** Enter in a description (optional)

• Click 


-Repeat the same process for **OSDI** and **City** records


-Enter the amount in the fringe benefit field on the 001 record:

-Go to **Core/Adjustments**

• Click 

- **Employee-** Find employee by typing in a few characters of first or last name

• **Payroll Item-** From Drop Down  choose **Federal Tax 001**

• **Type-**From Drop Down  choose **Fringe Benefits**

- Transaction Date-({})Enter or choose date from calendar

• **Amount-** Enter in the amount of the Fringe Benefit

• **Description-** Enter in a description (optional)

• Click 

Note: In all Non-Cash Amount scenarios, the employee pays any federal, Ohio and OSDI taxes as a part of the year-end tax return filing. However, if desired, the district can enter an error adjustment for a calculated amount **prior** to the last 2018 payroll.