

USPS Calendar Year-end Closing Checklist

This procedure outlines the steps to be taken to close the USPS calendar year-end.

- [Preliminary Calendar Year-End Closing](#)
- [Quarter-End Closing](#)
- [W2 Processing NOW](#)
- [W2 Processing at a later date](#)
 - [Ready to process W2's from the D account](#)

IMPORTANT:

DEADLINE FOR ALL W2 SUBMISSION FILES IS **FRIDAY, JANUARY 22, 2021.**

Preliminary Calendar Year-End Closing

- 1. Process any NC1 payments
 - Be sure to run the NC1 pay types for life insurance premiums over \$50,000 before your last payroll of the calendar year. See the chapter called [Reporting Taxable Amount of Life Insurance Premiums](#) in the USPS User Guide.
- 2. Process any NC2 payments
 - Be sure to run the NC2 pay types for adoption assistance before your last payroll of the calendar year. See the chapter called [Adoption Assistance](#) in the USPS User Guide.
- 3. Process any NC3 payments
 - Be sure to run the NC3 pay types for non-cash taxable benefits before your last payroll of the calendar year. See the document called [Reimbursable Employee Expenses](#) for further information.
- 4. Verify SSN Numbers
 - Using W2MAINT, SSN can be verified at any time prior to printing W2's.
 - Run W2MAINT, selecting the SSAEVS option - creates the EVSREQ2K.SEQ file
 - Upload EVSREQ2K.SEQ file to Social Security Administration
 - When Social Security Administration returns the error file, rename the file to EVSREQ2K.SEQ
 - File transfer EVSREQ2K.SEQ from your computer to Classic
 - Run W2MAINT, selecting the EVSTRN option. This creates a printable report of any errors.
 - MASCHG/CHGSSN can be used to update any social security numbers.
- 5. Verify the W2 Abbrev field on all USPSDAT/DEDNAM OSDI records.
 - OSDI code needs to be listed first (required), followed by any description. Click [here](#) for a complete list of OSDI codes.
- 6. If you have any employees who have Bowling Green, Maumee, Napoleon, Oregon, Perrysburg, Sylvania, and Toledo City tax withheld, the tax information can be filed electronically. NWOCA can submit this data on your behalf. Insure the tax entity code is entered on the respective city tax records in the DEDNAM/Tax Entity code field.



The information cannot be filed electronically unless the entity code is present (BOWLI, MAUME, NAPOL, OREGO, PBURG, SYLV, and TOLED).

- 7. For any city reporting to RITA, verify the following:
 - On the USPSDAT/DEDNAM city record(s) verify the RITA assigned code is entered, flag is set to Y, and RITA assigned description is entered.
 - For the employees having the city tax withheld, verify the USPSCN/DEDESCN Employ/Residence flag is marked as C (Employment) or R (Residence).



<https://www.ritaohio.com/TaxRatesTable>

- 8. For any city reporting to CCA, verify the following:
 - On the USPSDAT/DEDNAM city record(s) verify the CCA assigned code is entered, flag is set to Y, and CCA assigned description is entered.
 - **Any district that reports to the CCA must also make sure that they review the Appendices that the CCA has published. City codes MUST be in for cities on these lists, regardless if they are a CCA city or not. These cities get reported in the file that is sent to CCA and must be coded.**
 - Go to Appendix A, B, or C to check for the correct assigned code <http://ccatax.ci.cleveland.oh.us/forms/dataformat2020.pdf>

- If CCA city is in Appendix A, they need the following in DEDNAM for CCA: CCA Flag=Y, valid CCA code, and valid CCA city name.
 - If any city is not in Appendix A but in Appendix B, DEDNAM should be: CCA Flag=blank, valid CCA code, and CCA city name.
 - If any city is not in Appendix A, B, or C, DEDNAM should be: CCA Flag=blank, valid CCA code = blank, and valid CCA city name should be entered based on the name found in the Ohio Municipal Income Tax Rate Table found at (aka The Finder):
 - <https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/Download/MuniRateTableInstructions.aspx>
 - **For the employees having the CCA or any other city tax withheld, verify the USPSCN/DEDSCN Employ/Residence flag is marked as C (Employment) or R (Residence).** **THIS IS REQUIRED**
 - **Finally, please check your employee's addresses to make sure you are following the guidelines set up by the US Postal Service in Publication 28:** <https://pe.usps.com/cpim/ftp/pubs/pub28/pub28.pdf>
9. Verify any USPSDAT/DEDNAM records being used for HSA purposes have the Annuity type field set to I (Section 125, Health Savings Acct (HSA)).
10. For those employees that have received payments due to Families First Coronavirus Response Act (FFCRA), these amounts need to be reported on the employee's W2. These can be entered on the employee's USPSCN/DEDSCN Federal 001 record or using USUPLOAD /DEDSCN. For details on how this should be reported, click [here](#).

Quarter-End Closing

11. Run QRTRPT selecting the demand option (N).
12. In the "Totals" section of QRTRPT, the gross and adjusted gross should balance using a manual calculation

Gross
 - Annuities
 Adjusted gross calculated



The Adjusted gross calculated should equal the adjusted gross amount from QRTRPT. This should be true for all adjusted gross figures in the "Totals" section

13. All deduction checks for the quarter should equal the total deductions showing on QRTRPT. Be sure to verify all electronic payments as well.
- CHKSTS can be run to generate a listing of deduction check totals.
 - Sort Option = C
 - Print Option = A
 - Check Type = D, E, G
 - Leave all other selection fields blank
14. The total gross showing on QRTRPT should equal the total of all payroll clearance checks created for the quarter.
- CHEKPY can be run to generate a listing of all payroll clearance check.
 - Sort options = C
 - Sub-total by vendor = N
 - Print missing check numbers = N
 - Check types to select = P
 - Check statuses to select = leave blank
 - Print vendor from PO or check = P
 - Date Selection = first day in quarter to last day of quarter
 - Check Selection = leave blank
 - Summary or Detail report = S
 - Single or Double space summary report = S
15. It is recommended that you balance the W2REPT quarterly to minimize problems at calendar year-end.
- Run W2PROC (saying "N" to Create Tape file prompt) to generate W2 reports.
- Balance the deduction totals (taxes and annuities) on the W2REPT.TXT report with the totals from the PAYDED.TXT reports from the quarter.
 - Balance the gross amounts on the W2REPT.TXT report with BUDDIS.TXT reports for the quarter.



These amounts may not balance due to the way W2PROC handles certain amounts (e.g. Medicare pickup).

If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or manual changes in USPSCN. The AUDPRT can be useful in identifying these problems.

- Complete and balance the W2REPT Reconciliation Worksheet for the quarter following the directions on the worksheet.
16. Run PAYDED to generate a non-zero deduction listing. This will assure all deductions have been paid to date.

- Under Selection Criteria:
 - Payment option = A
 - Pay cycle = leave blank
 - Deduction codes = leave blank
 - Once the report is generated, view the DEDRPT.TXT and verify that there are no outstanding deduction amounts.
17. The total of all board paid amounts (if tracked on the system) should equal the total of all warrant checks to the vendor or deduction company.
- CHEKPY can be run to generate a listing of all board paid deduction checks.
 - Sort options = C
 - Sub-total by vendor = Y
 - Print missing check numbers = N
 - Check types to select = M,W
 - Check statuses to select = leave blank
 - Print vendor from PO or check = P
 - Date Selection = January 1, XXXX to last day of quarter
 - Check Selection = leave blank
 - Summary or Detail report = S
 - Single or Double space summary report = S
 - Include or Exclude the following vendors? = I
 - Vendors = enter the vendor numbers for all board paid deductions
18. Complete and file any required quarter-end submission forms.
19. For city withholding, take the total gross on W2REPT.TXT times the city tax percentage. The calculated figure should equal the amount listed on the W2REPT.TXT. This amount should also equal the total checks submitted.
- CHKSTS can be run to generate a report of all checks created.
 - Sort Option = C
 - Print Option = A
 - Check Type = A
 - Specific Deduction Codes = enter all city deduction codes
 - Check Selection = leave blank
 - Issue Date = 01/01/XXXX to last day in quarter



Mobile employees could cause discrepancies.

20. Process ODJFS report and submission file.
- Run ODJFSRPT for verification purposes.
 - Create a submission file = N
 - Reporting Year = enter appropriate year
 - Reporting Quarter = enter appropriate quarter
 - Max number of weeks = number of Saturdays in the quarter
 - District name = should default
 - Street address = should default
 - City = should default
 - State = should default
 - Zip = should default
 - Review ODJFSRPT.TXT. If adjustments are necessary, USPCSN/ATDSCN - AD/OB can be entered.
 - Run ODJFSRPT to create the tape file.
 - Create a submission file = Y
 - Reporting Year = enter appropriate year
 - Reporting Quarter = enter appropriate quarter
 - Max number of weeks = number of Saturdays in the quarter
 - District name = should default
 - Street address = should default
 - City = should default
 - State = should default
 - Zip = should default
21. Send an email to mail_staff_fis@nwoca.org and inform them that you have created the ODJFS tape file.
22. Only if hard copies of quarter end reports are desired, run the following:
- USRPT/EMPMST (all data)
 - USPRPT/ERNSUM (all data for the quarter) – condensed version of ERNREG (170 column report)
 - ERNREG – (all data for the quarter)
 - QRTRPT – (all data –demand report)




If you ARE ready to complete W2 Processing , Proceed to Step 23.

If you are NOT ready to complete W2 Processing, [Proceed to W2 Processing at a Later Date](#)

W2 Processing NOW


- 23. Verify the W2 Abbrev field on all USPSDAT/DEDNAM OSDI records.
 - OSDI code needs to be listed first (required), followed by any description. Click [here](#) for a complete list of OSDI codes.
- 24. If you have any employees who have Bowling Green, Maumee, Napoleon, Oregon, Perrysburg, Sylvania, and Toledo City tax withheld, the tax information can be filed electronically. NWOCA can submit this data on your behalf. Insure the tax entity code is entered on the respective city tax records in the DEDNAM/Tax Entity code field.

 The information cannot be filed electronically unless the entity code is present (BOWLI, MAUME, NAPOL, OREGO, PBURG, SYLV, and TOLED).

- 25. For any city reporting to RITA, verify the following:
 - On the USPSDAT/DEDNAM city record(s) verify the RITA assigned code is entered, flag is set to Y, and RITA assigned description is entered.
 - For the employees having the city tax withheld, verify the USPSCN/DEDESCN Employ/Residence flag is marked as C (Employment) or R (Residence).

 <https://www.ritaohio.com/TaxRatesTable>


- 26. For any city reporting to CCA, verify the following:
 - On the USPSDAT/DEDNAM city record(s) verify the CCA assigned code is entered, flag is set to Y, and CCA assigned description is entered.
 - **Any district that reports to the CCA must also make sure that they review the Appendices that the CCA has published. City codes MUST be in for cities on these lists, regardless if they are a CCA city or not. These cities get reported in the file that is sent to CCA and must be coded.**
 - Go to Appendix A, B, or C to check for the correct assigned code <http://ccatax.ci.cleveland.oh.us/forms/dataformat2020.pdf>
 - If CCA city is in Appendix A, they need the following in DEDNAM for CCA: CCA Flag=Y, valid CCA code, and valid CCA city name.
 - If any city is not in Appendix A but in Appendix B, DEDNAM should be: CCA Flag=blank, valid CCA code, and CCA city name.
 - If any city is not in Appendix A, B, or C, DEDNAM should be: CCA Flag=blank, valid CCA code = blank, and valid CCA city name should be entered based on the name found in the Ohio Municipal Income Tax Rate Table found at (aka The Finder):
 - <https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/Download/MuniRateTableInstructions.aspx>
 - **For the employees having the CCA or any other city tax withheld, verify the USPSCN/DEDESCN Employ/Residence flag is marked as C (Employment) or R (Residence).** THIS IS REQUIRED
 - **Finally, please check your employee's addresses to make sure you are following the guidelines set up by the US Postal Service in Publication 28:** <https://pe.usps.com/cpim/ftp/pubs/pub28/pub28.pdf>
 - 27. Verify any USPSDAT/DEDNAM records being used for HSA purposes have the Annuity type field set to I (Section 125, Health Savings Acct (HSA)).

 This amount will be placed in Box 12 with code W.

- 28. Enter any non-taxable third party sick pay in the 001 Third party pay field.

 This amount will be place in Box 12 with code J.

- 29. Enter any taxable third party sick pay following [Third Party Sick Pay](#) steps.
- 30. Enter any excludable moving expenses in the 001 Move Exp field.


 This amount will be placed in Box 12 with code P.

- 31. Enter any fringe benefits in the 001 Fringe benefits field.
- 32. If NC1 payment for life insurance was **not** processed prior to calendar year end, do the following:
 - Increase the QTD and YTD gross and taxable gross of the 001 DEDESCN record by the amount of the taxable premium.
 - Increase the YTD gross and taxable gross on the 002 DEDESCN record by the amount of the taxable premium.


- Increase the YTD gross and taxable gross on the city DEDSCN record IF required by the municipality.
- Increase the YTD gross and taxable gross on the FICA and/or Medicare DEDSCN by the amount of the taxable premium.
- Obtain payment from the employee for the FICA (6.2% of the taxable premium) and/or Medicare (1.45% of the taxable premium).
- Increase the YTD Deduct Total field on the FICA/Medicare DEDSCN(s) by the payment amount.
- Process a USAS transaction for the board share of Medicare.
- Enter the taxable premium on the 001 DEDSCN Life Insurance Cost field.
- Enter the taxable premium on the QTD, YTD, and FYTD fields for Non-cash earnings on JOBSCN (screen 3).

 This amount will be placed in Box 12 with code C.


33. If not using the DPCARE deduction type, enter the amount of dependent care in the 001 DEDSCN Dependent Care field.

 This amount will be placed in Box 10.

34. Enter the cost of company vehicle in the 001 DEDSCN Vehicle lease field.


 This amount will be added to the total and taxable gross fields on the Federal and Ohio causing W2REPT to be higher. This amount will be placed in Box 14.

35. Enter any employee expense reimbursements. See [Reimbursements of Employee Expenses](#) document.


 If these expenses were originally paid on the USAS side, this will create a balancing difference between QRTRPT and W2PROC. W2PROC may show higher gross amounts than actually paid through the USPS side.

36. Enter health reimbursement arrangement amounts in the 001 DEDSCN Hth Reimb field.

- Eligible employers are those small employers with less than 50 Full-Time Equivalent employees (those who work 130 hours a month or 30 or more hours a week for 120 consecutive days) and do NOT offer a group health plan to any of your employees.


 This amount will be placed in Box 12 with code FF.

37. Enter adoption assistance amount in the 001 Adopt. assist. field. See the chapter called [Adoption Assistance](#) in the USPS User Guide.

 This will be treated as an excludable fringe benefit. This amount will be placed in Box 12 with code T.

38. Enter moving expenses in the 001 Move Exp field.

- Only applies to active military.

 This amount will be placed in Box 12 with code P.

39. Verify cost of employer sponsored health care.

- If updates to employees are necessary, enter the amount in the 001 DEDSCN Emplr Hth field.

 USPLOAD/DEDSCN can be used to mass update changes. Please click [here](#) for required column heading information.

Any value in the Emplr Hth field is what will be printed on the W2.

This amount will be placed in Box 12 with code DD.

40. For those employees that have received payments due to FFCRA, these amounts need to be reported on the employee's W2. These can be entered on the employee's USPSCN/DEDSCN 001 record or using USPLOAD/DEDSCN. For details on how this should be reported, click [here](#).



These amounts will be place in Box 14.

- 41. If you have employees that you are withholding state taxes for **outside** Ohio, please click [here](#) for specific details on how this needs to be set up in the system for accurate reporting.
- 42. Run W2PROC (saying "N" to Create Tape file prompt).
- 42. View the W2ERR.TXT report and review all errors.
- 43. Verify and balance the W2REPT.TXT report. Make any necessary changes to the data and rerun W2PROC.



This program can be run as many times as necessary until all data is correct.

- 44. When all W2 data has been verified and is accurate run W2PROC again, saying "Y" to the Create Tape file prompt. **When answering the Sort Option prompt, be sure to choose the option that matches how you would like the employee copies of your W2 forms printed.**

Sort Options:

S - Sort by SSN
N - Sort by Employee Name
B - Sort by Building/Department and Employee Name
D - Sort by Building/Department, Pay Group, and Employee Name
P - Sort by Pay Group
Y - Sort by Zip Code and SSN
Z - Sort by Zip Code and Employee Name
C - Sort by Check Distribution and Employee Name



W2ERR.TXT is the error report.

W2REPT.TXT is report of all W2 information.

W2FORM.TXT is no longer used.

W2BREAK.TXT shows where the W2 forms should be separated for possible distribution. The report lists each sort field and its starting control number. This report does not apply to Name or SSN sort options.

W2FORM.DAT is used by NWOCA to print the actual W-2's for your district. If employees have more than two state, city, or OSDI tax records, the extra W-2 form necessary to accommodate this information will print on the W-2 immediately following the employee's primary W-2.

W2TAPE.SEQ is used to submit your federal tax information to the SSA. NWOCA will submit this information on your behalf.

W2CCA.SEQ and/or W2RITA.SEQ is generated for those districts reporting city tax information to RITA or CCA. This file is used by NWOCA to submit the city tax information on your behalf.

W2CITY.DAT is used for other city submissions and should not be printed.

W2OH.SEQ is used to submit your state of Ohio tax information to the Ohio Department of Taxation. NWOCA will submit this information of your behalf.

W2PA.SEQ is used to submit your information to the state of Pennsylvania tax information.


W2KY.SEQ is used to submit your information to the state of Kentucky tax information.

W2WV.SEQ is used to submit your information to the state of West Virginia tax information.

W2MI.SEQ is used to submit your information to the state of Michigan tax information.

W2IN.SEQ is used to submit your information to the state of Indiana tax information.


45. Complete the [2020 W2 Printing and Delivery Options](#) form to let NWOCA know your W2's are ready to be printed.

 Notification will be sent by NWOCA personnel when the W2's have been printed.


46. Run YTDRPT if desired.

 This report generates year-to-date totals and a benefit statement for all employees, pay groups, or individual employees.


47. Run OAPSE if desired.

 This report generates a listing of employee name, SSN, birthday, and year-to-date gross.

48. Run the procedure @PAY:USPS_CALENDAR_COPY or from the MENU>USPSCALEND.

 This procedure creates a copy of your files.

49. From the USPS_ANN menu, run the CALENDARCD program.

 This procedure generates a standard set of calendar year-end reports on PAYROLLCD.


50. Verify that the reports were copied to [PAYROLLCD](#).

51. Run QRTRPT and select option Y to zero out all data for the quarter and calendar year. **Do NOT zero out fiscal year data.**


52. To insure the data cleared correctly, run the QRTRPT program again and verify that the year to date and quarter to date totals on the report are zero.

W2 Processing at a later date

- 53. Run the procedure @PAY:USPS_CALENDAR_COPY or from the MENU>USPSCALEND.

 This creates a copy of your files and allows W2's to be processed at a later time.


- 54. Send an email to NWOCA personnel (mail_staff_fis@nwoca.org), indicating that you wish to use your _D account for W2 Processing.

 Due to the importance of securing a copy of the payroll files before the quarter is closed, please do **NOT** proceed to the next step in this procedure until notified by NWOCA that your _D account has been created.

- 55. Run QRTRPT and select option Y to zero out all data for the quarter and calendar year. **Do NOT zero out fiscal year data.**
- 56. To insure the data cleared correctly, run the QRTRPT program again and verify that the year to date and quarter to date totals on the report are zero.
- 57. Continue with January payroll processing

Ready to process W2's from the D account


- 58. Log into _D account using username and password provided in the email instructions received from NWOCA.
- 59. Verify the W2 Abbrev field on all USPSCN/DEDSCN OSDI records.
 - OSDI code needs to be listed first (required), followed by any description. Click [here](#) for a complete list of OSDI codes.
- 60. If you have any employees who have Sylvania, Bowling Green, Oregon, Napoleon, Perrysburg, Maumee, Toledo or Whitehouse City tax withheld, the tax information can be filed electronically. NWOCA will submit this data on your behalf. Insure the entity codes are on the respective DEDNAM city tax records.

 The information cannot be filed electronically unless the entity code is present (SYLV, BOWLI, OREGO, NAPOL, PBURG, MAUME, TOLED).

- 61. For any city reporting to RITA, verify the following:
 - On the USPSDAT/DEDNAM city record(s) verify the RITA assigned code is entered, flag is set to Y, and RITA assigned description is entered.
 - For the employees having the city tax withheld, verify the USPSCN/DEDSCN Employ/Residence flag is marked as C (Employment) or R (Residence).

 <https://www.ritaohio.com/TaxRatesTable>


- 62. For any city reporting to CCA, verify the following:
 - On the USPSDAT/DEDNAM city record(s) verify the CCA assigned code is entered, flag is set to Y, and CCA assigned description is entered.
 - **Any district that reports to the CCA must also make sure that they review the Appendices that the CCA has published. City codes MUST be in for cities on these lists, regardless if they are a CCA city or not. These cities get reported in the file that is sent to CCA and must be coded.**
 - Go to Appendix A, B, or C to check for the correct assigned code <http://ccatax.ci.cleveland.oh.us/forms/dataformat2020.pdf>
 - If CCA city is in Appendix A, they need the following in DEDNAM for CCA: CCA Flag=Y, valid CCA code, and valid CCA city name.
 - If any city is not in Appendix A but in Appendix B, DEDNAM should be: CCA Flag=blank, valid CCA code, and CCA city name.
 - If any city is not in Appendix A, B, or C, DEDNAM should be: CCA Flag=blank, valid CCA code = blank, and valid CCA city name should be entered based on the name found in the Ohio Municipal Income Tax Rate Table found at (aka The Finder):
 - <https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/Download/MuniRateTableInstructions.aspx>
 - **For the employees having the CCA or any other city tax withheld, verify the USPSCN/DEDSCN Employ/Residence flag is marked as C (Employment) or R (Residence).** **THIS IS REQUIRED**
 - **Finally, please check your employee's addresses to make sure you are following the guidelines set up by the US Postal Service in Publication 28:** <https://pe.usps.com/cpim/ftp/pubs/pub28/pub28.pdf>
 - 63. Verify any USPSDAT/DEDNAM records being used for HSA purposes have the Annuity type field set to I (Section 125, Health Savings Acct (HSA)).

 This amount will be placed in Box 12 with code W.


64. Enter any non-taxable third party sick pay in the 001 Third party pay field.

 This amount will be placed in Box 12 with code J.


65. Enter any taxable third party sick pay following [Third Party Sick Pay](#) steps.
66. Enter any excludable moving expenses in the 001 Move Exp field.

 This amount will be placed in Box 12 with code P.


67. Enter any fringe benefits in the 001 Fringe benefits field.
68. If NC1 payment for life insurance was **not** processed prior to calendar year end, do the following:
- Increase the QTD and YTD gross and taxable gross of the 001 DEDSCN record by the amount of the taxable premium.
 - Increase the YTD gross and taxable gross on the 002 DEDSCN record by the amount of the taxable premium.
 - Increase the YTD gross and taxable gross on the city DEDSCN record IF required by the municipality.
 - Increase the YTD gross and taxable gross on the FICA and/or Medicare DEDSCN by the amount of the taxable premium.
 - Obtain payment from the employee for the FICA (6.2% of the taxable premium) and/or Medicare (1.45% of the taxable premium).
 - Increase the YTD Deduct Total field on the FICA/Medicare DEDSCN(s) by the payment amount.
 - Process a USAS transaction for the board share of Medicare.
 - Enter the taxable premium on the 001 DEDSCN Life Insurance Cost field.
 - Enter the taxable premium on the QTD, YTD, and FYTD fields for Non-cash earnings on JOBSCN (screen 3).

 This amount will be placed in Box 12 with code C.


69. If not using the DPCARE deduction type, enter the amount of dependent care in the 001 DEDSCN Dependent Care field.

 This amount will be placed in Box 10.

70. Enter the cost of company vehicle in the 001 DEDSCN Vehicle lease field.

 This amount will be added to the total and taxable gross fields on the Federal and Ohio causing W2REPT to be higher. This amount will be placed in Box 14.


71. Enter any employee expense reimbursements. See [Reimbursements of Employee Expenses](#) document.

 If these expenses were originally paid on the USAS side, this will create a balancing difference between QRTRPT and W2PROC. W2PROC may show higher gross amounts than actually paid through the USPS side.

72. Enter health reimbursement arrangement amounts in the 001 DEDSCN Hth Reimb field.
- Eligible employers are those small employers with less than 50 Full-Time Equivalent employees (those who work 130 hours a month or 30 or more hours a week for 120 consecutive days) and do NOT offer a group health plan to any of your employees.


 This amount will be placed in Box 12 with code FF.

73. Enter adoption assistance amount in the 001 Adopt. assist. field. See the chapter called [Adoption Assistance](#) in the USPS User Guide.


 This will be treated as an excludable fringe benefit. This amount will be placed in Box 12 with code T.

74. Enter moving expenses in the 001 Move Exp field.


- Only applies to active military.

 This amount will be placed in Box 12 with code P.


75. Verify cost of employer sponsored health care.
- If updates to employees are necessary, enter the amount in the 001 DEDSCN Emplr Hth field.

 USPLOAD/DEDCSN can be used to mass update changes. Please click [here](#) for required column heading information.
Any value in the Emplr Hth field is what will be printed on the W2.
This amount will be placed in Box 12 with code DD.

76. For those employees that have received payments due to FFCRA, these amounts need to be reported on the employee's W2. These can be entered on the employee's USPSCN/DEDCSN 001 record or using USPLOAD/DEDCSN. For details on how this should be reported, click [here](#).

 These amounts will be place in Box 14.

77. If you have employees that you are withholding state taxes for **outside** Ohio, please click [here](#) for specific details on how this needs to be set up in the system for accurate reporting.
78. Run W2PROC (saying "N" to Create Tape file prompt).
79. View the W2ERR.TXT report and review all errors.
80. Verify and balance the W2REPT.TXT report. Make any necessary changes to the data and rerun W2PROC.

 This program can be run as many times as necessary until all data is correct.

81. When all W2 data has been verified and is accurate run W2PROC again, saying "Y" to the Create Tape file prompt. **When answering the Sort Option prompt, be sure to choose the option that matches how you would like the employee copies of your W2 forms printed.**

Sort Options:

```
S - Sort by SSN
N - Sort by Employee Name
B - Sort by Building/Department and Employee Name
D - Sort by Building/Department, Pay Group, and Employee Name
P - Sort by Pay Group
Y - Sort by Zip Code and SSN
Z - Sort by Zip Code and Employee Name
C - Sort by Check Distribution and Employee Name
```



W2ERR.TXT is the error report.

W2REPT.TXT is report of all W2 information.

W2FORM.TXT is no longer used.

W2BREAK.TXT shows where the W2 forms should be separated for possible distribution. The report lists each sort field and its starting control number. This report does not apply to Name or SSN sort options.

W2FORM.DAT is used by NWOCA to print the actual W-2's for your district. If employees have more than two state, city, or OSDI tax records, the extra W-2 form necessary to accommodate this information will print on the W-2 immediately following the employee's primary W-2.

W2TAPE.SEQ is used to submit your federal tax information to the SSA. NWOCA will submit this information on your behalf.

W2CCA.SEQ and/or W2RITA.SEQ is generated for those districts reporting city tax information to RITA or CCA. This file is used by NWOCA to submit the city tax information on your behalf.

W2CITY.DAT is used for other city submissions and should not be printed.

W2OH.SEQ is used to submit your state of Ohio tax information to the Ohio Department of Taxation. NWOCA will submit this information of your behalf.

W2PA.SEQ is used to submit your information to the state of Pennsylvania tax information.

W2KY.SEQ is used to submit your information to the state of Kentucky tax information.

W2WV.SEQ is used to submit your information to the state of West Virginia tax information.

W2MI.SEQ is used to submit your information to the state of Michigan tax information.

W2IN.SEQ is used to submit your information to the state of Indiana tax information.

82. Complete the [2020 W2 Printing and Delivery Options](#) form to let NWOCA know your W2's are ready to be printed.



Notification will be sent by NWOCA personnel when the W2's have been printed.

83. Run YTD RPT if desired.



This report generates year-to-date totals and a benefit statement for all employees, pay groups, or individual employees.

84. Run OAPSE if desired.



This report generates a listing of employee name, SSN, birthday, and year-to-date gross.

85. Run the procedure @PAY:USPS_CALENDAR_COPY or from the MENU>USPSCALEND.



This procedure creates a copy of your files.

86. From the USPS_ANN menu, run the CALENDARCD program.



This procedure generates a standard set of calendar year-end reports on PAYROLLCD.

87. Verify that the reports were copied to [PAYROLLCD](#).