Year End:
PR W-2 Processing

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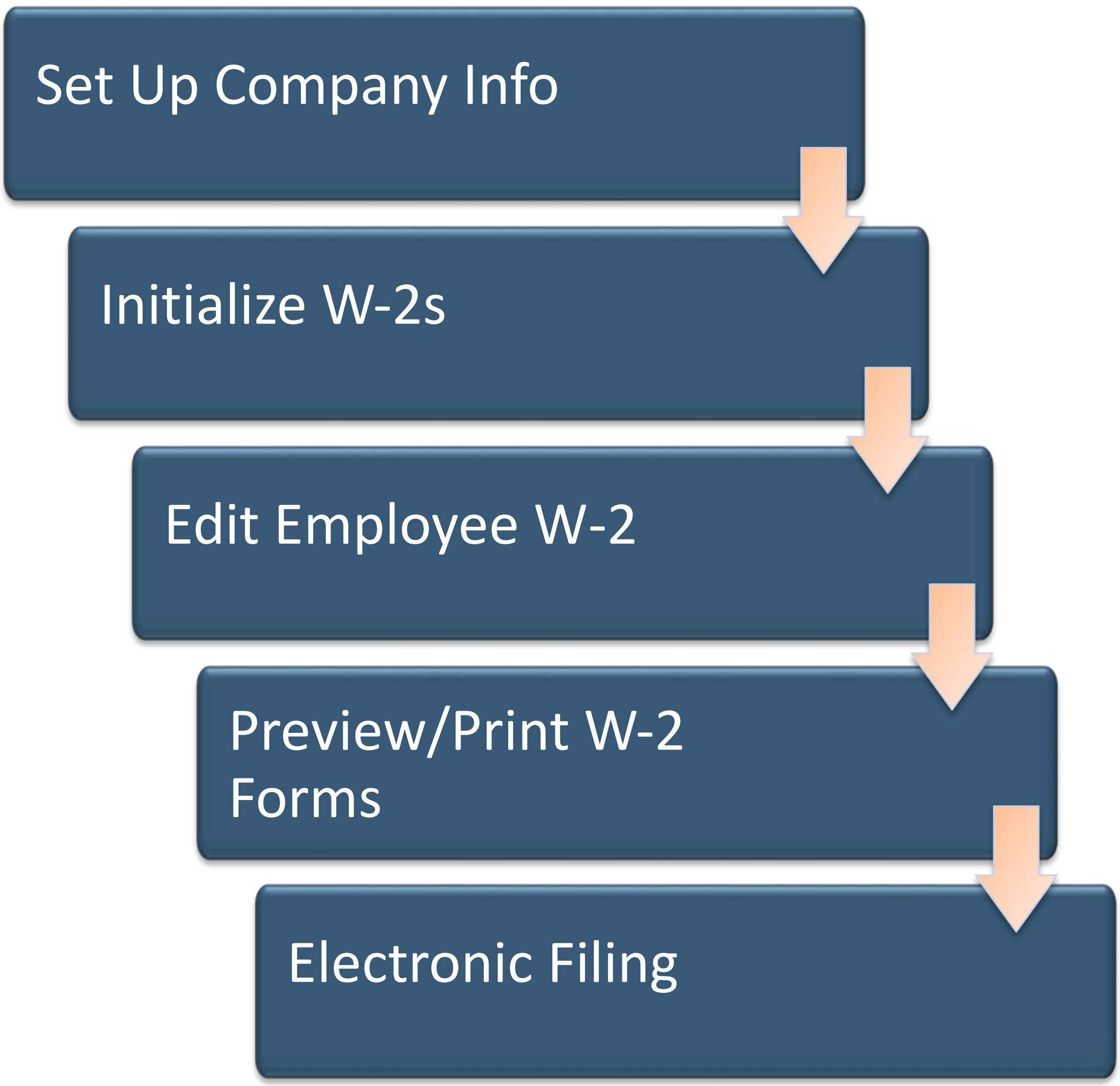
Processing W-2s

Each year you will use the PR W-2 Process form to initialize (or reinitialize) W-2 information for the specific year, and then generate W-2 forms or test files for electronic filing. When processing W-2s, you will be generating files to submit to federal, and if applicable, state and local authorities as well as printing employee copies.

The following image represents each step in the W-2 process. While it lists each successive step, you may, as needed, back up to make changes.



Set Up Company Information

The first step in W-2 processing is to set up your company information. You will use the Info (or Grid) and Add'l Info tabs of the PR W-2 Process form to set up your company information for W-2 processing. The following instructions detail how to set up your company information.

1. To set up company information, go to the Payroll module's **Programs** folder and open the **PR W-2 Process** form.

   Note: If you enter a previously initialized tax year, you can access federal, state, and local information without re-initializing the year.

2. Enter the tax year in the **Tax Year** field and tab off. You will then see that company-specific information will default on the form. You can edit this information as needed.
3. Enter your user identification number in the **User Identification Number** field if you are using the MMREF-1 format to submit your W-2 information. This number was provided to you by the Social Security Administration (SSA).
4. Enter the **Email** address you want the SSA to use to contact you regarding problems with your W-2 filing.
5. Check the **Third Party Sick Pay Indicator** box if you are a third-party sick pay provider.
6. In the **Options to Initialize Retirement** section, select the radio option that will determine how the system sets the Retirement Plan checkbox in box 13 on the W-2 form. The following options are available:
   a. **Check Box for All Employees**: select this option to check the retirement plan box in for all employees.
   b. **Only Check for Employees with Retirement Plan**: select this option to check the retirement plan for all employees whose Retirement Plan box is checked in PR Employees.
   c. **Do Not Initialize for Any Employees**: select this option to leave the Retirement Plan box in PR W-2 Information unchecked for all employees.
7. Check the **Resubmittal** box if you are resubmitting this file. Do not check this box when submitting this file for the first time.
8. Once you have entered/updated all information on the **Info** tab, click **Save**. See **Figure A**.

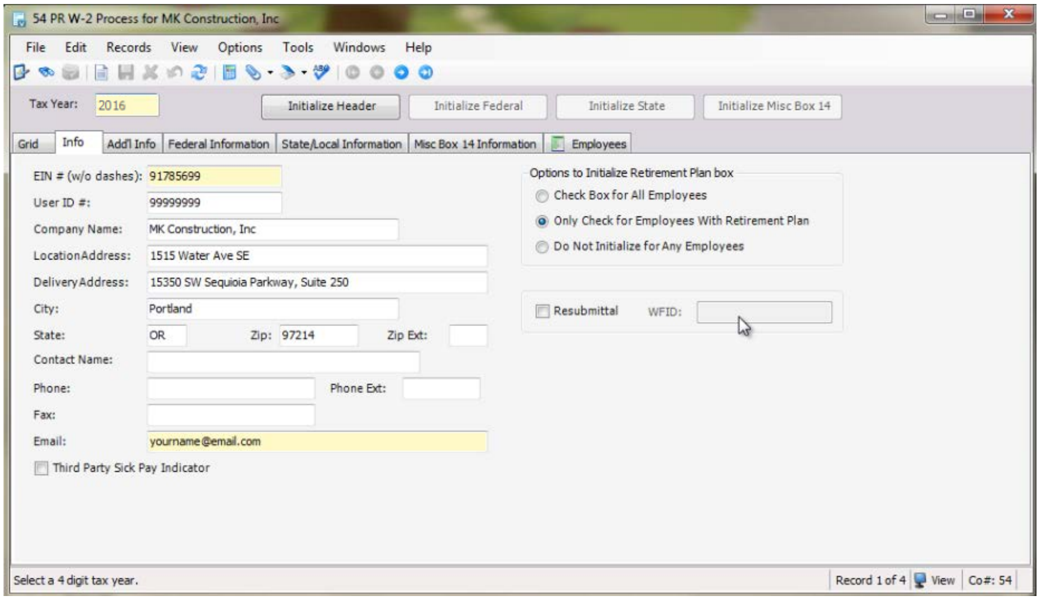


Figure A. PR W-2 Process – Info Tab

Next, move to the **Add'l Info** tab. Maryland users should complete the fields on this tab as applicable. For more information on each field, please refer to the F1 help. See **Figure B**.

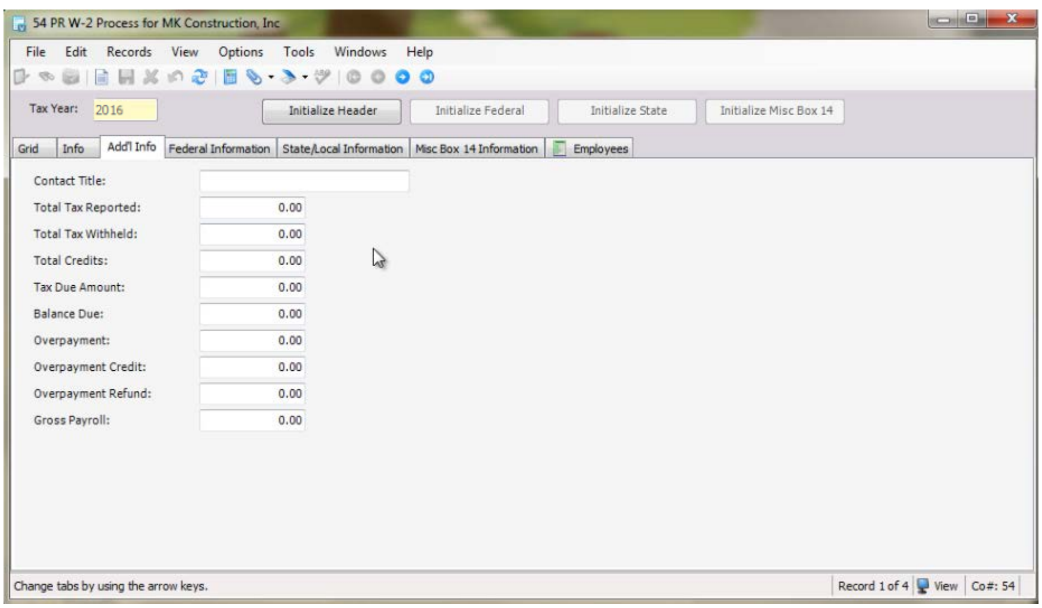


Figure B. PR W-2 Process – Add'l Info Tab

Affordable Care Act Reporting

As of 2013, W2's are required to include both the employee and employer's cost of health care coverage in Box 12 as a part of the Affordable Care Act. Please see the IRS website for more information on requirements.

If you have been tracking both the employee's deduction and the employer's liability for coverage since the start of the year, you can skip to the next section as these amounts will pull in automatically when you initialize your W-2s.

If you are tracking the employee deduction for health care, but are not tracking the employer's cost of each employee's health care coverage in Vista, there are two methods to report this amount in Box 12.

In either case, you will need to make sure you have a liability code set up in the PR Deduction/Liability form to account for the employer's portion of the health care cost.

Method 1: We recommend that you edit the employee accumulations in the PR Employee Accumulations form.

1. From the Payroll module's Programs folder open the **PR Employee Accumulations** form.
2. Enter the **Employee** and set the **Month** to December of the reporting year. In our example we'll use 12/16.
3. Move to the **Liabilities** tab. Add the liability code for the employer's portion of the health care cost and enter the YTD amount in the **Amount** field. This amount will be pulled in when you initialize your W2's. Repeat for each employee you covered.
4. Click **Save** and exit the form.

Method 2: You can also manually edit the health insurance information directly on the W-2.

Note: *Only perform this method after you have initialized your W-2s as explained in the next section.*

Use this method if you do not want to update employee accumulations. Changes you make using this method will not update the PR Employee Accumulations form and will only exist in the W-2 Processing form.

1. From the Payroll module's Programs folder open the **PR W-2 Process** form.
2. Move to the **Employees** tab.
3. Double click the **Employee** in the grid.
4. Move to the **Federal Info** tab.
5. Add or edit Federal Item **55**, and enter **the combined amount of both Employer/Employee paid health insurance amounts**.

This amount will now populate Box 12 of the W-2. Remember, this amount will not update PR Employee Accumulations. If you re-initialize, these edits will be erased and you will need to re-enter them.

Initialize W-2s

The next step in the W-2 Process is to initialize the W-2s. This process will create the tables that will be used to print the W-2s as well as defaulting Earnings, Deductions and Liability codes for the W-2. The initialize process can be run and re-run at any time.

Initialize Header

1. After you have set up your company information on the Info and Add'l Info tabs of the W-2 Process form, you can then Initialize the Header. You can do so either by selecting the '**Initialize Header**' button or by going to **File** and selecting '**Initialize**'. Either method will access the **PR W-2 Initialization** form. This will then create the tables that will be used to print W-2s. This task can be run and re-run at any time.
2. You will then receive a message that Initialization is complete. Select **Close**.

Initialize Federal Information

1. Next, select the **Federal Information** tab to set federal info required to print on the W-2.
2. On this tab, you will see that the system will have defaulted all of the Earning, Deduction and Liability codes from the previous tax year. If you are initializing W-2s for the first time, the EDL codes will not default and you must manually enter the appropriate codes. See **Figure C.**

Note: *As of 2013, be sure to add another Item 6 for the Additional Medicare Tax Withheld for employees earning over $200,000.*

3. To add a code, enter the item number in the **Item** field, or press F4 for a list of standard reporting items.
4. In the **Type** field, you will need to identify whether you want an Earnings (E), Deduction (D) or a Liability (L) code used for this item.
5. In the **Code** field you need to identify the Earnings, Deduction or Liability code where the amount will be pulled from.

   Note:

   - *Make sure you have identified all the items that are required to print on the federal copy of the W2 including anything you want printed in box 14. You can use Box 14 to report any other information you want to give to your employees, but is not required by the federal government.*
   - *Some examples might include, as suggested by the IRS, union dues, paid moving expenses, and education assistance programs. You can enter up to eight Box 14 items on this form.*
   - *For a list of IRS Reporting Items and a diagram of a W-2 Copy 1, please refer to Appendix 1 and Appendix 2 of this Job Aid.*

- *Please note that amounts for all Federal, FICA-SS, FICA-Med, and State wages and tax amounts are drawn from the PR Employee accumulations deduction subject/eligible and tax amounts not from the PR Employee accumulation earnings. See Appendix A and B.*

6. Once you have added all **Items** on the **Federal Information** tab, click the '**Initialize Federal**' button or go to **File** and select '**Initialize Federal**'. The system will then update each employee record with federal W-2 information.

7. You will then receive a message that Initialization is complete.

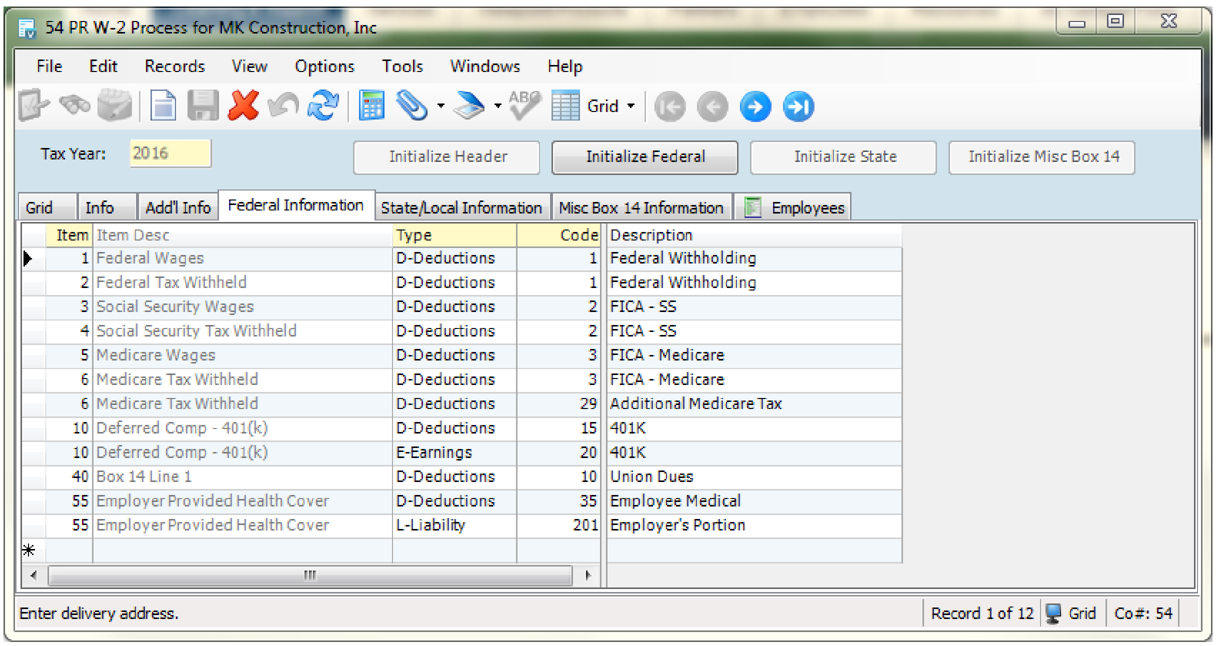


Figure C. PR W-2 Process – Federal Information Tab

Initialize State/Local Information

1. Next, select the **State/Local Information** tab to specify which states and localities that should be included in W-2 processing. See **Figure D**.

2. The grid on this tab will default the state and local codes that are set up in PR State Information and PR Local Codes, respectively. Employee-based deductions that have been flagged to be included as local tax in PR Deductions/Liabilities also display in the grid.

3. In the grid, the **Initialize** box will default as checked for each state/local code in the grid. Uncheck this box for each state/local code that you want to exclude from W-2 processing.

4. Once you have finished setting the status of the Initialize box for each state/local code, click the '**Initialize State**' button or go to **File** and select '**Initialize State**'. The system updates each employee record with state/local W-2 information.

5. You will then receive a message that Initialization is complete.

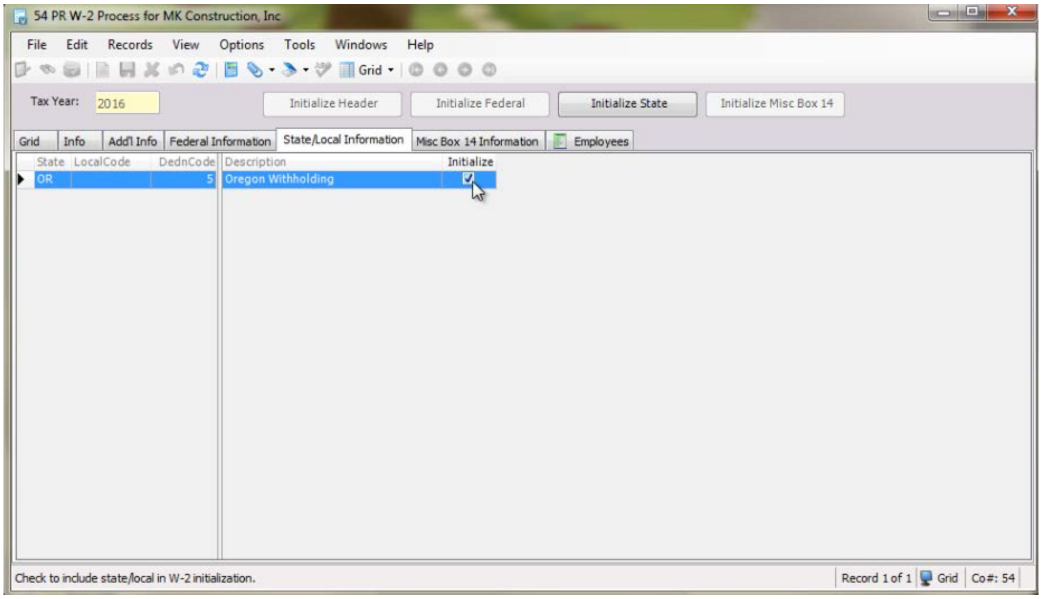


Figure D. PR W-2 Process – State/Local Information Tab

Initialize Misc Box 14 Information

1. Next, select the **Misc Box 14 Information** tab where you can enter state-specific information. Use this tab to enter descriptions for **Box 14** of state/local W-2s when you want to report state-specific earnings, deductions or liability information. The system uses the earnings/deduction/liability codes and types to determine where to get the amounts for each item that you enter on this tab. See Figure **E**.

   Note: *Using this tab you can enter as many records as you want, but the system will only print the first* ***eight*** *records with amounts greater than zero on W-2s.*

2. Once you have entered all state-specific information, click the '**Initialize Misc Box 14**' button or go to **File** and select '**Initialize Local**'. The system will then update each employee record with misc box 14 information. State specific info only displays if earnings or taxes were paid in that state.

3. You will then receive a message that Initialization is complete.

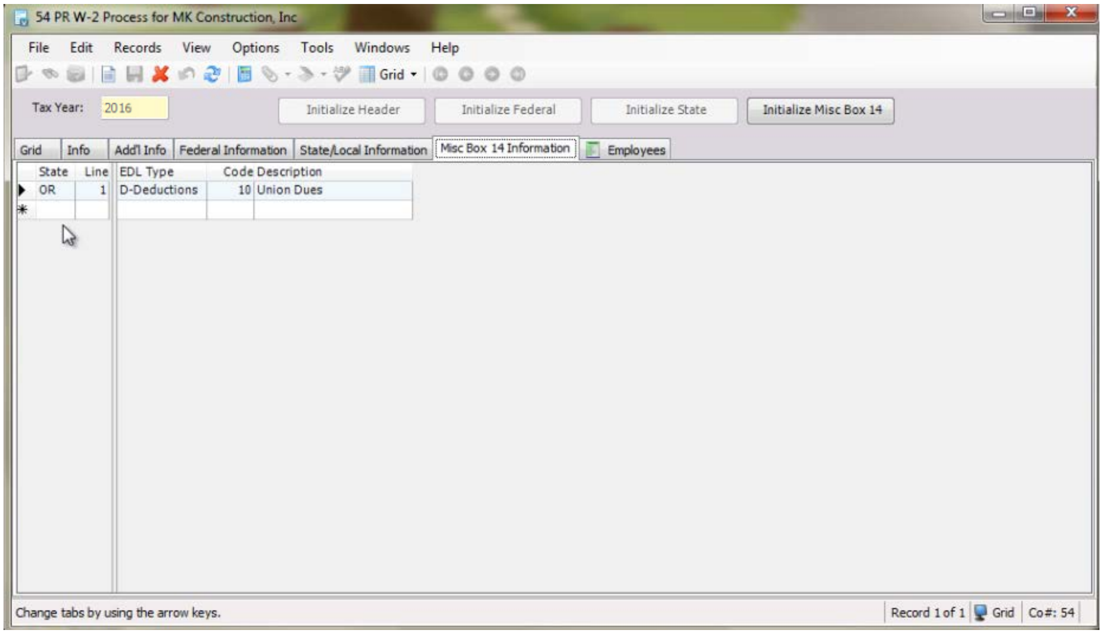


Figure E. PR W-2 Process – Misc Box 14 Information Tab

Edit Employee W-2 Information

Use the **PR W-2 Employee Edit** form to maintain/edit federal, state and local information for each employee's W-2. In order to edit the information on this form, the tax year must have been previously initialized.

Typically, you should not need to make changes to any of the employee information. However, there may be situations where changes must be made (misspelled name, new address, etc.), or you may have inadvertently added or missed something when you initialized W-2s. If this is the case, you can make the necessary changes here. You should be aware, however, that changes made here **do not** update elsewhere in the system; you must manually update all appropriate forms. Please note that if any edits made to employees will be lost if the initialize is re-run at any point.

Editing Employee Information for W-2s

1. After you have initialized the Federal, State/Local and Misc State Box 14 information, you can then move to the **Employees** tab. If you double click on any line within the grid, the **PR W-2 Employee Edit** form will appear.
2. In the **PR W-2 Employee Edit** form, you can use the **Info** and **Additional Info** tabs to edit general information about the employee. On the **Info** tab you will have the ability to change the name, address, Social Security Number, and tax state. Additionally, you can specify which boxes should be checked in **Box 13** of the W-2 for the employee (Statutory, Retirement Plan, and Third Party Sick Pay). See **Figure F**.

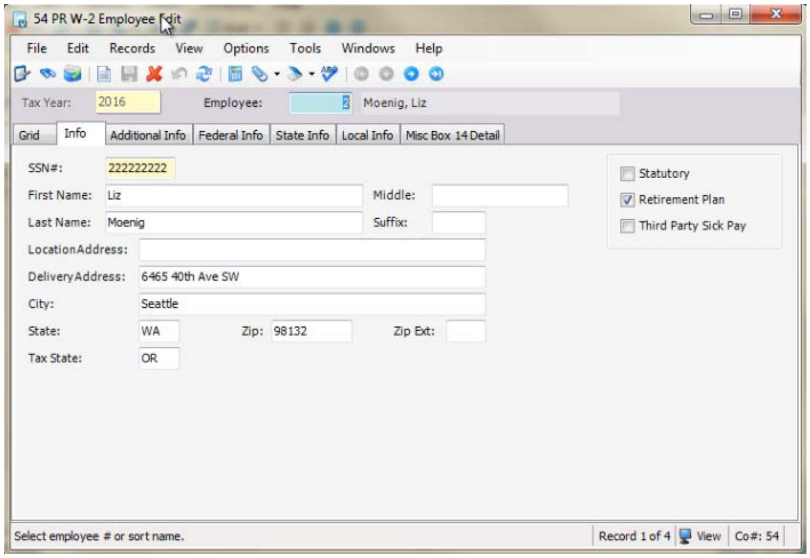


Figure F. PR W-2 Employee Edit – Info Tab

3. On the **Additional Info** tab, you will have the ability to enter marital information about the employee, as well as State Unemployment Insurance (SUI) information. **This tab is only applicable to Puerto Rico residents.**

Editing Federal Information for Employee W-2s

1. After you have made any adjustments to the Info and Additional Info tabs, you can then move to the **Federal Info** tab.
2. This tab contains the wage and withholding information for federal W-2s. Each of the earning/deduction/liability reporting items you selected when initializing federal information displays in this grid. The actual wage and withholding amounts are pulled from the PR Employee Accumulations.
3. You are able to use this tab to enter codes to display in **Box 14** of the federal W-2 form. You can use **Box 14** to report any other information you want to give to your employees, but it is not required by the federal government.
4. Click **Save** to save any changes made to the **Federal Info** tab. See **Figure G**.

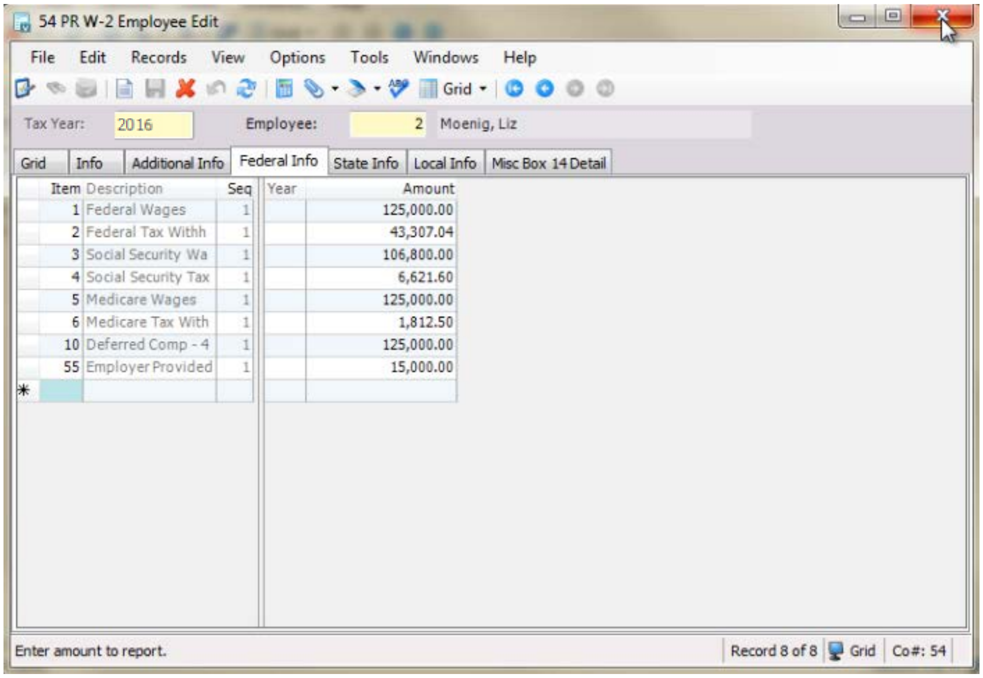


Figure G. PR W-2 Employee Edit – Federal Info Tab

Editing State and Local Information for Employee W-2s

1. After you have made any adjustments to the Federal Info tab, you can then move to the **State/Local Info** tab.
2. The **State Info** and **Local Info** tabs contain wage and withholding information for state and local W-2s. Each of the states and localities that were selected when initializing state/local information displays in these grids. You can add additional information for the employee on these tabs, as well as edit or delete existing information that was added during initialization.
3. Click **Save** to save any changes made to the **State/Local Info** tab.

Editing State-Specific Box 14 Information for Employee W-2s

1. After you have made any adjustments to the Federal Info tab, you can then move to the **Misc Box 14 Info** tab.
2. This tab will contain descriptions for Box 14 of state/local W-2s for reporting state-specific earnings, deductions or liability for the employee. Each of the items that you selected when initializing Misc Box 14 information will display in the grid. You can add additional items for this employee on this tab, as well as edit or delete existing information that was added during initialization.

Preview/Print W-2 Forms

You are able to preview and print W-2s through the PR W-2 Preview and Print form. Use this form to generate paper copies of W-2s for employees, states and localities. Additionally, you can generate a report that allows you to review federal and state reporting information prior to generating W-2s.

To access this form, go to **File** in the **PR W-2 Process** form and select **Preview/Print W2**. See **Figure H**.

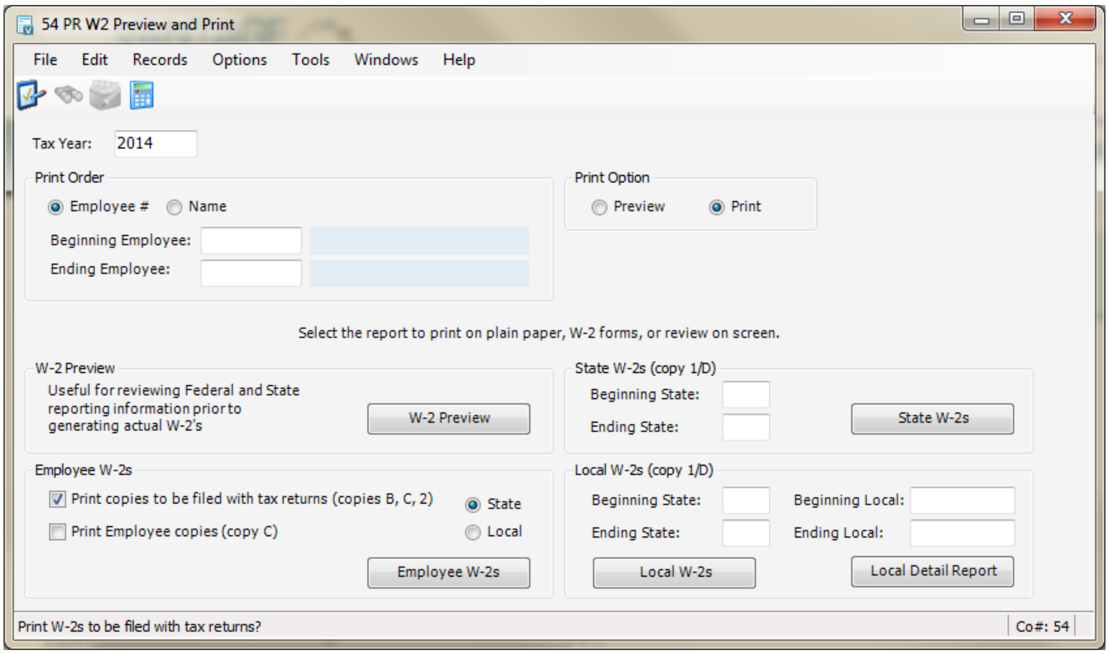


Figure H. PR W2 Preview and Print

Previewing Federal and State W-2 Reporting Information

You may find it useful to review both federal and state reporting information before you print or electronically file W-2s. You can use the PR W2 Preview and Print form to generate the PR W-2 Preview report. The following instructions detail how to generate the PR W-2 Preview Report.

1. On the **PR W2 Preview and Print** form, enter the tax year for generating W-2s in the **Tax Year** field.

2. In the **Print Order** section of the form, select how the report will sort employees, either by **Employee #** or **Name**.

3. In the **Beginning Employee** and **Ending Employee** fields, enter a range of employees for printing. If you leave the fields blank, the system will print all employees.

4. Select a printing option from the **Print Option** section of the form: **Preview or Print**.

5. In the **W-2 Preview** section, click **W-2 Preview**.

   Note: *If you selected the **Preview Print** option, the system displays the **PR W-2 Preview Report** in the report viewer. If you selected the **Print** option, the system displays the Print dialog box where you can configure the printer and print the report.*

Printing Employee W-2s

You can use the **PR W-2 Preview and Print** form to print copies of your employees' W-2s. The following instructions detail how to print employee W-2s.

1. On the **PR W2 Preview and Print** form, enter the tax year for generating W-2s in the **Tax Year** field.

2. In the **Print Order** section of the form, select how the report will sort employees, either by **Employee #** or **Name**.

3. In the **Beginning Employee** and **Ending Employee** fields, enter a range of employees for printing. If you leave the fields blank, the system will print all employees.

4. Select a printing option from the **Print Option** section of the form: **Preview or Print**.

5. In the **Employee W-2s** section, check the '**Print copies to be filed with tax returns**' box if you are printing W-2s to be filed with the employees' tax returns.

   Note: *This option prints all copies of the employees' W-2s (i.e., Copy B, Copy C, and Copy 2).*

6. Check the '**Print Employee copies**' box to print copies of W-2s for your employees' records.

   Note: *This option prints copy C for all of the states/localities that the employee has paid taxes to and includes federal, state and local information.*

7. Select a printing option: **State=Print State Only** or **Local=Print State and Local**.

8. Click **Employee W-2s**.

Printing State W-2s

You can use the **PR W-2 Preview and Print** form to print state copies of W-2s for each employee, which you may send to states that don't accept electronic filing. W-2s print by state, with each page containing up to four employees.

Note: *If your state provides the option to file electronically, use the electronic filing option in PR W-2 Process.*

The following instructions detail how to print state W-2s.

1. On the **PR W2 Preview and Print** form, enter the tax year for generating W-2s in the **Tax Year** field.

2. In the **Print Order** section of the form, select how the report will sort employees, either by **Employee #** or **Name**.

3. In the **Beginning Employee** and **Ending Employee** fields, enter a range of employees for printing. If you leave the fields blank, the system will print all employees.

4. Select a printing option from the **Print Option** section of the form: **Preview** or **Print**.

5. In the **Beginning** and **Ending State** fields (State W-2s section), enter a range of states that should be included when the system generates the W-2s. Leave these fields blank to include all states.

6. Click **State W-2s**.

Printing Local W-2s

You can use the **PR W-2 Preview and Print** form to print a local copy of a W-2 for each employee, which you may send to the appropriate local agency. This option is typically used for states that pay City, County and/or School District taxes. The following instructions detail how to print local W-2s.

1. On the **PR W2 Preview and Print** form, enter the tax year for generating W-2s in the **Tax Year** field.

2. In the **Print Order** section of the form, select how the report will sort employees, either by **Employee #** or **Name**.

3. In the **Beginning Employee** and **Ending Employee** fields, enter a range of employees for printing. If you leave the fields blank, the system will print all employees.

4. Select a printing option from the **Print Option** section of the form: **Preview** or **Print**.

5. In the **Beginning** and **Ending State** fields (State W-2s section), enter a range of states that should be included when the system generates the W-2s. Leave these fields blank to include all states.

6. In the **Beginning** and **Ending Local** fields, enter a range of localities that should be included when the system generates the W-2s. Leave these fields blank to include all localities.

7. Click **Local W-2s**.

Electronic Filing

You can use the **PR W-2 Electronic Filing** form to generate files for electronic submission of federal, state, and local W-2s. Be aware that Viewpoint Vista Software only offers electronic filing of federal W-2s; no paper version can be created for federal submission.

Note: *Before you export your W-2 data to an electronic file, you should print the PR W-2 Preview Report to make sure that all of the necessary information has been entered and is correct. If information has not been set up correctly, you can recreate the W-2 files using the PR W-2 Process. We suggest you create and test your federal file with Accuwage that can be obtained at www.ssa.gov. We also suggest that you do not send your file until after your employees have had a chance to review their copies of the W2. Once the electronic file has been submitted any corrections need to be done with a W2C and that process is done online.*

To access this form, go to File in the PR W-2 Process form and select Electronic Filing.

Federal Electronic Filing

This section details how to create an electronic file for federal W-2s.

1. Make sure that you entered the required information for filing in PR W-2 Process. This information includes the following fields: **User ID #**, **Contact Name**, **Phone**, **Delivery Address**, and **Email**.

2. Go to **File** in the **PR W-2 Process** form and select '**Electronic Filing**'. The system will then open the **PR W-2 Electronic Filing** form.

3. If any of your employees received sick pay from an insurance company or other third-party and the third-party notified you of the amount of the sick pay, enter the amount in the **Third Party Income Tax Withholding** field.

4. Click **Export**. The system will then display the **Save Export File As** window.

5. Save the text file to a location on your computer. Note the 'save to' location so you are able to find it easily after it has been saved. The system will then save the file and a message will display informing you of the total number of federal W-2 records that were processed.

   Note: *The name of the text file automatically defaults as* ***w2coXXXfederal.txt****, where XXX represents the company number. You can change the name as necessary.*

6. Click **Close** and the system will return you to the **PR W2 Electronic Filing** form.

7. You will then be able to submit the electronic file to the Social Security Administration (SSA).

State Electronic Filing

This section details how to create an electronic file for state W-2s.

1. Make sure that you entered the required information for filing in PR W-2 Process. This information includes the following fields: **User ID #**, **Contact Name**, **Phone**, **Delivery Address**, and **Email**.

2. Go to **File** in the **PR W-2 Process** form and select '**Electronic Filing**'. The system will then open the **PR W-2 Electronic Filing** form.

3. In the **State** section of the form, enter the state in the **State** field or press F4 for a list of states.

4. If any of your employees received sick pay from an insurance company or other third-party and the third-party notified you of the amount of the sick pay, enter the amount in the **Third Party Income Tax Withholding** field.

5. Click **Export**. The system will then display the **Save Export File As** window.

   Note: *If you are trying to generate an electronic file for a state that does not support electronic filing, the system will display a warning and will not generate the file.*

6. Save the text file to a location on your computer. Note the 'save to' location so you are able to find it easily after it has been saved. The system will then save the file and a message will display informing you of the total number of state W-2 records that were processed.

   Note: *The name of the text file automatically defaults as* ***w2coXXXstate.txt****, where XXX represents the company number. You can change the name as necessary.*

7. Click **Close** and the system will return you to the **PR W2 Electronic Filing** form.

8. You will then be able to submit the electronic file to the appropriate state.

Local Electronic Filing

This section details how to create an electronic file for local W-2s.

1. Make sure that you entered the required information for filing in PR W-2 Process. This information includes the following fields: **User ID #**, **Contact Name**, **Phone**, **Delivery Address**, and **Email**.

2. Go to **File** in the **PR W-2 Process** form and select '**Electronic Filing**'. The system will then open the **PR W-2 Electronic Filing** form.

3. In the **Local** section of the form, enter the state in the **State** field or press F4 for a list of states. Once you enter the state, the system displays all associated local codes in the **Local Code** table.

4. Check the **Send** box for each local code that should be included in the electronic file.

5. Click **Export**. The system will then display the **Save Export File As** window.

6. Save the text file to a location on your computer. Note the 'save to' location so you are able to find it easily after it has been saved. The system will then save the file and a message will display informing you of the total number of local W-2 records that were processed.

   Note: *The name of the text file automatically defaults as **w2coXXXstatelocal.txt**, where XXX represents the company number. You can change the name as necessary.*

7. Click **Close** and the system will return you to the **PR W2 Electronic Filing** form.

8. You will then be able to submit the electronic file to the appropriate locality.

Reporting Additional Medicare Tax

Separate Medicare withholding is required for employees with earnings greater than $200,000. Employees earning over $200,000(single) or $250,000 (married) will report Medicare earnings on IRS Form 8959. The IRS will refund or assess additional tax as appropriate.

To report additional Medicare tax, add Item 6 (Medicare W/H) and the Additional Medicare Tax deduction code to the Federal Information tab of the PR W-2 Process form. See **Figure I**.

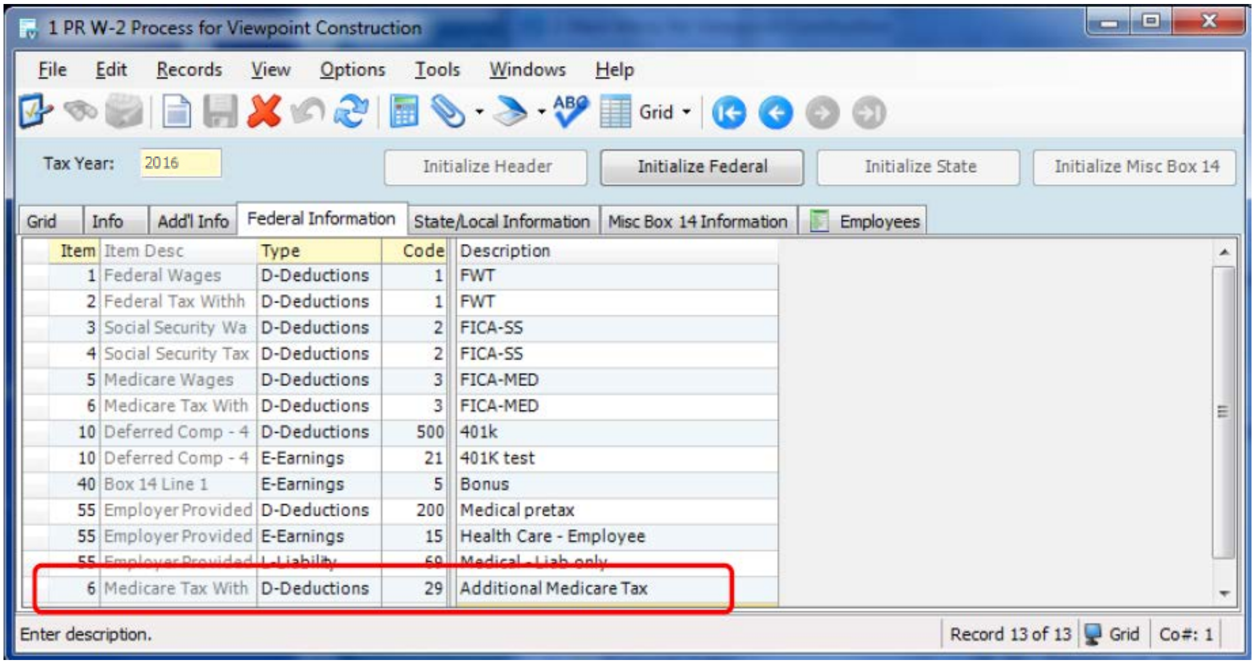


Figure I. Additional Medicare Tax

Appendix 1: IRS Reporting Items

When initializing the federal information for W-2's (Federal Information tab, PR W-2 Process), you must specify the standard reporting items that are applicable for your company. Viewpoint provides a list of standard reporting items each tax year as defined by the Social Security Administration. The following is a list of these standard items, along with additional information about each item, including the W-2 box in which it prints.

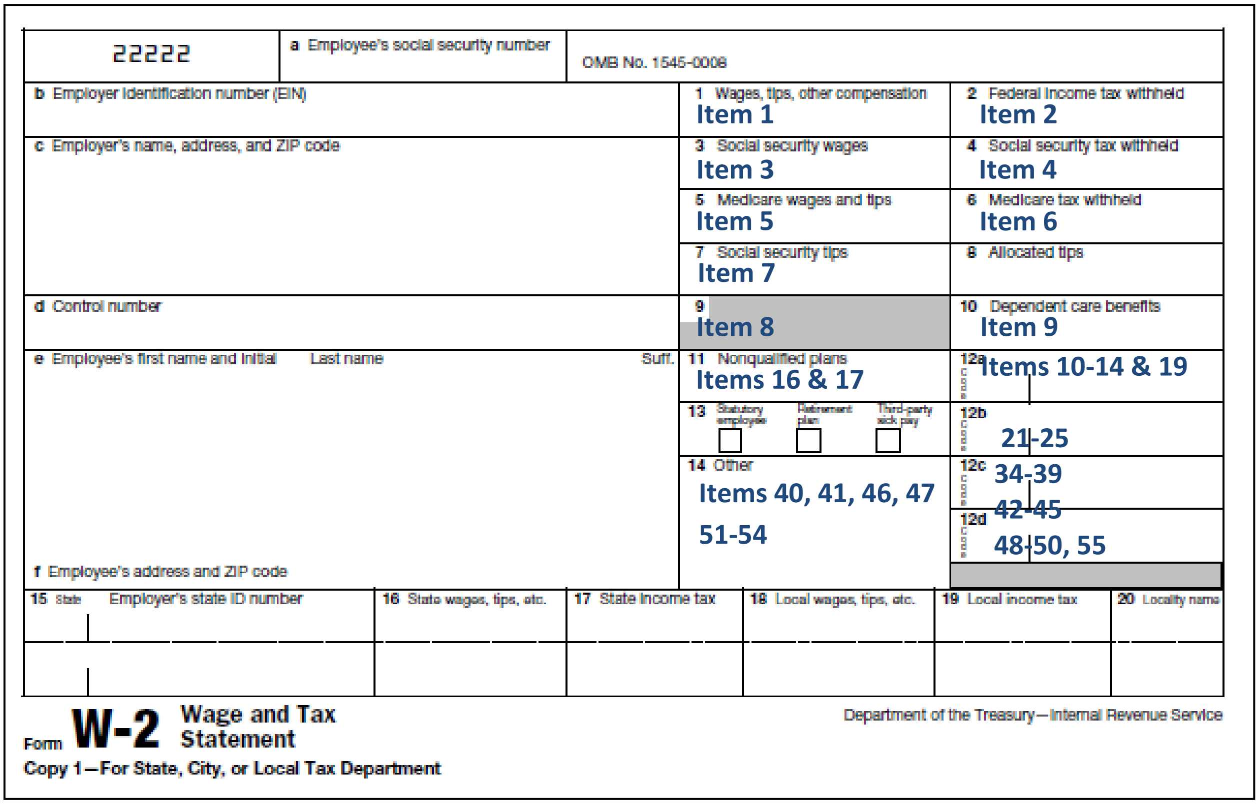
Item	Description	Amt Type	W-2 Code	W-2 Box
1	Federal Wages	S (subj)		1
2	Federal Tax Withheld	A		2
3	Social Security Wages	E (Elig)		3
4	Social Security Tax Withheld	A		4
5	Medicare Wages	E (Elig)		5
6	Medicare Tax Withheld	A		6
7	Social Security Tips	A		7
8	Advance EIC	A		9
9	Dependent Care Benefits	A		10
10	Deferred Comp - 401(k)	A	D	12
11	Deferred Comp - 403(b)	A	E	12

Item	Description	Amt Type	W-2 Code	W-2 Box
12	Deferred Comp - 408(k)(6)	A	F	12
13	Deferred Comp - 457(b)	A	G	12
14	501(c)(18)(D) Tax Exempt Plans	A	H	12
16	Non-qualified 457 Dist/Contrib	A		11
17	Non-qualified non 457	A		11
19	Group Term Life Ins. > $50K	A	C	12
20	Allocated Tips	A		8
21	Uncollected Soc. Sec. on Tips	A	A	12
22	Uncollected Med. Tax on Tips	A	B	12
23	Employer Contributions to MSA	A	R	12
24	Simple Retirement Acct - 408(p)	A	S	12
25	Adoption Expenses	A	T	12
26	Puerto Rico Wages	A		
27	Puerto Rico Commissions	A		
28	Puerto Rico Allowances	A		
29	Puerto Rico Tips	A		
30	Puerto Rico Tax Withheld	A		
31	Puerto Rico Retirement Fund	A		
32	Virgin Islands, Guam ... wages	A		
33	Virgin Islands, Guam ... w/h	A		
34	Nontaxable Sick Pay	A	J	12
35	Tax on Goldn Parachute Paymnts	A	K	12
36	NontaxReimb Business Expenses	A	L	12
37	Uncollected Soc Sec Ins Tax	A	M	12
38	Uncollected Medicare Ins Tax	A	N	12
39	NontaxReimb Moving Expense	A	P	12
40	Other Line 1	A		14
41	Other Line 2	A		14
42	Nonstatutory stock options	A	V	12
43	Employer Contributions to HSA	A	W	12
44	Deferred Comp – 409A	A	Y	12
45	Income under 409A	A	Z	12
46	Other Line 3	A		14
47	Other Line 4	A		14
48	After-tax Contrib to 401(k)	A	AA	12
49	After-tax Contrib to 403(b)	A	BB	12
50	HIRE exempt wages and tips	E (Elig)	CC	12
51	Other Line 5	A		14
52	Other Line 6	A		14

Item	Description	Amt Type	W-2 Code	W-2 Box
53	Other Line 7	A		14
54	Other Line 8	A		14
55	Employer-Provided Health Coverage	A	DD	12

Appendix 2: W-2 Wage and Tax Statement

This Appendix shows where each Item amount will be located on the W-2 form.



22222

a Employee's social security number

OMB No. 1545-0008

b Employer identification number (EIN)

1 Wages, tips, other compensation — Item 1

2 Federal income tax withheld — Item 2

c Employer's name, address, and ZIP code

3 Social security wages — Item 3

4 Social security tax withheld — Item 4

5 Medicare wages and tips — Item 5

6 Medicare tax withheld — Item 6

7 Social security tips — Item 7

8 Allocated tips

d Control number

9 — Item 8

10 Dependent care benefits — Item 9

e Employee's first name and initial Last name Suff.

11 Nonqualified plans — Items 16 & 17

12a — Items 10-14 & 19

13 Statutory employee / Retirement plan / Third-party sick pay

12b — 21-25

14 Other — Items 40, 41, 46, 47 51-54

12c — 34-39 42-45

12d — 48-50, 55

f Employee's address and ZIP code

15 State Employer's state ID number | 16 State wages, tips, etc. | 17 State income tax | 18 Local wages, tips, etc. | 19 Local income tax | 20 Locality name

Form **W-2** Wage and Tax Statement

Department of the Treasury—Internal Revenue Service

Copy 1—For State, City, or Local Tax Department

Appendix 3: PR Employee Accumulations Report

This Appendix shows the Vista PR Employee Accumulations report and which fields will be located within each W-2 box number.

PR Employee Accumulations

All Groups All Employees Current Month: 12/16

No Monthly Details Active Employees

300 McCrae, George B

Earnings	MTD Hours	MTD Amount	QTD Hours	QTD Amount	YTD Hours	YTD Amount
* 1 Hourly	181.00	4,376.58	525.00	12,694.50	2,075.00	50,173.50
6 Vacation	3.00	72.54	3.00	72.54	10.00	241.80
8 Sick	0.00	0.00	0.00	0.00	3.00	72.54
10 125 Plan	0.00	-40.00	0.00	-120.00	0.00	-480.00
13 401K	0.00	-222.46	0.00	-638.35	0.00	-2,524.37
Totals:	184.00	4,186.66	528.00	12,008.69	2,088.00	47,483.47
* True Earnings Total:		4,376.58		12,694.50		50,173.50

Deductions	MTD Subject	MTD Eligible	MTD Amount	MTD Hrs/Week	QTD Subject	QTD Eligible	QTD Amount	QTD Hrs/Week	YTD Subject	YTD Eligible	YTD Amount	YTD Hrs/Weeks
1 Federal W/H	4,186.66	4,186.66	849.00		12,008.69	12,008.69	2,391.00		47,483.47	47,483.47	9,409.00	
2 FICA-SS	4,409.12	4,409.12	273.37		12,647.04	12,647.04	784.12		50,007.84	50,007.84	3,100.49	
3 FICA - MED	4,409.12	4,409.12	63.93		12,647.04	12,647.04	183.38		50,007.84	50,007.84	725.11	
4 OR State Tax	4,186.66	4,186.66	340.42		12,008.69	12,008.69	971.64		47,483.47	47,483.47	3,836.95	
			1,526.72	0.00			4,330.14	0.00			17,071.55	0.00

Liabilities	MTD Subject	MTD Eligible	MTD Amount	MTD Hrs/Week	QTD Subject	QTD Eligible	QTD Amount	QTD Hrs/Week	YTD Subject	YTD Eligible	YTD Amount	YTD Hrs/Weeks
501 FUTA	0.00	0.00	0.00		8,317.92	0.00	0.00		46,038.52	7,000.00	56.32	
502 FICA-SS - Employer	4,409.12	4,409.12	273.37		12,647.04	12,647.04	784.12		50,007.84	50,007.84	3,100.49	
503 FICA-Medicare - Employe	4,409.12	4,409.12	63.93		12,647.04	12,647.04	183.38		50,007.84	50,007.84	725.11	
511 OR SUTA	0.00	0.00	0.00	368.00	8,317.92	0.00	0.00	056.00	46,038.52	27,000.00	810.00	1,176.00
			337.30	368.00			967.50	056.00			4,691.92	4,176.00

Note: *This image shows which amounts*

will be used within each corresponding W-2 box.

Subject		Eligible		Amount		Hrs/ Weeks
47,483.47	1	47,483.47		9,409.00	2	
50,007.84		50,007.84	3	3,100.49	4	
50,007.84		50,007.84	5	725.11	6	
47,483.47	16	47,483.47		3,836.95	17	
				17,071.55		**0.00**