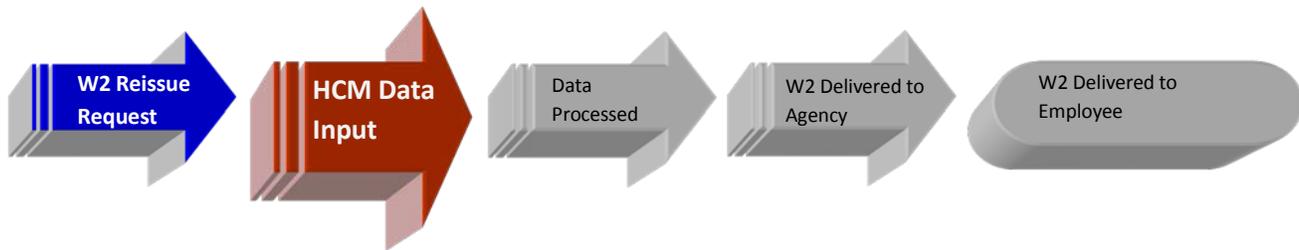


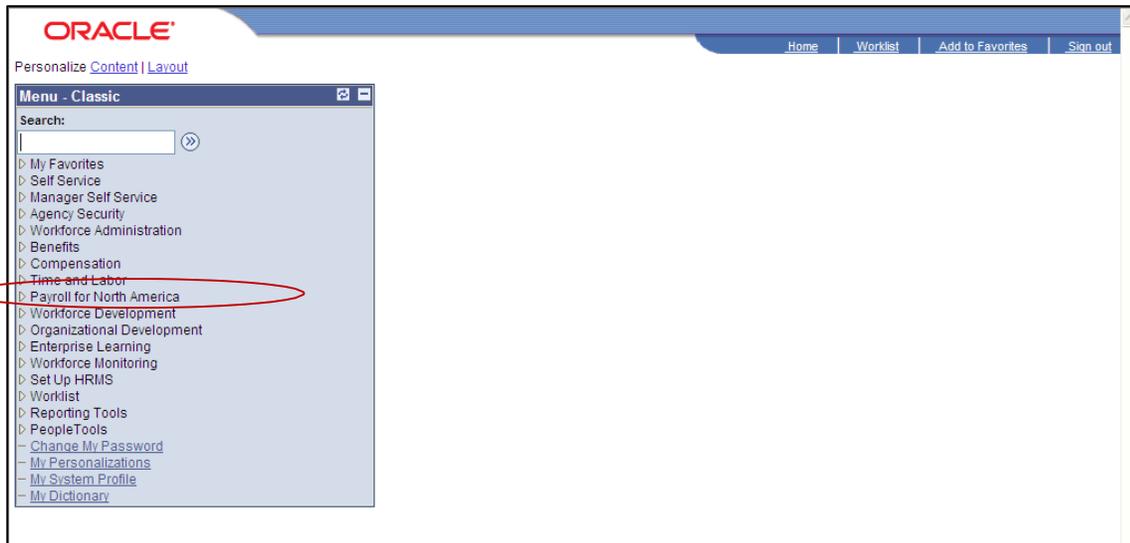


TeamWorks HCM Data Entry Process: W2 Reissuance

Reissuance of W-2 is completed by each TeamWorks agency. The following provides the steps to reissue a W-2.



Step 1: Log into PeopleSoft HCM and select **Payroll for North America**.



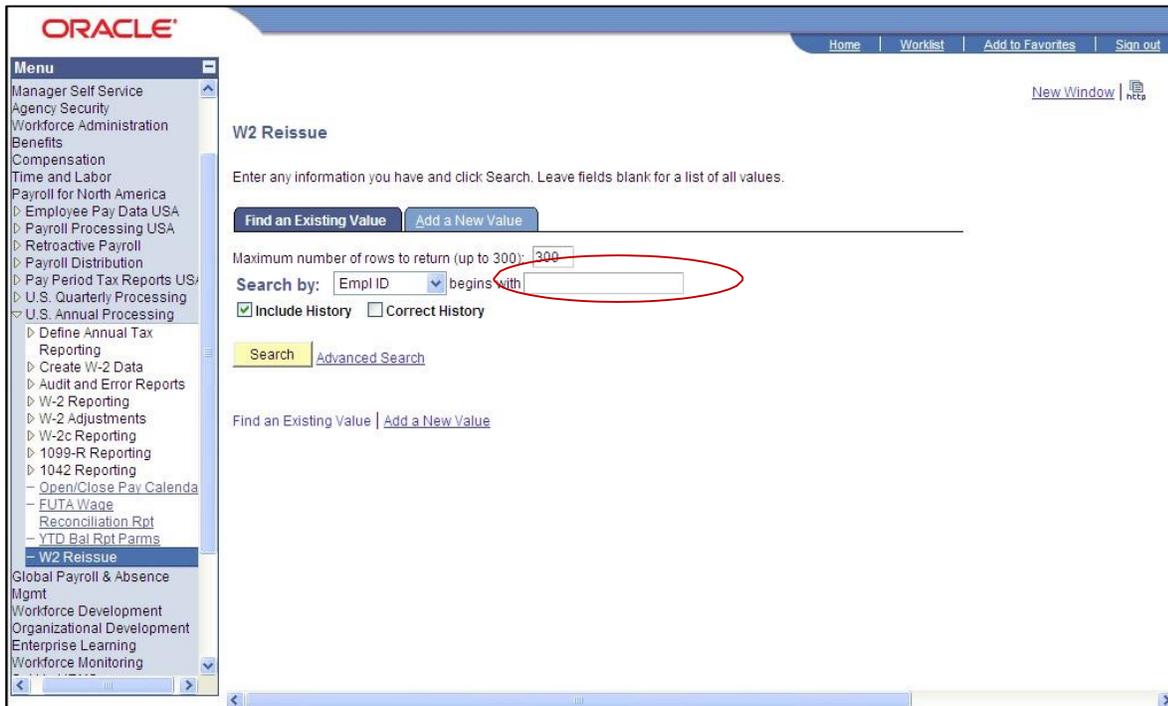
Step 2: Select US Annual Processing.

The screenshot shows the Oracle HRMS interface. On the left is a 'Menu' sidebar with a search box and a tree view. The tree view is expanded to 'Payroll for North America', and 'U.S. Annual Processing' is highlighted with a red circle. The main content area displays a grid of folders under the heading 'Payroll for North America'. The folders include: Employee Pay Data USA, Employee Pay Data USF, Payroll Processing USA, Payroll Processing USF, Retroactive Payroll, Payroll Distribution, Pay Period Tax Reports USA, Pay Period Tax Reports USF, U.S. Quarterly Processing, and U.S. Annual Processing. The 'U.S. Annual Processing' folder is highlighted with a red circle.

Step 3: Select W2 Reissue

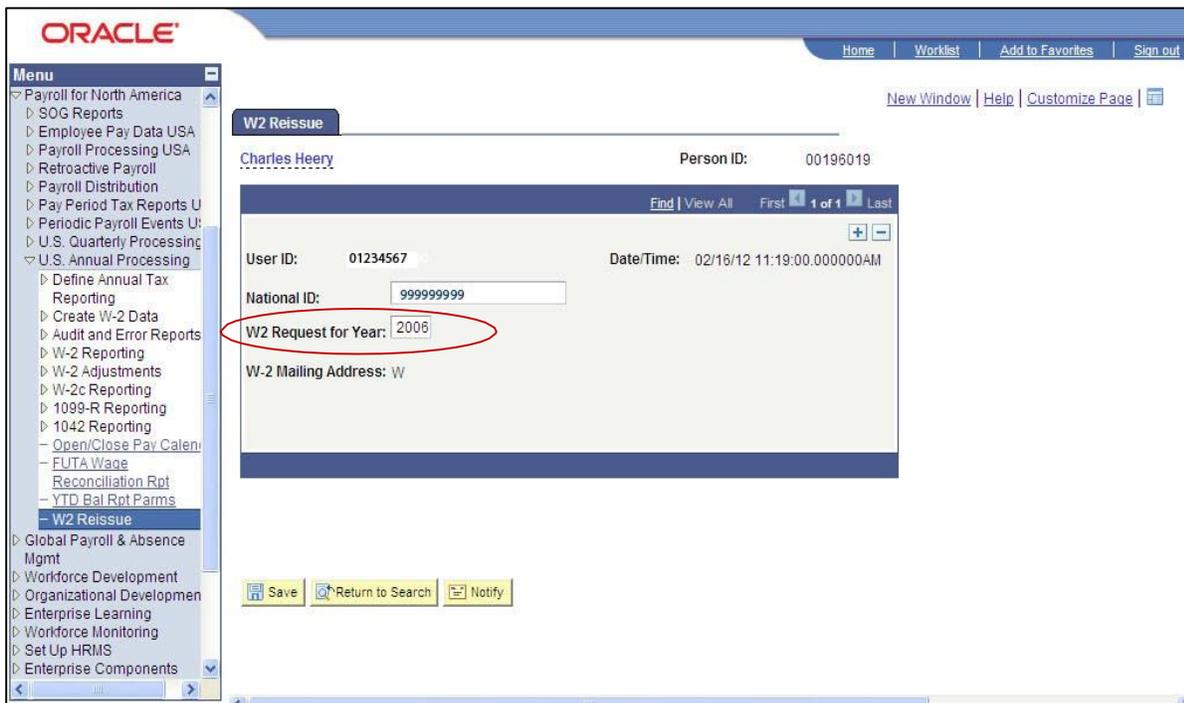
The screenshot shows the Oracle HRMS interface with the 'U.S. Annual Processing' folder selected in the main content area. The left sidebar menu is expanded to 'U.S. Annual Processing', and 'W2 Reissue' is highlighted with a red circle. The main content area displays a grid of folders under the heading 'U.S. Annual Processing'. The folders include: Open/Close Pay Calendar, FUTA Wage Reconciliation Rpt, YTD Bal Rpt Parm, W2 Reissue, Define Annual Tax Reporting, Create W-2 Data, Audit and Error Reports, W-2 Reporting, W-2 Reporting, W-2 Adjustments, W-2c Reporting, 1099-R Reporting, 1042 Reporting, and Year-End/New Year Preparation. The 'W2 Reissue' folder is highlighted with a red circle.

Step 4: Enter the complete Employee ID and click **Search**.



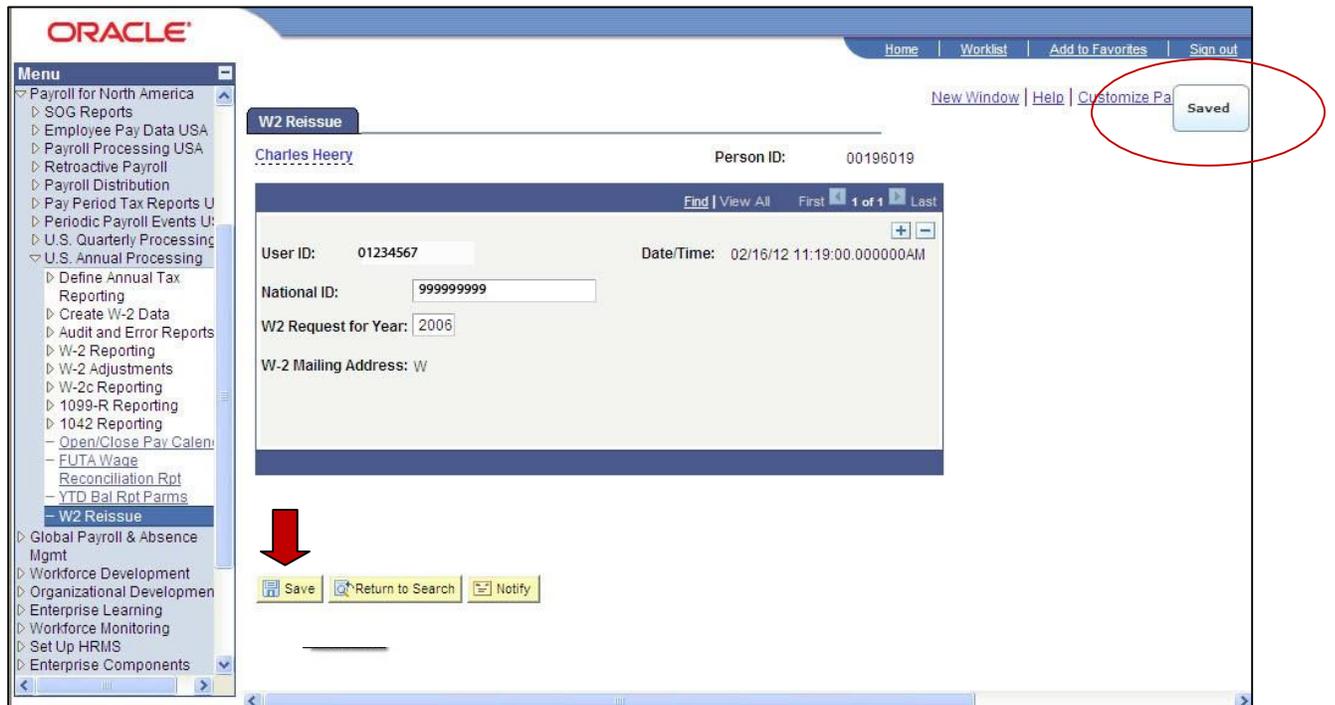
The screenshot shows the Oracle W2 Reissue search interface. The left-hand menu is expanded to 'W2 Reissue'. The main content area has a header 'W2 Reissue' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A search criteria section shows 'Maximum number of rows to return (up to 300): 300' and 'Search by: Empl ID begins with' with a text input field. There are checkboxes for 'Include History' and 'Correct History', and 'Search' and 'Advanced Search' buttons. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

Step 5: The User ID and the National ID (Social Security Number) will be populated. Enter the year for the W2 you are requesting in **W2 Request for Year**.

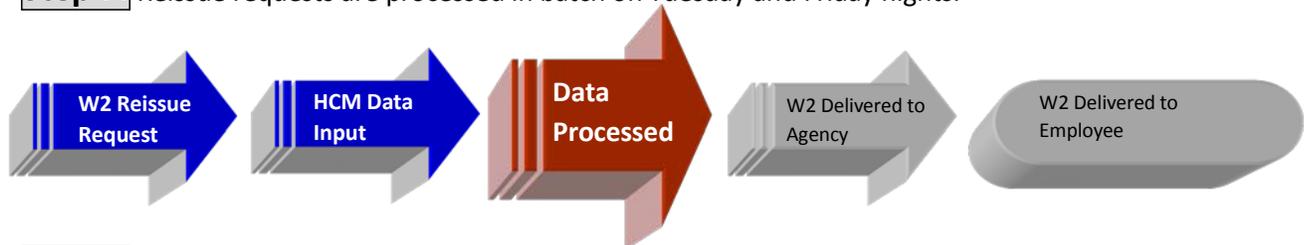


The screenshot shows the Oracle W2 Reissue results screen. The left-hand menu is expanded to 'W2 Reissue'. The main content area shows the results for 'Charles Heery' with 'Person ID: 00196019'. Below this is a table with columns for 'User ID', 'National ID', and 'W2 Request for Year'. The 'User ID' is 01234567, the 'National ID' is 999999999, and the 'W2 Request for Year' is 2006. There are also buttons for 'Save', 'Return to Search', and 'Notify'.

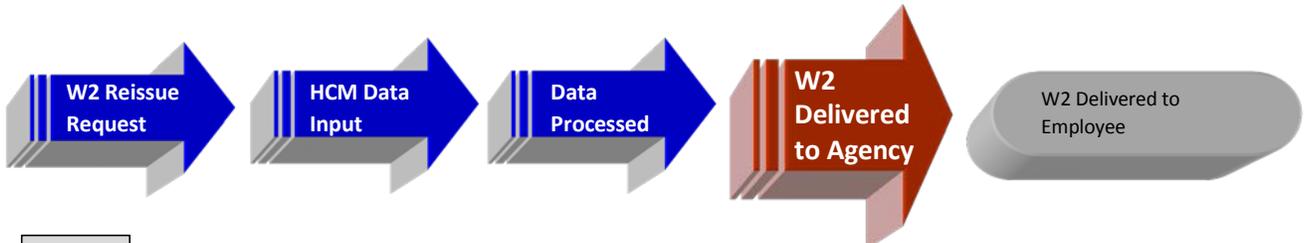
Step 6: Click **Save**. When the record is saved the white Saved button appears.



Step 7: Reissue requests are processed in batch on Tuesday and Friday nights.



Step 8: W2 delivered by Print Facility to Agency the following business day.



Step 9: W2 delivered to Employee by Agency.



IMPORTANT:

- W2's are printed on Tuesday or Friday night depending on when the request was received.
- Delivery arrangements with the Print Facility are made with each agency.
- W2's are directed to the Agency Payroll Office of Record for the employee in the requested W2 year.
- It is the responsibility of the Agency of Record for the requested W2 year to distribute the W2 directly to the employee.