

W-2 Processing for Tax Year 2021

W-2 Reporting

The State Accounting Office (SAO) is responsible for reporting W-2 information to the Social Security Administration for TeamWorks Payroll Agencies. Please **DO NOT** file paper W-2s or W-3 (Transmittal of Wage and Tax Statements) for the same information that is being reported by electronic transmission.

The State Accounting Office (SAO) is also responsible for reporting the W-2 information electronically to the Georgia Department of Revenue. All agencies are reported on one file. Report TXxxx0510D (Image-Income Statement Transmittal Form G-1003) will show totals for State Taxable Gross, State Tax Withholding, and number of W-2 forms. This report will be distributed through Report Manager.

Information sent to the Social Security Administration and the Department of Revenue is also sent to the Department of Audits and Accounts.

The employer return address that is printed on your checks (3 lines only) will be used for Employer Name and Address on W-2s. **Please let us know by Friday, December 3, 2021, in writing, if there is a change in any of the employer data for 2021.** Email your changes to the Customer Service Center at HCM@sao.ga.gov.

W-2 Forms

Again, this year, employees will be able to “opt-in” and receive their W-2s electronically. The deadline for employees to enter/update their electronic W-2 selection is **January 5, 2022**. Employees who opt-in by the deadline will not receive a printed W-2 form. Instead, they will access Employee Self Service to print a copy of their W-2. Elections remain in effect until changed.

Printed employee W-2 forms for tax year 2021 will be laser printed and sealed in an 8½ x 5½ envelope. **New this year:** the form is changing from “4-corners” to “4-down”. The printed forms will be in the same format as an electronic W-2.

Employer File Copy will not be produced this year as all W2-s are available within TeamWorks. W-2s are scheduled to be printed beginning **Friday, January 14, 2022**. All W-2 forms will be delivered to your agency/business unit or available for pick-up according to your normal delivery method from the print facility. All undeliverable W-2s will be returned to the agency’s return address in the upper left-hand corner of the W-2. The year-end processing calendar with pertinent dates for W-2 processing is located on the SAO website <http://sao.georgia.gov/W-2-Processing>.

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Your agency/business unit may want to order some of the standard 2021 forms (including W-3) for paper reporting plus a supply of the correction forms (W-2c, W-3c) in case errors are found after the data is transmitted. Blank W-2s can be obtained from the Internal Revenue Service using one of the following means:

1. Download them electronically at <https://www.irs.gov/forms-instructions>.
2. Request by mail at <https://www.irs.gov/forms-pubs/forms-and-publications-by-us-mail>.
3. Call 800-TAX-FORM (800-829-3676) 24 hours a day, 7 days a week.
4. Pick them up at most local IRS offices, participating libraries, or post office.

Preparation for 2021

Authorized Approver

SAO is requesting each agency/business unit using TeamWorks HCM for payroll to complete the TeamWorks Payroll W-2 Reporting Authorized Approver Registration Form. Each year, SAO will request updated Authorized Approver information for the upcoming W-2 reporting year. This information will be collected via electronic form.

To provide the authorized approver information for your agency/business unit, copy this link and paste it in your browser: <http://fs3.formsite.com/saofrms/form154/index.html>. Once you click the submit button on the form, the form will be submitted to SAO and you will receive an electronic copy of the form via email. **Please complete the form by Tuesday, December 7, 2021.**

Year-End Business Tax Reporting and Payroll Processing for 2021 W-2s

All agencies should perform the following procedures for year-end tax reporting and payroll processing:

- Ensure that all errors on the TXxxx0900 (Annual Error Listing) report are corrected by **Tuesday, January 11, 2022**, to be included in Tax Year 2021 W-2s.
- Ensure that payroll and/or tax errors communicated to agencies by SAO are resolved by **Tuesday, January 11, 2022**.
- Ensure that agency/business unit W-2 spreadsheet reflects all payroll totals for tax year 2021.

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This spreadsheet tool, Sample W-2 Payroll Reconciliation Spreadsheet, is located on the SAO website <http://sao.georgia.gov/W-2-Processing> and should contain all W-2 box items applicable to the agency/business unit.

- Promote accurate Form W-2 processing and ensure that employees' personal information within TeamWorks HCM is current. Specifically, remind employees to log on to Employee Self Service (Self Service > Personal Information > Personal Information Summary) to confirm their **home address, email address, Social Security number, and other personal identification information**. A current email address will be important this year for those employees who choose to opt-in for electronic W-2s, as they will be sent a confirmation via email.
- Encourage your employees to opt-in for electronic W-2s.

User query **OPY106_W2_FORMS_CONSENT_STATUS** to list all employees who have entered a consent. The status (Electronic or Print) will be provided.

Use query **OPY106_W2_FORMS_NO_CONSENT** to list active employees who have not entered a consent. These employees will receive a paper W-2.

- Advise employees to review their pay advice regularly to ensure that benefit deductions are in alignment with benefit elections. Questions/issues/concerns regarding payroll should be directed to the respective agency/business unit payroll managers.

Final Wages/Deductions for 2021

The check dates provided below reflect final employee compensation to be reported in tax year 2021.

Reminder: Year-end balances on the pay stub may not match the W-2 value due to balance adjustments prepared based on Agency/business unit request.

Final Employee Compensation for Tax Year 2021		
Employees	HCM Payroll Confirm	Check Date
Semi-monthly / Monthly	12/27/2021	12/31/2021
DOT	12/17/2021	12/22/2021

Wages Paid to Beneficiaries of Deceased Employees

A query is available for agencies to use which provides a listing of deceased employees (OPY030_Deceased_Employees). Please use this list to determine if any deceased employee wages were paid to a beneficiary during the 2021 calendar year. The deceased

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employee's Federal and State Taxable Gross Wage should be corrected by processing a manual check entry using the following business process by using the following navigation to Frequently Asked Questions on the SAO website: <http://sao.georgia.gov/payroll-tips-and-techniques>.

As a reminder, refer to the IRS "Instructions for Form W-2" or the "Circular E, Employer's Tax Guide" for guidance in reporting wages for deceased employees.

1099-Misc

Contact the appropriate person in your agency/business unit to produce 1099-Misc for any beneficiary paid during 2021. 1099s are issued from TeamWorks Financials.

Reissued W-2s

Reissued W-s for Tax Years 2017 and Later: Employees will be able to print their own W-2 reprints in Employee Self Service. Agencies will also be able to print W-2s directly from TeamWorks (no more forms!). W-2s for years prior to 2017 need to be prepared manually.

W-4 Filing Reminders

*****Employees must file a W-4 annually to continue "Exempt" Status*****

Year-End tax report titled TXxxx0103 (W-4 Exempt) will be available on **Monday, December 13, 2021** in Report Manager. This report is sorted by Company, Mail Drop, and Employee Name. As discussed below, this report will assist agency personnel with year-end tax reporting responsibilities.

Employees must file a new W-4 form if they are making any changes to their withholding allowances, claiming Exempt status or have changed their name with the Social Security Administration. The TXxxx0103 Report (W-4 Exempt) lists employees who claimed "Exempt" status from Federal Withholding Tax during tax year 2021. A new W-4 must be filed if the employees listed wish to continue claiming "Exempt" status from Federal Withholding Tax for the tax year 2022.

The deadline to continue with an EXEMPT status is **Monday, February 3, 2022**. Failure to submit a new W-4 will result in tax withholdings being set at the Internal Revenue Service mandated single and zero allowances. For those employees that do not file a new W-4, business units/agencies must set the single and zero allowance rates for the payroll period beginning on **Monday, February 3, 2022**.

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Agencies should notify their employees of the consequences of not filing a new W-4 by the **Monday, February 3, 2022**, deadline.

How to enter new W-4 in TeamWorks HCM:

- Access the Federal Tax Data page (Payroll for North America > Employee Pay Data > Tax Information > Update Employee Tax Data)
- Click on the plus (+) sign, add a new effective dated row beginning first day of the pay period.
- Click the radio button from “Notification Sent” to “None” and then select the SAVE button.

Resources Available on the SAO Website

The following items can be found at: <https://sao.georgia.gov/w-2-processing>.

W-2 Processing

- Tax Year 2021 W-2 Processing Information
- Tax Year 2021 Processing Calendar
- Sample W-2 Payroll Reconciliation Spreadsheet
- Tax Balance Adjustment Request

W-2 Reissue

- W-2 Reissue Process

QUESTIONS: **SAO Customer Service Center (CSC) – HCM**
404-657-3956
888-896-7771
hcm@sao.ga.gov