

## **W-2 Processing For Tax Year 2016**

### **W-2 Reporting**

The State Accounting Office (SAO) is responsible for reporting the W-2 information to the Social Security Administration for TeamWorks Payroll Agencies. Please **DO NOT** file paper W-2's or W3 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 Luminist.

The information is 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-2's. **Please let us know by December 9, 2016, in writing, if there is a change in any of the employer data for 2016. Email your changes to the Customer Service Center at [HCM@sao.ga.gov](mailto:HCM@sao.ga.gov).**

### **W-2 Forms**

Employee W-2s for tax year 2016 will be laser printed and sealed in an 8½ x 5½ envelopes. Employer File Copy will be produced on laser paper. W-2's are scheduled to be generated the weekend of **January 14, 2017**. 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-2's will be returned to the agencies return address in the upper left hand corner of the W-2. A year-end processing calendar is also included in this notification that shows all pertinent dates for W-2 processing.

Your agency/business unit may want to order some of the standard 2016 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-2's can be obtained from the Internal Revenue Service using one of the following means:

1. Download them electronically at <http://www.irs.gov/Forms-&-Pubs>.
2. Request by mail at <http://www.irs.gov/Forms-&-Pubs>.
3. Call 800-TAX-FORM (800-829-3676) 24 hours a day, 7 days a week.
4. Order by mail using the order blank in the tax package you receive in the mail.
5. Pick them up at most local IRS offices, participating libraries, or post office.

**There are no changes to the W-2 form for tax year 2016.**

## **Preparation for 2016**

### **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, please click here:

<http://fs3.formsite.com/saoforms/form154/index.html>. Once you click 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 Wednesday, December 7, 2016.**

### **Year-End Business Tax Reporting and Payroll Processing 2016**

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 **Friday, January 6, 2017** to be included in Tax Year 2016 W-2s.
- Ensure that payroll and/or tax errors communicated to agencies by SAO are resolved by **Friday, January 6, 2017**.
- Ensure that agency/business unit W-2 spreadsheet reflects all payroll totals for tax year 2016.

This spreadsheet tool is located on the SAO website (Home > Systems > Human Capital Management > Payroll > W-2 Processing) <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 to confirm their home address, Social Security number, and other personal identification information.
- 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 2016**

<b>Employees</b>	<b>HCM Payroll confirm</b>	<b>Check Date</b>
<b>Semi-monthly / Monthly</b>	<b>12/22/16</b>	<b>12/31/16</b>
<b>Weekly</b>	<b>12/22/16</b>	<b>12/23/16</b>
<b>DOT</b>	<b>12/20/16</b>	<b>12/23/16</b>

The check dates outlined above will reflect final employee compensation to be reported in tax year 2016. Please continue to encourage employees to utilize direct deposit and to go paperless to eliminate the need to print paper checks.

**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.

## **Wages Paid to Deceased Employees**

A query is available for agencies to use that will provide a listing of deceased employees (OPY030\_Deceased\_Employees). Use this list to determine if any deceased employee wages were paid to a beneficiary during the 2016 calendar year. The deceased 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 (<http://sao.georgia.gov/payroll-tips-and-techniques>) [Frequently Asked Questions | State Accounting Office](#)

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 appropriate person in your agency/business unit to produce 1099-Misc for Beneficiary paid during 2016.

## **Reissued W-2s**

Beginning **Thursday, February 2, 2017**, employees can request "**REISSUED**" 2016 W-2s for forms that are lost or destroyed. They will be printed on **Tuesday and Friday** nights through April 14th. After April 14th, reissued W-2s will only be printed on the last business day of each week. All active employees should request Reissued W-2 forms through Employee Self Service using the following navigation: Main Menu / Self Service / Payroll and Compensation / W-2 Reissue Request.

For terminated employees, agencies can enter a request to reissue previous years W2's back to 1999. Reissued W-2s will be available the next business day after the print job is processed.

W-2s generated through TeamWorks will be retained on the system for viewing and reissuing.

### **W-4 Filing Reminders**

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

Year-End tax report titled TXxxx0103 (W-4 Exempt) will run on Thursday, **December 08, 2016**, and will be available by agency/business unit in Luminist. This report is sorted by Company, Mail Drop, and Employee Name. As discussed below, this report will assist department 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, are claiming Exempt status, or if the employee changes 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 2016. 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 2016.

The deadline to continue with an EXEMPT status is **02/15/17**. 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 **02/16/17**.

Agencies should notify their employees of the consequences of not filing a new W-4 by the **2/15/17** deadline.

### **What should agencies do when entering the 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 (+) mark, add a new effective dated row beginning first day of payroll.
- Click the radio button from "Notification Sent" to "None" and SAVE.

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