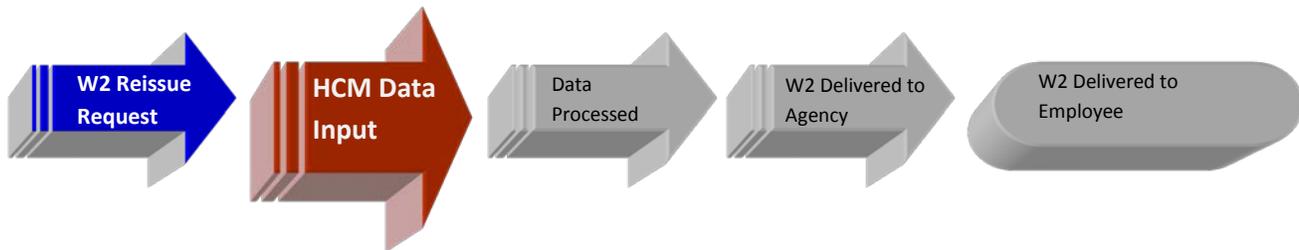


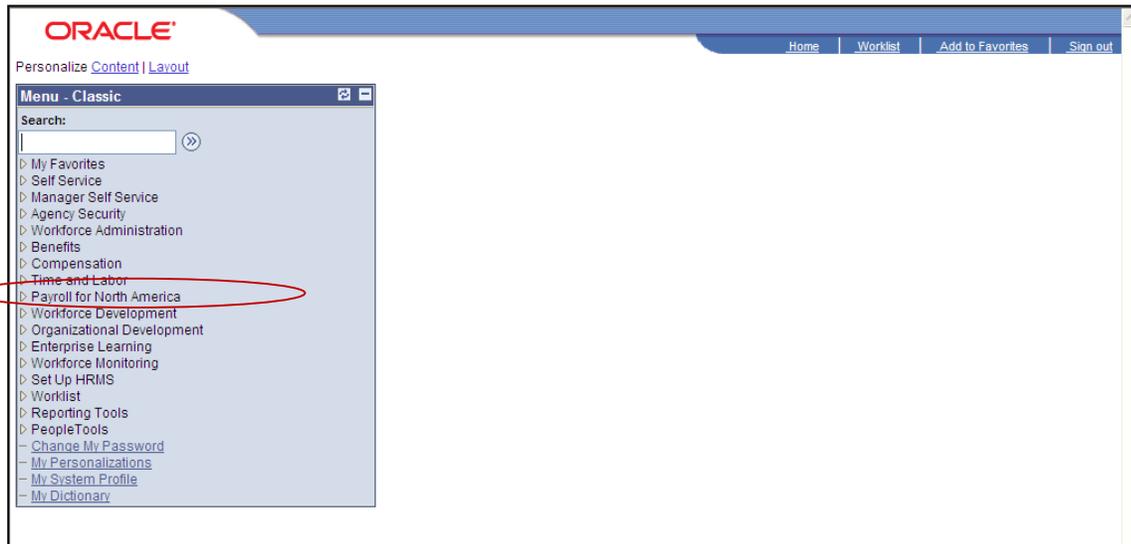


TeamWorks HCM Data Entry Process: W2 Reissuance

Effective immediately agencies will no longer send requests for W2 reissues to SAO for processing. The agency Payroll Department will have the security to perform data entry and process any requests directly.



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



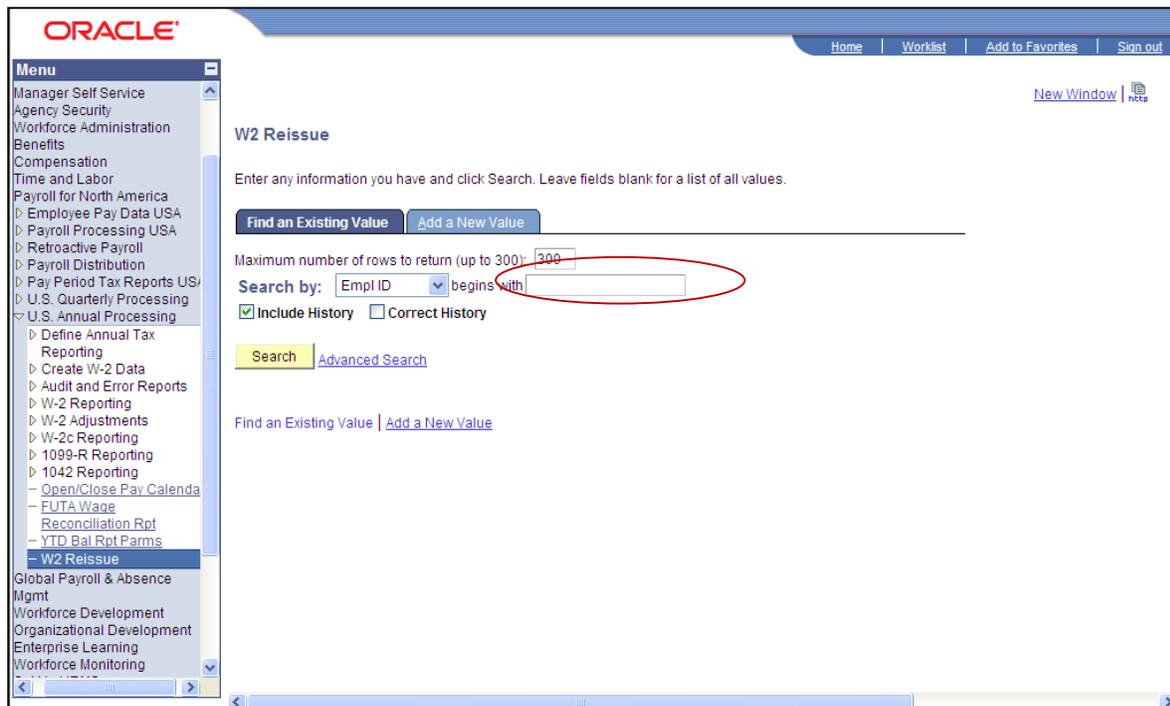
Step 2: Select US Annual Processing.

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 shows a 'Main Menu > Payroll for North America' section with a description: 'Maintain employee payroll information, process payrolls, collect taxes and process year-end requirements.' Below this are several folders: '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 menu. The left sidebar shows the 'U.S. Annual Processing' folder expanded, and 'W2 Reissue' is highlighted with a red circle. The main content area shows the 'U.S. Annual Processing' folder with a description: 'Define and create Annual Tax Reports.' Below this are several folders: 'Open/Close Pay Calendar', 'FUTA Wage Reconciliation Rpt', 'YTD Bal Rpt Params', 'W2 Reissue', 'Define Annual Tax Reporting', 'Create W-2 Data', 'Audit and Error Reports', '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.

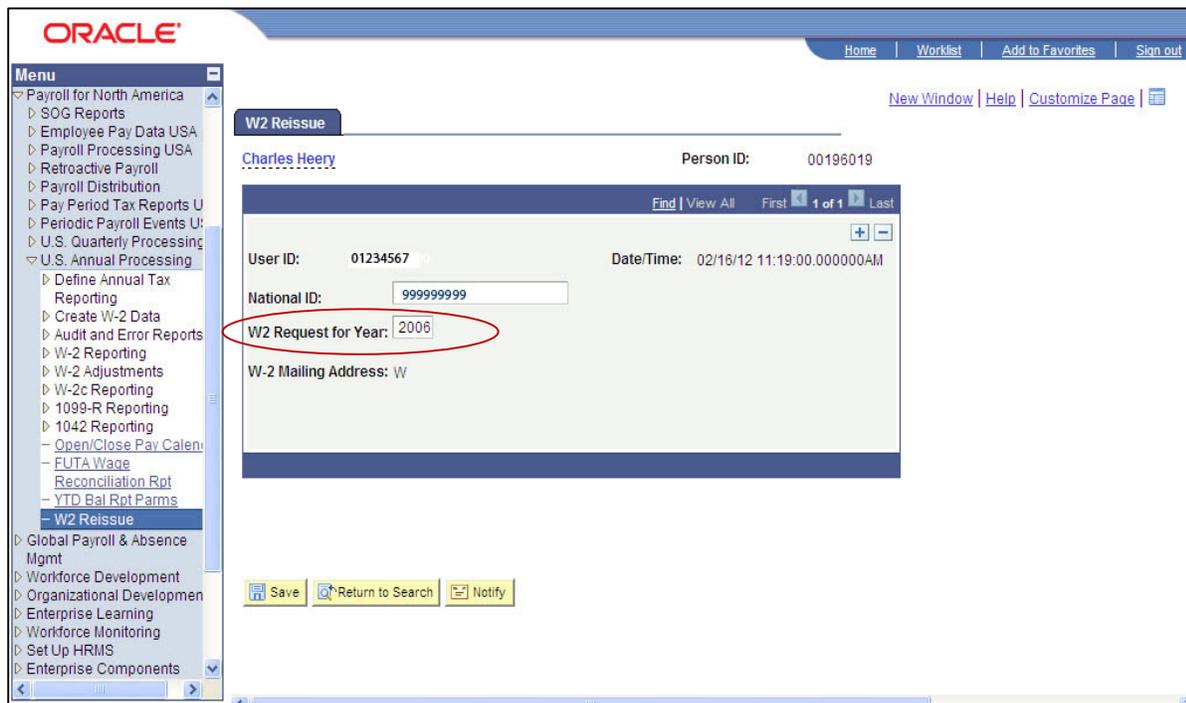
Step 4: Enter the complete Employee ID and click **Search**.



The screenshot shows the Oracle W2 Reissue search interface. The left sidebar contains a menu with 'W2 Reissue' selected. The main content area has a search form with the following elements:

- Buttons: **Find an Existing Value** and **Add a New Value**
- Text: "Enter any information you have and click Search. Leave fields blank for a list of all values."
- Form fields: "Maximum number of rows to return (up to 300):" with a value of 300, and "Search by:" with a dropdown set to "Empl ID" and a text box containing "begins with" followed by a red circle.
- Checkboxes: **Include History** and **Correct History**
- Buttons: **Search** and **Advanced Search**
- Text: "Find an Existing Value | 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**.

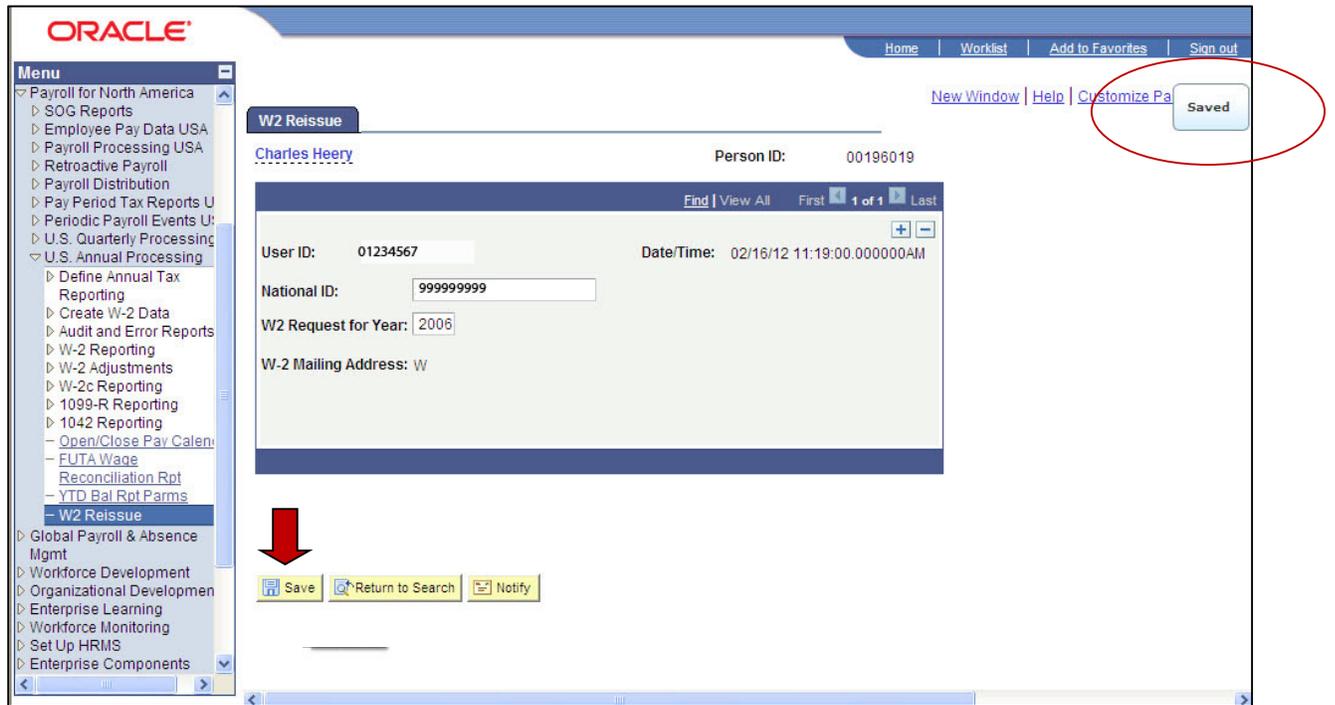


The screenshot shows the Oracle W2 Reissue form for Charles Heery. The form displays the following information:

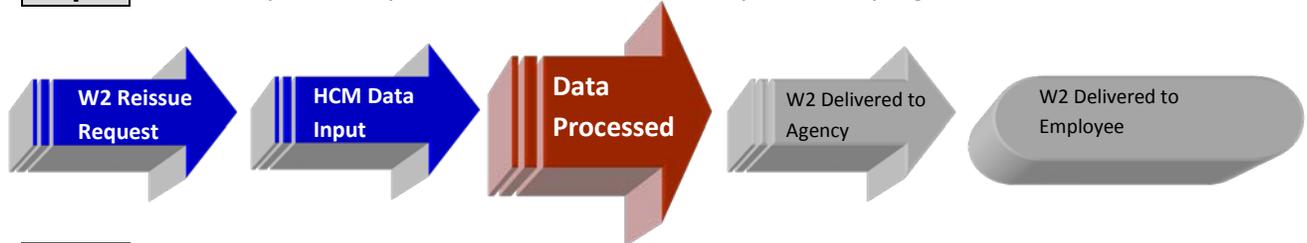
- Person ID: 00196019
- User ID: 01234567
- Date/Time: 02/16/12 11:19:00.000000AM
- National ID: 999999999
- W2 Request for Year: 2006 (highlighted with a red circle)
- W-2 Mailing Address: W

Buttons at the bottom include **Save**, **Return to Search**, and **Notify**.

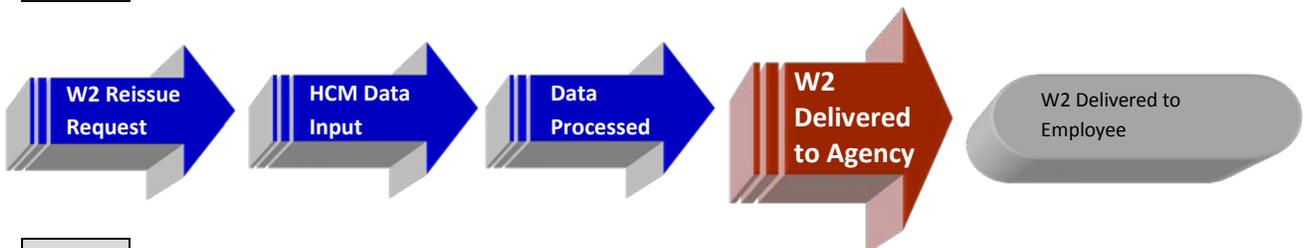
Step 6: Click **Save**. When the record is saved the white Saved button appears.



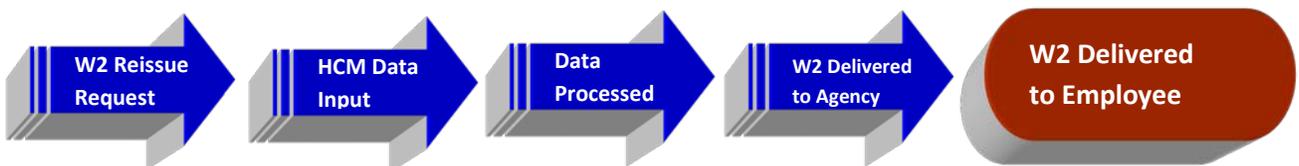
Step 7: Reissue requests are processed in batch on Tuesday and Friday nights.



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.