

# 2013 YEAR END PPA

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# 2013 Year End Website

<http://www.hr.wa.gov/payroll/HRMS/YearEnd/Pages/default.aspx>

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Human Resources

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## Year End Home

The Year End web site provides the payroll staff at Washington State agencies a one-stop resource for the year-end business processes. The site will be regularly updated to provide the latest information, requirements, forms, and processing schedules.

### Changes, updates, and additions to this site

We realize that you receive large quantities of email. One of the functions of this site is the elimination of redundant or unnecessary emails regarding the year-end business cycle. Rather than sending several emails per month to the HRMS Communications Listserv, we will send one or two emails that will inform you of changes, updates, and additions to the site. The subject line on these emails will begin with "Year End."

If you do not receive HRMS Communications distributions, you can [subscribe to the Listserv](#).

### Year End Information

- [2013 Year End](#) -- Learn what's new for 2013
- [2013 Year End Schedule](#) -- Dates and activities for agencies
- [Resources](#) -- Instructions and information regarding both federal and state tax requirements
- [Sick Leave Buyout Program](#) -- State employee attendance incentive program
- [Social Security Verification](#) -- Verify employee names and Social Security numbers against Social Security Administration records
- [Year End Archive](#) A collection of year-end pages from previous years

### Questions:

Contact the DES Service Center (360) 664-6400  
[servicecenter@des.wa.gov](mailto:servicecenter@des.wa.gov)

### Related Links:

**State Resources:**

- [HCA](#) (Health Care Authority)
- [OFM](#) (Office of Financial Management)
- [OST](#) (Office of State Treasurer)
- [PPA](#) (Personnel Payroll Association)

**Federal Resources:**

- [IRS Forms and Publications](#)
- [IRS News and Events](#)
- [SSA](#) (SSN Verification for Employers)
- [SSA Press Office](#)
- [SSA W2 News](#)



# 2013 Agency Check List

2013 Agency Year End Checklist		
Date	Year End Task	Completed
September 26, 2013	<a href="#">1st run of employee SSN Verification report</a>	
November	Review the Tax Reporter 2012 productions runs for 941's to ensure all quarters have been executed and generation dates entered correctly.	
	Research and correct employees locked out of the 11/26 payroll	
	Remind employees to updated their mailing address through ESS - also W-4 data and W-2 contact information	
November 12, 2013	<a href="#">2nd run of employee SSN Verification report</a>	
November 21, 2013	Personnel/Payroll Association (PPA) meeting, 9 a.m. - 12 p.m. Meeting will include review of Year End activities (See PPA web page - <a href="http://www.ofm.wa.gov/accounting/ppa.asp">http://www.ofm.wa.gov/accounting/ppa.asp</a> )	
	Remind employees to file an amended Form W-4 if their filing status, allowances, or exempt status has changed since the last time they filed a W-4 (if no changes, do not resubmit)	
	Remind employees who will not be participating in a CDHP after 2013 to stop their HSA deduction (if they have one)	
	Remind employees to review their beneficiaries for life insurance, retirement, deferred comp, and HSA	
	Remind employees who have a qualified/WA state registered domestic partner to review IRS Section 152 eligibility	
December	Identify and enter manual adjustments ( <b>this includes manual adjustments for other state taxes</b> )	
	Complete an internal cutoff calendar that shows cutoffs for items such as:	
	Address changes (W-2's print correctly)	
	Documents that affect gross pay (account code changes, cash allowances, CTR, health/life/LTD insurance changes)	
	Leave (including LWOP)	
	Misc. deduction changes	
	Overtime/standby/callback/shift differential, part-time employee hours	
	Taxable travel	
	Work location changes, moving expenses	
	Taxable fringe benefit reporting	
	New hires and terminations	
	Anything else as identified by the agency	
		Prior to the first payroll run for 2014, identify and clear all existing claims and overpayments from 2013. (See - link to communication and/or OFM website)
	Plan adequate staffing for December and January	
December 10, 2013	Research and correct employees locked out of the 12/10 payroll	
	Balance 941 to W-2	
December 16, 2013	Complete Master Data updates for current period	
	Execute payroll simulations - check for claims and redlines	
	Execute Preemptive Reports:	
	ZHR_RPTPYN06 – Basic Data Check	
	ZHR_RPTPYN07 – Time Data check	
	ZHR_RPTPYN08 – Compensation Data Check	
December 17, 2013	<a href="#">Review Day 1 Payroll &amp; Financial errors</a>	
	Execute report ZHR_RPTPYN09 - Payroll Threshold Report	



# 2013 Agency Check List Cont.

2013 Agency Year End Checklist		
Date	Year End Task	Completed
December 18, 2013	<a href="#">Review Day 2 and Payroll &amp; Financial errors</a>	
	Execute Reports:	
	ZHR_RPTPYN09 – Payroll Threshold Report	
	ZHR_RPTPYN33 – Payroll Journal (review gross to net)	
	ZHR_RPTBNN03 – Report for GAP N03 (review retirement exceptions)	
	ZHR_RPTPYN29 – EE's with no Retirement Contribution (review EE's with missing retirement rate %)	
	<a href="#">Review Day 3 Redlines from Noon Payroll</a>	
	Verify that accounts payable has all IRS Form 1099-MISC data needed for amounts paid to the claimant of deceased employee's estates.	
December 20, 2013	<a href="#">Research employees locked out of the 12/24 payroll</a>	
December 24, 2013	Review Test reports for 1st run of Annual Sick Leave buyout	
	Balance 941 to W-2	
January 3, 2014	Recommended deadline for Manual Year-to-Date (YTD) Adjustments for 2013 to be included on W-2. <b>Reminder:</b> This includes manual adjustments for Other State withholding taxes	
	Verify that employees' mailing address on IT0006 are correct	
	Review Test reports for 2nd run of Annual Sick Leave buyout	
	Go over the 2014 payroll calendar. Be aware of deadlines and paydates.	
January 6, 2014	DES to deactivate Tax Reporter role at Noon – last minute YTD manual entries will need to be completed before Tax Reporter role is deactivated. <b>Reminder:</b> This includes manual adjustments for Other State withholding taxes	
January 10, 2014	Verify 2014 LNI rates implemented by DES	
January 14, 2014	Review Final reports for Annual Sick Leave buyout and disperse to employees	
	Ensure that all IRS Forms 941/941X/W-2/W-2c are in balance prior to sending off IRS Form 941 for 4th quarter 2013. Due Jan. 31st	
January 16, 2014	Review any errors and warnings on the W-2 log manager	
January 21, 2014	Complete Manual YTD Adj. to be included on 941 - remember to check if a W2C will be required.	
	Execute the fourth quarter 2013 Federal Tax Report form 941. Verify the manual adjustments through the Tax Reporter Log Manager (manual adjustments ignored).	
	Execute the fourth quarter 2013 Federal Tax Report 941 <b>no later than 1/31/2014</b>	
	File Year End forms with federal, state and local tax authorities	
	Enter generation date for 941	
	Issue and file any last minute correction forms	
January 31, 2014	IRS Form 941 for 4th quarter 2013 is due. Revalidate all IRS Forms 941/941X/W-2/W-2c are in balance prior to sending.	
February 15, 2014	Exempt IRS Forms W-4 expire. Begin withholding using the last valid W-4 (non-exempt), or single with 0 allowances.	
February 28, 2014	Schedule a year-end debriefing meeting. Document lessons learned in 2013 in preparation for the next year-end.	



# Reminder Manual Processing Other State Withholding Taxes

- Create a manual adjustment to display state withholding taxes for employee.
- Refer to user procedure [W2 YTD Adjustments to show withholdings on the W2](#)

1 Wages, tips, other compensation	2 Federal income tax withheld
3 Social security wages	4 Social security tax withheld
5 Medicare wages and tips	6 Medicare tax withheld
a Employee's SSA number 500-10-1337	Employer use only
b Employer's FED ID number 91-6001118	d Control number 40000387
c Employer's name, address, and ZIP code State of WA Department of Revenue PO Box 47462 Olympia WA 98504-7462	
7 Social security tips	8 Allocated tips
9	10 Dependent care benefits
11 Nonqualified plans	12a See instructions for box 12
13 Statutory Employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-Party Sick pay <input type="checkbox"/>	12b
14 Other	12c
	12d
e Employee's first name and initial Last name Suff. REIA, DOI 2848 FERRY ST LACEY WA 98503	
f Employee's address and ZIP code	
15 State OR 0419300-9	18 Local wages, tips, etc.
16 State wages, tips, etc. 25000.00	19 Local income tax
17 State income tax 375.00	20 Locality name
Form OMB: No. 1545-0008 <b>W-2 Wage and Tax Statement 2012</b> Copy C for Employee's records	

1 Wages, tips, other compensation	2 Federal income tax withheld
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5 Medicare wages and tips	6 Medicare tax withheld
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Form OMB: No. 1545-0008 <b>W-2 Wage and Tax Statement 2012</b> Copy 2 To Be Filed With Employee's STATE Income Tax Return	

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# *Year End Processing Resources*

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- Year End Website:  
<http://hr.wa.gov/payroll/HRMS/YearEnd/Pages/default.aspx>
- DES Service Center (360) 664.6400  
[ServiceCenter@DOP.WA.GOV](mailto:ServiceCenter@DOP.WA.GOV)
- On-line Quick Reference  
<http://hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/default.aspx>



*Thank you*

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**Questions?**

