

# Year End Processing PPA Meeting

## November 20, 2009

- } Payroll Schedule for the 12/24 paydate
- } HRMS Year end processing activities:
  - Year to date adjustments
  - 4<sup>th</sup> Quarter 941s
  - Sick Leave buyout
  - W2s

# Dec. 24, 2009 Payroll Processing Calendar

Date	Payroll Processing	System Availability
Tuesday December 15, 2009	Day 1- Normal schedule	6 a.m. to 6 p.m.
Wednesday December 16, 2009	Day 2 - Normal schedule	6 a.m. to 6 p.m.
Thursday December 17, 2009	Day 3- Normal schedule *	6 a.m. to 6 p.m. *
Friday December 18, 2009	Day 4- Normal schedule	System unavailable normal Day 4 outage

# Agency Year-to-Date Updates Spreadsheet

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**HR** Washington State  
Department of Personnel

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## Payroll - HRMS

- HRMS Support
- Payroll Calendars & Schedules
- HRMS-Related Training
- On-Line Quick Reference
- Personnel/Payroll Association

## Resources

This page provides links to documents on a variety of HRMS subjects.

- [Infotypes Index](#)**  
A list of infotypes and descriptions
- [Absence Types Index](#)**  
A list of codes to enter absences in CATS.
- [Wage Types Index](#) - updated 10/29/09**  
A list of code and account descriptions for entering time and attendance. You'll find a **Legend** in the spreadsheet which describes the information you'll find on the seven worksheets.
- [Overpayment Recovery Wage Types](#)**  
A list of wage types for recovery of overpayments
- [Statewide Variant List](#) - updated 10/02/09**  
DOP created statewide variants to help users save time and get consistent results when running reports. Specific information has been defined and saved so the same types of data will display each time the variant is used to run a report. Browse this list of all state wide variants, which begin with "SWV" prefix in HRMS.
- [End-Dating](#)**  
A color-coded table for end-dating various infotypes.
- [Agency Year-To-Date \(YTD\) Updates](#)**  
Use this spreadsheet to report and track manual year-to-date adjustments for state and federal reporting.

**Contact Us**  
360-664-6400 or [E-Mail](#)

To access the spreadsheet on DOP's website:

<http://www.dop.wa.gov/payroll/HRMS/HRMSSupport/Pages/HRMSResources.aspx>

# Agency Year-to-Date Updates Spreadsheet

	A	B	C	D	E
1	<b>Tax Authority (Taxau)</b>	<b>Tax Group (TxGr)</b>	<b>Text</b>	<b>Taxable or Value</b>	<b>Tax</b>
2	FED	0001	Withholding Tax (A)	box 1	box 2
3	FED	0003	Employee Social Security Taxable and Tax (B)	box 3	box 4
4	FED	0004	Employer Social Security Taxable and Tax (C)		
5	FED	0005	Employee Medicare Taxable and Tax (D)	box 5	box 6
6	FED	0006	Employer Medicare Taxable and Tax (E)		
7	FED	0002	Earned Income Credit (F)		box 9
8	FED	W227	Dependent Care Pre-tax (G)	box 10	
9	FED	W23D	401(k) Plans (H)	box 12	
10	FED	W23E	403(b) Plans (H)	box 12	
11	FED	W23G	Deferred Comp (H)	box 12 / box 11	
12	FED	W23H	GCIU Local #767 Pension (H)	box 12	
13	FED	W23P	Qualified Moving Expense (H)	box 12	
14	FED	W24A	Deferred Retirement (I)	box 14	
15	FED	W24B	Flex Spending/Pretax Ins. (I)	box 14	
16	FED	W24C	Non Cash Gross Amounts (I)	box 14	
17	Specific State			box 15	
18	Specific State	0001		box 16	box 17
19	WA	0042	EE Suplmtal Pension Taxable and Tax (J)	box 18	box 19
20					
21					
22					

23 Use the key above to map the Tax Group to the boxes on the W2 form.  
 24 See the Sample worksheet for an example of a typical entry.  
 25 Use the Agency EE Updates worksheet to enter any UNREPORTED adjustments.  
 Use the Agency Updates worksheet to enter manual deposits.  
 Adjustments can be positive or negative; use a minus sign to report negative adjustments.  
 The Tax Authority on the Agency Updates worksheet will always be FED.  
 26 Send the completed spreadsheet to the DOP ISD Help Desk at [helpdesk@dop.wa.gov](mailto:helpdesk@dop.wa.gov).