

2012 YEAR END PPA

Kelly Welsh, Systems Trainer



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	1 Wages, tips, other compensation	2 Federal income tax withheld
3 Social security wages	4 Social security tax withheld	3 Social security wages	4 Social security tax withheld
5 Medicare wages and tips	6 Medicare tax withheld	5 Medicare wages and tips	6 Medicare tax withheld
7 Employee's SSA number 500-10-1337	8 Employer use only	7 Employee's SSA number 500-10-1337	8 Employer use only
9 Employer's FEIN or number 91-6001118	10 Control number 40000387	9 Employer's FEIN or number 91-6001118	10 Control number 40000387
c Employer's name, address, and ZIP code State of WA Department of Revenue PO Box 47462 Olympia WA 98504-7462		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	7 Social security tips	8 Allocated tips
11 Nonqualified plans	12a See instructions for box 12	11 Nonqualified plans	12a See instructions for box 12
12a Employee Retirement plan	12b	12a Employee Retirement plan	12b
12b Other	12c	12b Other	12c
e Employee's first name and initial Last name Suf. REIA DOI 2648 FERRY ST LACEY WA 98503		e Employee's first name and initial Last name Suf. REIA DOI 2648 FERRY ST LACEY WA 98503	
f Employee's address and ZIP code 10 State 0419300-9 11 Local wages, tips, etc.		f Employee's address and ZIP code 10 State 0419300-9 11 Local wages, tips, etc.	
12 State wages, tips, etc. 25000.00 13 State income tax 375.00		12 State wages, tips, etc. 25000.00 13 State income tax 375.00	
14 Local income tax		14 Local income tax	
15 Locality name		15 Locality name	
Form OMB No. 1545-0048 W-2 Wage and Tax Statement 2012 Copy C for Employee's records			

1 Wages, tips, other compensation	2 Federal income tax withheld	1 Wages, tips, other compensation	2 Federal income tax withheld
3 Social security wages	4 Social security tax withheld	3 Social security wages	4 Social security tax withheld
5 Medicare wages and tips	6 Medicare tax withheld	5 Medicare wages and tips	6 Medicare tax withheld
7 Employee's SSA number 500-10-1337	8 Employer use only	7 Employee's SSA number 500-10-1337	8 Employer use only
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What's New for 2012 W-2

- The Provider **Health Care Costs** are now identified in box(12DD).
- The Employer/Employee **HSA** Contributions are identified in box (12W)

1 Wages, tips, other compensation 31312.00		2 Federal Income tax withheld 1256.25	
3 Social security wages 32882.50		4 Social security tax withheld 1381.07	
5 Medicare wages and tips 32882.50		6 Medicare tax withheld 476.80	
a Employee's SSA number 519-94-2344		Employer use only	
b Employer's FED ID number 91-6001071		d Control number 00994415	
c Employer's name, address, and ZIP code State of Washington Dept of Licensing PO Box 46007 Olympia WA 98507-6007			
7 Social security tips		8 Allocated tips	
9		10 Dependent care benefits	
11 Nonqualified plans		12a See instructions for box 12 DD 10410.08	
13 Statutory Employee Retirement plan Third-Party Sick pay <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		12b W 1225.03	
14 Other DEF RET 1570.50 PRETAX INS 615.00		12c	
		12d	
e Employee's first name and initial Last name Suff. ROBERT L SOUMAS 1540 W TUALATIN DR POST FALLS ID 83854			
f Employee's address and ZIP code			
15 State	Employer's state ID		18 Local wages, tips, etc
16 State wages, tips, etc.		19 Local income tax	
17 State income tax		20 Locality name	
Form W-2		OMB. No. 1545-0008	
Copy C for Employer's records		2012	
Dept. of the Treasury - Internal Revenue Service. This information is being furnished to the IRS. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.			



2012 Year End Website

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

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HRMS-Related Training

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Year End

Year End 2012

This web page provides the starting point for the 2012 HRMS year-end processes and activities. We will list and link all new postings and provide a schedule of year-end activities. We recommend that you review this page on a weekly basis to ensure you are aware of all new and updated information.

What's New

- [2012 Agency Year End Checklist](#) (posted 9/14/2012)
- [Additional Medicare Tax effective January 1, 2013](#) (posted 09/11/12)
- [Publication 15, Employer's Tax Guide for use in 2012](#) (posted 1/30/2012)
- [Unemployment insurance taxable wage base \\$38,200](#) (for 2012)
- [Social Security 2012 Rate/Limit changes](#)

[See 2012 Year End Processing Schedule](#)

Questions: Contact the
DES Service Center (360)
664-6400
servicecenter@dop.wa.gov

Related Links:

State Resources:

- [HCA](#) (Health Care Authority)
- [OFM](#) (Office of Financial Management)



2012 Agency Check List

2012 Agency Year End Checklist

Date	Year End Task	Completed
September 27, 2012	1st run of employee SSN Verification report	
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 13, 2012	2nd run of employee SSN Verification report	
November 28, 2012	Personnel/Payroll Association (PPA) meeting, 1:30 - 4:00 pm Meeting will include review of Year End activities (See PPA web page - http://www.ofm.wa.gov/accounting/ppa.asp)	
December	Identify and enter manual adjustments Prior to the first payroll run for 2013, identify and clear all existing claims and overpayments from 2012. (See - link to communication and/or OFM website)	
December 10, 2012	Research and correct employees locked out of the 12/10 payroll	
December 14, 2012	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, 2012	Review Day 1 Payroll & Financial errors	
	Execute report ZHR_RPTPYN09 - Payroll Threshold Report	
December 18, 2012	Review Day 2 and Payroll & Financial errors	
	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 %)	
	Review Day 3 Redlines from Noon Payroll	
December 20, 2012	Research employees locked out of the 12/24 payroll	
December 24, 2012	Review Test reports for 1st run of Annual Sick Leave buyout	
January 4, 2013	Deadline for Manual Year-to-Date (YTD) Adjustments for 2012 to be included on W-2 Verify that employees' mailing address on IT0006 are correct	
January 7, 2013	Review Test reports for 2nd run of Annual Sick Leave buyout Last chance to enter prior manual YTD adjustments - DES to deactivate Tax Reporter role at Noon	

Year End Processing Resources

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



Thank you

Questions?

