

Contents

W2 Reportable Fringes Processing Overview	2
Transactions that are loaded to the W2 Bolt on Monthly	2
Transactions that are not loaded to the W2 Bolt on Monthly	3
Process Detail	4
Monthly W2 Process Steps -Find W2 Reportable Transactions in Review Status	4
How to Inactivate a Transaction – Record will not be Reported	8
How to Open a Transaction Record for Editing Examples of Transactions that May Need Updating	<i>9</i> 10
How to Add W2 Reportable Transactions Adding Support Organization Reportable Payments Adding Non-accountable Plan Reportable Payments	
How to Correct Previously Sent Transactions	15
How to Validate Corrected Transactions	
Other Search Options	20
W2 Support	21
Revision History	21



W2 Reportable Fringes Processing Overview

Process Frequency	Monthly
Dependencies	W2 Transactions are loaded for review by each institution
Assumptions	W2 Tax Knowledge
Responsible Parties	Tax Staff at each Institution
Alternate Scenarios	NA

W2 Reportable Fringe Payments (expense and accounts payable transactions) made to employees (or on an employee's behalf) in SFS will need to be reported as W2 earnings to the employee. At the beginning of every calendar year, UWSA Tax Staff consult with Payroll to identify earnings codes and account codes that will be used to load/report W2 earnings.

Each month, W2 reportable payments made to employees through the Expense module and the Accounts Payable Module will be loaded into the W2 Bolt On. Transactions are loaded to the bolt on with either a W2 Status of Active or Review. The institutions will be notified by email after the load. Each Institution's Tax representative will have a set amount of time to update campus W2 transactions, resolve items that are in 'Review' status; make corrections to transactions submitted in previous months; and enter additional transactions (i.e.: expenses that do not meet the requirements for an accountable plan, foundation prepaid expense transactions, taxable travel reimbursements). Foundation payments should be entered in the SFS W2 Tax Processing Bolt-on a monthly basis.

After Institutions have notified UWSA Tax Staff that they have completed their review, the Tax Staff will revalidate the transactions. If the revalidation comes back clean, the UWSA tax staff will upload the file into the HRS system. HRS will withhold payroll taxes on these W2 reportable amounts.

Transactions that are loaded to the W2 Bolt on Monthly

- E-Re Estimated Withholding is an expense type that allows an estimated amount of FICA, Federal, and State tax withholding to be deducted at the time of the payment. The estimated tax is associated with account code 7060 and is loaded to the bolt on to be passed on to the service center. The estimated tax is offset on the next available payroll when actual tax withholding amounts are calculated.
- Payments that have a distribution line that includes any of the account codes 2180, 2181, 2863, 2864, 2880, 2881, 2883, 2884, and will be loaded to the bolt on. The payments will be loaded regardless of whether the payment is for an employee or not. Transactions that do not have a valid employee ID associated with it will be flagged for review. Transactions that have a valid



employee ID will be set with a status of Active when loaded. All transactions with an Active status at the time of HRS load will be reported.

- Relocation/Moving Expenses must be flagged with a business purpose equal to RELOCATION in the Expense Module. All lines on a Relocation expense report except prepaids will be loaded to the W2 Bolt-on regardless of what account codes are on the expense report, this includes travel reductions and the required estimated withholding tax entered on the expense report. University pre-paid expenses associated with the move must be manually added as tax reportable to the employee.
- Cancelled payments that meet the account code and/or the Relocation Business Purpose criteria will load to the bolt on. Each month any cancelled payments will load. The following scenarios can happen and will be loaded as described
 - Cancel/Reissue in same month the original payment, cancellation of original payment and reissued payment will all be loaded where the net is the reissued payment. You will see a cancelled date to indicate the cancelled rows.
 - Cancel/Reissue across months the original payment will be reported in one month, then the cancel/reissue occur in a subsequent month. Result – report the first payment, the cancel and reissue will net to zero in a future month so will not be duplicated or reported twice.
 - Cancel without reissue in same month the original payment and the cancellation of original payment will load. The net will be zero so nothing will be reported.
 - Cancel without reissue across months the original payment will be reported in one month, then the cancel will occur in a subsequent month. The subsequent month payment will be loaded and sent to Service Center as a negative – crediting back the employee for the cancelled payment.

Transactions that are not loaded to the W2 Bolt on Monthly

- Institutions can manually add W2 reportable transactions that are not loaded to the bolt on, including prepaids for moving expenses and foundation payments. Do not include compensatory cash awards to employees that must be payrolled in accordance with IRS regulations.
- University prepaids on expense reports are not loaded to the W2 bolt on. All lines on a Relocation expense report except prepaids will be loaded to the W2 Bolt-on regardless of what account codes are on the expense report. You will need to manually add reportable prepaids to the W2 Bolt On. You can run a query named SFS_W2_EX_PREPAID_ON_RELOC to identify the university pre-paid expenses associated with the move, it's based on approval date, which differs from the actual payment date. The system does not include a payment date for prepaids.



- Enter any expenses that do not meet the requirements for an accountable plan. For example, expense reports submitted more than 90 days past the trip completion date without an exception. These will be included as taxable income to the employee. The following two queries can be used to help monitor this activity:
 - SFS_EX_CAMPUS_NONTVL_90DAY
 - SFS_EX_CAMPUS_TRVL_90DAY
- Payments made to UW employees by university support organizations, such as institution foundations, that are considered by the IRS to be university income to the recipients must be entered into the bolt-on. These payments include amounts for moving expenses, house hunting, temporary lodging expenses, non-overnight meals, spousal travel expenses, and club memberships. Do not include compensatory cash awards to employees that must be payrolled in accordance with IRS regulations. All source documents should be maintained at your institution's business office.

Process Detail

Monthly W2 Process Steps -Find W2 Reportable Transactions in Review Status

Institutions must review and act on each record that has been loaded with a *Review* status. The most common error messages requiring review are:

• Invalid EMPLID.

This occurs when an expense report is created for a non-employee record (i.e. employee ID begins with "N").

- If the person has since become an employee, or is an employee of another UW institution, update the employee ID using the instructions for How to Open a Transaction Record for Editing.
- If the person will become an employee, but does not yet have an EMPLID, the record will need to be inactivated. Once the EMPLID has been issued, the record can be corrected with the EMPLID and submitted. Alternatively, the record can be manually entered the month it becomes available. An example of this scenario would be relocation expenses.
- If the person will never become an employee, for example a non-employee board member, the record should be inactivated and the transaction should be entered into the 1099-bolt-on if taxable. Taxable payments to 1099 reportable suppliers should be paid through AP on the appropriate account code.
- Row without EMPLID *Suppliers Supplier Class is not E.
 - This occurs when an accounts payable (AP) transaction is created and paid to a Supplier not classified as an employee. Most often this may relate to an AP Payment made to a moving company on behalf of an employee. Payments made directly to moving companies are taxable to employees (use the relocation expense account code 2880/2881). When the transaction loads to the W2 Bolt On you will need to update it from the moving company into the employee's name.
- Detail Amount is greater than the review limit set for that specific account.



This occurs when amounts paid are greater than what the review limit is for the account code. Review limits are established to help identify potential errors. It also helps identify employees that could see a significant reduction in net pay related to the taxable fringe adjustment. In order to prevent hardship, it may be appropriate to spread out the payroll deductions over multiple pay periods. Please contact <u>the System Administration Tax</u> <u>Reportable Fringe contact</u> for details.

Account Codes					Find	First	④ 1-10 of 10	🕑 Last
*Account			*Ea	arnings Code			Review Limit	
2180	Training & Develop-Career Rela	EDU Exp:	1				3,000.00	+ -
2181 Q		EDU Exp:					3,000.00	+ -
2863	Day Trip Meals (Tax) -In State	EDU Exp:		XML 🔍	Tax Fr - Meals/Lodging		300.00	+ -
2864 🔍	Day Trip Meals (Tax) -OutState	EDU Exp:		XML Q	Tax Fr - Meals/Lodging		300.00	+ -
2880 🔍	Relocation-Direct Cost-InState	EDU Exp:		XME Q	Tax Fr - Moving Exp Reimb		3,000.00	+ -
2881 Q	Relocation-DirectCost-OutState	EDU Exp:		XME Q	Tax Fr - Moving Exp Reimb		3,000.00	+ -
2883 Q	Relocation Temp Lodg (Taxable)	EDU Exp:		XME Q	Tax Fr - Moving Exp Reimb		3,000.00	+ -
2884 Q	Relocation Stipend (Taxable)	EDU Exp:		XME 🔍	Tax Fr - Moving Exp Reimb		3,000.00	+ -
FDTN	Misc Foundation Reportable	EDU Exp:		XMI Q	Tax Fr - Miscellaneous		3,000.00	+ -
NONA	Nonaccountable Plan Reimburse	EDU Exp:		XNA Q	Tax Fr - Nonaccountable Pla	n	3,000.00	+ -

As of May 2019, the review limits are:

• This expense is moving but business purpose is not set to Relocation. Review. This occurs when an expense report has an account code/moving expense line, but the business purpose is not set to RELOCATION. You will need to review and add any other amounts on the expense report related to the relocation.

You will review the transactions and determine if the record will need to be reported.

- 1. Login to SFS Production Online at https://www.wisconsin.edu/sfs/sfs-environments/
- 2. Navigate to SFS Extensions >Tax Processing > Use > UW W2 Search OR

Navigate to Accounts Payable Work Center\Main Menu\Tax(W2)\UW W2 Search

Accounts Payable WorkCenter • «	UW W2 Search						
Main Reports/Dueries € Links С 0	1. Enter Search Criteria →>	Tax Year: Month Code: Empl ID: Any part of Employee Name Business Unit: W2 Status:	2019 05 Q UWE V Review V	*Display Educational Expenses Sent: *UW Support Organization: Correction W2 Indicator:	No v All v All v	Validation Validate	Refresh Status
UW W2 Transaction W2 2008 DETAIL	2. Click on Search>	Account/Earn Code:	Account V				



- 3. Enter Tax Year (4 digits)
- 4. Enter Month Code (2 digits i.e. January = '01', February = '02', etc.)
- 5. Select your Business Unit (i.e. 'UWADM', 'UWMIL', 'UWSTP', etc.)
- 6. **Select** *W2 Status* = 'Review' (left blank you will receive a listing of all W2 Transactions for that month)
- 7. **Click** "Search"

Enter Search Criteri	Tax Year: Month Code Empl ID:	:	2019	٩	*Displa Sent:	y Educational Exp *UW Support Org *Correction W2	enses ganization: Indicator:	No v All v All v		Validation Valid Instance:	late	Refresh Status
	Any part of E Business Ur W2 Status: Account/Ea	imployee Name: nit: m Code:	UWE. V Review Account	✓ ✓Q								
Click on Search ->	Search											
Click a row for Em	nloyee's detail tra	nsactions				Personalize Find	View All	I 🖉 I 📑 Fir	st 🕚 1 of	1 🕑 Last		
Click a row for Emplement	Noyee's detail tra	nsactions	3			Personalize Find	View All	🔊 🔜 Fir	st 🛞 1 of	1 🛞 Last		
e Click a row for Em leader Detail (View Detail *Tax	Xoyee's detail tra Comments Erro Year [®] Month	r Messages Transaction Corrected	D Empl ID	Supplier Sup SetID Sup	plier ID	Personalize Find *Support Organization	View All	। 💷 🔜 Fir lame	st 🕚 1 of	1 🕑 Last less Unit		

8. The results are a listing of transactions to be reviewed. You will find information on the following tabs within the UW W2 Search page: Header, Detail, comments and Error Messages.



a. Header Tab:

This tab includes the *View Detail* link taking you to the UW W2 Transaction page, where you can make changes. This tab also provides you with the Business Unit, EmpIID and Employee Name associated with the transaction.

,									I	Personalize Fine	d View All 🖓 🔣	First	👂 1 of 1 🛞 Last
	Hea	leader Detail Comments Error Messages IIII											
	١	/iew	Detail	*Tax Year	*Month	Transaction Corrected	Empl ID	Supplier SetID	Supplier ID	* Support Organization	Employee Name		*Business Unit
	1 \	View	Detail	2019	May	No	NEJA0006			No	Johnson		UWEAU

b. Detail Tab:

- i. Document ID Column provides a link to the corresponding expense report or the accounts payable voucher page for ease of reviewing. When manually entering transactions, entering the exact document ID will enable a valid link to the expense or voucher page.
- ii. Source Transaction Column provides you with the type of transaction this is. Either an Expense (EX) Transaction or an Accounts Payable Voucher (AP) Transaction.

							Personalize F	ind View /	AH 🖾 🔢	First 🕚	1 of 1 🛞 Last
Heade	er Deta	il Com	nments Erro	or Messages	[111])						
Doc ID	ument So Tra	urce insaction	*UW Detail Amount	Name 1		Empl ID	*Payment Date	*Account	Earnings Code	*W2 Status	Item Number
1 006	91884 EX	c l	\$15.00	Johnson		NEJA0006	05/08/2019	2864	XML	Review	1

c. Comments Tab:

Description Column

i. For **expense transactions** the description will be the *Business Purpose* entered on the expense transaction. This is particularly useful in identifying the transactions that are flagged as a Relocation Business Purpose.

NOTE: All lines on a Relocation expense report except prepaids will be loaded to the W2 Bolt-on regardless of what account codes are on the expense report. University pre-paid expenses associated with a move must be manually added as tax reportable to the employee.

ii. For *accounts payable* transactions, the Invoice Line Description will be included here.

			I	Personalize Find View All 💷 🌆 Fir	rst 🕚 1 of 1 🛞 Last
Head	er Detail	Comments	Error Messages		
	* Description		Explanation		
1	Business				



d. Error Messages Tab:

W2 Status will give you status. All items in 'review' status must be reviewed and changed to 'active' or 'inactive' status. Transactions in 'active' status will be W2 reportable. Payments in 'inactive' status will not be reported.

		Personalize Find View All 🖓 🔢	First 🐠 1 of 1 🛞 Last
Header Detail Comments	Error Messages (TTT)		
W2 Status	Employee Name	Error Message	
1 Review 🗸	Johnson	*Invalid EMPLID	

How to Inactivate a Transaction - Record will not be Reported

Inactivated records will not be reported. You can change the W2 Status FROM active or review TO inactive on records that have been loaded. Navigate to the Error Messages tab and change the W2 Status to "Inactive". This will inactivate the transaction and the transaction will not be sent to HRS to be reported on the employee's payroll account.

- 1. Navigate to the UW W2 Search Page. Enter Criteria and Select Search
- 2. Select the Error Messages Tab
- 3. **Select** 'Inactive' in the *W2 Status* column to inactivate the record. When inactivating a record, you are indicating that you do not want the record reported.
- 4. After inactivating all the records, you do not want reported, select the 'search' button to refresh the page.

UW W2 Search								
1. Enter Search Criteria →>	Tax Year: Month Code: Empl ID: Any part of Employee Name Business Unit: W2 Status: Account/Earn Code:	2019 05 05 05 05 05 05 05 05 05 05	*Displa Sent:	y Educational Expenses *UW Support Organization: *Correction W2 Indicator:	No All All	$\langle \rangle$	Validation Validat	te Refresh Status Run Status:
2. Click on Search> 3. Click a row for Emplo	Search							
			P	ersonalize Find View All	2	First 🕚 1-2 d	of 2 🛞 Last	
Header Detail Cor	mments Error Messages	(111)						
W2 Status	Employee Name		Error M	essage				
1 Inactive	Swanson Kathryn		*Invalio	EMPLID				
2 2	Watkins Jamie		*Invalio	EMPLID				
Active Inactive Rdy to Snd								



How to Open a Transaction Record for Editing

- 1. Navigate to the UW W2 Search Page. Enter Criteria and Select Search
- 2. Select the Header Tab

								Personalize Fin	d View All 💷 🔣	First	🖗 1 of 1 🛞 Last
E	Header Detail Comments Error Messages IIII										
	View Detail	*Tax Year	*Month	Transaction Corrected	Empl ID	Supplier SetID	Supplier ID	* Support Organization	Employee Name		*Business Unit
	1 View Detail	2019	May	No	NEJA0006			No	Johnson		UWEAU

- 3. Select the *View Detail* Link, this will take you to the UW W2 Transaction page
- 4. To change the employee on the transaction, **select** the *Lookup Employee Supplier* button. This will open the Employee/Supplier Search Page.

UW W2 Transacti	on		
*Tax Year 2019	*Month May	\	
*Business Unit	UWEAU *UW Support Organization No V		
Document ID	00691884 Empl ID NEJA0006 Johnson Al	Supplier Search Page	8
Item Number	1 Supplier Supplier ID		Help
*Payment Date *Account	SetID 05/08/2019 2864 Q Day Trip Mesls (Tax) -OutState	1. Enter Search Criteria →>	Any part of EmpliD: Any part of Employee Name: JOHNSON A
Earnings Code	XML Tax Fr - Meals/Lodging		Supplier SetID UWEAU and SHARE Any part of Supplier ID
*W2 Amt	\$15.00	2 Click on Search ->	Search
*Description	Business		
*W2 Status	Review 🗸	3. Click on Employee Nar	me to select
Explanation			Personalize Find Miew 10 💷 🏥 First 🖬 1-18 of 18 🔯 Last
		<u>Seub</u> <u>I</u>	
Error Message	*Invalid EMPLID	1 UWEAU	00530831 JOHNSOI
		2 UWEAU	00541342 <u>JOHNSON</u>
		3 UWEAU	00542833 <u>JOHNSC</u>
		4 UWEAU	
[H] Sava		6 UWEAU	00715345 JOHNSO
In Save		7 UWEAU	00739215 JOHNSON A
		8 UWEAU	00754001 JOHNSON

- 5. Enter any part of the EmplID or Employee Name
- 6. Enter the Supplier SetID or Institution employing the employee. (i.e. UWADM, UWMSN, UWGBY, etc)
- 7. Select the Search button,
- 8. Find and select the correct employee name/link in the list



UW W2 Transacti	on						
*Tax Year 2019	*Month May 🤍		Loc	okup Employe	ee/Suppli		
*Business Unit	UWEAU *UW Su	pport Organization	No	\sim			
Document ID	00691884	Empl ID	00530831	J	OHNSON /		
Item Number	1	Supplier SetID		Supplier ID			
*Payment Date	05/08/2019					Oprid	00583219
*Account	2864 Q Day Trip Me	als (Tax) -OutState					
Earnings Code	XML Tax Fr - Meals/Lodgi	ng				Last DateTime	05/24/2019 2:20:31PM
*W2 Amt		15.00				Process Instance	10212328
*Description	Business						
*W2 Status	Active 🧹						
Explanation	Selected Valid Employee ID						Ľ
Error Message							
THE OWNER							
in Save							

- 9. Change the W2 Status to Active
- 10. Select the SAVE button to save the transaction

Examples of Transactions that May Need Updating

- AP Transactions to moving companies for relocation expenses. These transactions are typically loaded as a review item with an error message stating "Row without EMPLID *Suppliers Supplier Class is not E". Payments made directly to moving companies are taxable to employees (these use the relocation expense account code 2880 or 2881). Update the record by inserting the correct employee using the Lookup button.
- 2. Expense transactions coded with a relocation account code. Transactions that have a moving expense account code (2880, 2881, 2883, 2884) will be loaded to the bolt on. These transactions will load as a review item if the expense report's business purpose is not flagged as relocation. The error message you will see states "This expense is moving but business purpose is not set to Relocation". Review the full expense report by selecting the document ID link. Determine if the record is reportable and mark the record as active. Another step is required, as you should review and add any other row on the expense report that was not loaded in the bolt on. See "adding W2 Reportable Transactions"



3. Expense transactions paid to employees before an EmpIID was established. For example relocation expenses paid prior to the employee set up in HRS. Update the record by inserting the correct employee using the Lookup button.

How to Add W2 Reportable Transactions

When adding records, you must add in the current month. If you try to add a transaction to a month that has already been sent to payroll, you will receive an error.

Navigate to the Accounts Payable Work Center > Main Tab > Tax (W2) > UW W2 Transaction page

OR

Navigator > SFS Extensions >Tax Processing > Use > UW W2 Transaction

Accounts Payable WorkCenter Main Reports/Queries	> 0 • • •	Uw W2 Transaction
▷ Vouchers		Add a New Value
 ▷ Fayments ▷ Suppliers ▷ Tax (1099/1042 S) ▽ Tax (W2) 		UW Tax Year 2019 Month 05 - May
UW W2 Configuration UW W2 Process UW W2 Search UW W2 Search		
UW W2 Transaction UW 2008 DETAIL	T	Add

- 1. Enter UW Tax Year
- 2. Select Month
- 3. Enter or select Business Unit
- 4. Click Add

If you try to add a transaction to a month that has already been sent to payroll, you will receive an error.



Message
Tax Year and Month already sent to HRS. (32500,58)
Since the W2 file for the specified Tax Year and Month has already been sent to HRS additional entries for the Tax Year and Month are not allowed.
ОК

- 5. Select a Month that has not been previously sent
- 6. Click

Add

- 7. **Select** Lookup Employee/Supplier to input transactions. You cannot key in the EmplID in the field, this ensures the employee number is valid.
- 8. Enter Any part of EmplD or Employee Name or Supplier ID
- 9. Click Search
- 10. **Select** the link associated with the correct *Employee Name*.

UW W2 Transacti	on							
*Tax Year 2019	*Month May 🗸		Looku	p Employee/S	uppli			
*Business Unit	UWMIL *UW	Support Organization	lo 🗸					
Document ID		Empl ID						
Item Number	1	Supplier	s	upplier ID				
		SetID						
*Payment Date) H				$\mathbf{\lambda}$	Oprid	00583219	
*Account	Q		Supplier	Search Page		opila	00000210	2
Earnings Code		-						Help
*W2 Amt								
*Description			1. Enter Se	arch Criteria	Any pa	art of EmplID:		
*W2 Status	Active		->		Any pa	art of Employee Na	ame: SMITH J	
Explanation					Suppl	ier SetID	UWMIL and SHARE	·
CApialiation					Any pa	art of Supplier ID		
Save	Add		2. Click on	Search>	Search			
			3. Click or	n Employee Na	ame to sel	ect		
					1	Personalize Find	d <u>View All</u> 🖾 🛗 F	irst 🚺 1-10 of 25 🚺 Last
			Γ	SetID	Supplier	Empl ID	Employee Na	ame
				4 104040	D	00044070	01/17	_
				1 UWMIL		00011278	SMIT	
				3 UWMIL		00360004	SMITH.	
				4 UWMIL		00456962	SMITH	
				5 UWMIL		00462517	SMITH	
				6 UWMIL		00539876	SMI	
				7 UWMIL		00603751	SMITH	
				8 UWMIL		00707243	SMITI	
				9 UWMIL		00710637	SMIT	
				10 UWMIL		00718020	SMITH	
			Ca	ncel				



UW W2 Transacti	n		
*Tax Year 2019	*Month May V		
*Business Unit	UWMIL *UW Support Organization No V		
Document ID	99999999 Empl ID 00360004 SMITH J		
Item Number	1 Supplier Supplier ID SetID		
*Payment Date	05/15/2019 🙀		
*Account	2884 Relocation Stipend (Taxable)	Oprid	00583219
Earnings Code	XME Tax Fr - Moving Exp Reimb	Last DateTime	05/24/2019
*W2 Amt	15.00	Process Instance	2:34:47PM
*Description			
*W2 Status			
Explanation	Adding Meal Paid		1
Save	Add		

- 11. The *EmpIID* and *Supplier Name, if applicable,* will be populated on the UW W2 Transaction page
- 12. Enter Voucher ID or Expense Report ID, 8 char maximum. An exact Document ID For records without a Voucher ID or expense report ID, you may enter 99999999 or any other combination with up to 8 characters.
- 13. Enter Payment Date
- 14. Enter or select Account
- 15. Earnings Code will auto-populate based on the account entered
- 16. Enter W2 Amount
- 17. Enter Description
- 18. Select W2 Status (Active status will be reported)
- 19. Enter Explanation
- 20. Click 🔚 Save

Adding Support Organization Reportable Payments

- 1. Follow similar instructions to adding a transaction, however, **select** 'Yes' for the *UW Support Organization.*
- 2. Refer to the <u>Tax Reportable Reimbursements to Employees from University Support</u> <u>Organizations</u> procedures document.



UW W2 Transaction			
*Tax Year 2019 *Month May 🗸	Lookup Employee/Suppli	Mark "YES	S" if paid by
*Business Unit UWMIL *UW Support Organization	Yes 🗸 🔶	the For	Indation
Document ID 00000000 Empl ID	00008620 SMITH C	•	
Item Number 1 Supplier	Supplier ID	L	
SetID			
*Payment Date 05/20/2019	If this is a	Oprid	00583219
*Account FDTN Visc Foundation Reportable	miscellaneous		
Earnings Code XMI Tax Fr - Miscellaneous	Foundation Payment,	Last DateTime	05/24/2019
*W2 Amt	mark the Account as FDTN. If the Foundation	Process Instanc	2:39:07PM e
*Description	Reimbursed a moving		
*W2 Status Active 🗸	or educational expense,		
Explanation Miscellaneous Foundation Payment	 then mark the appropriate Fringe Account Code. 		:
Save 🕞 Add			

Adding Non-accountable Plan Reportable Payments

- 1. Follow similar instructions to adding a transaction, using the NONA account code.
- 2. Refer to the <u>Requirements for an Accountable Plan Related to Expenses Submitted Beyond</u> <u>90 Days</u> procedures document.
- 3. Any E-Re Estimated tax entered on an expense report will automatically load to the bolt on.

AN SFS	University of Wisconsin System SFS Business Process W2 Reportable Fringes Processing
UW W2 Transaction *Tax Year 2019 *N *Business Unit U Document ID 0 Item Number	Month May Lookup Employee/Suppli WMIL *UW Support Organization Yes 0000000 Empl ID 00008620 SMI 1 Supplies
*Payment Date *Account Earnings Code *W2 Amt *Description #W2 Status Explanation	Supplier ID SetID 5/20/2019 NA Vongcoountable Plan Reimburse If this is a Non-accountable plan reimbursement, mark the Account as a NONA. The UW reimburses under an accountable plan, however, on an exception basis expenses submitted beyond 90 days are treated as having been reimbursed under a Non- accountable plan and included in

How to Correct Previously Sent Transactions

You can correct a previously sent transactions. The most common scenario would be having to reverse what was originally reported.

It is NOT recommended to correct a previously *inactivated* records. If changes are needed to an inactive record, refer to the "<u>How to ADD a W2 Reportable Transaction</u>s" section of this guide to add the transaction.

Navigation: SFS Extensions >Tax Processing > Use > UW W2 Search

Search for record <u>during the year and month</u> the record was 'Sent'

- 1. Enter Tax Year
- 2. Enter Month
- 3. Enter Business Unit
- 4. Enter any additional information (i.e. employee ID, Any Part of Employee Name)
- 5. Select W2 Status 'Sent'
- 6. **Select** the *View Detail* link for the record you would like to correct. This will open a new window to the UW W2 Transaction page.



		r								Validation	
	Tax Year:		2019		*Displa	y Educational Ex	kpenses	No 🗸		Validata	Pofresh Status
Enter Search Criter	a Month Code:		03	٩	sent	*UW Support C)rganization:	All 🗸		Validate	Reliesh otatus
	Empl ID:	L	00156428		Q	*Correction V	V2 Indicator:	All 🗸		Instance:	Run Status:
	Any part of E	mployee Name									
	Business Ur	iit:	Seet .								
	W2 Status:		Sent	~							
	Account/Ear	n Code:	Account	~							
Click on Search>	Search										
Click on Search> . Click a row for En	ployee's detail tra	nsactions									
Click on Search →>	ployee's detail tra	nsactions				Personalize Fir	nd View 10	🖉 🔜 Fin	st 🕚 1 of	1 🛞 Last	
Click on Search>	ployee's detail trai	r Messages				Personalize <mark> </mark> Fir	nd View 10	🔊 🔜 Fin	st 🛞 1 of	1 🛞 Last	
Click on Search> Click a row for En leader Detail View Detail *Ta	ployee's detail trai Comments Error Year *Month	r Messages Transaction Corrected	T) Empl ID	Supplier Suppl	ier ID	Personalize Fir *Support Organization	nd View 10	[친] 🔜 Fin	st ⊛ 1 of *Busin	1 🕭 Lest ess Unit	

7. **Click** the Correction button. This will reveal the Correction section in the lower portion of the page.

UW W2 Transacti	n	
*Tax Year 2019	*Month Mar	
*Business Unit Document ID Item Number	UWWTV *UW Support Organization No Empl ID 00156428 BROWN 1 Supplier Supplier ID	
*Payment Date *Account	SetID 03/15/2019 2863 Day Trip Meals (Tax) -In State CORRECTION Oprid Last DateTit	00583219 me 05/29/2019
*W2 Amt	EX Payment Process In	8:13:09AM stance 10488129
*W2 Status Explanation	Sent 🗸	
Save		



UW W2 Transactio	n		
*Tax Year 2019	*Month Mar 🗸		
*Business Unit	UWWTV *UW Support Organization No		
Document ID	Empl ID 00156428 BROWN		
Item Number	1 Supplier Supplier ID SetID		
*Payment Date	03/15/2019	0	
*Account	2863 Day Trip Meals (Tax) -In State	Oprid	00583219
Earnings Code	XML Tax Fr - Meals/Lodging	Last DateTime	05/29/2019 8:13:09AM
*W2 Amt	\$15.00	Process Instance	10466129
*Description	EX Payment		
*W2 Status	Sent 🗸		
Explanation			
Corrections	Find V	iew All 🛛 First 🕚	1 of 1 🛞 Last
Correction proc	in the second se		+ -
Account	Earnings Code	Amount	
Descriptio	n		
Explanatio	n		Ľ
			.::
Save			

- 8. Enter your corrections under the Corrections section.
- 9. Enter Account Number
- 10. Enter Amount If removing the amount, enter a negative dollar amount
- 11. Enter Description Indicate this is a correction and add any additional useful information here.

12. Click 🗍 Save



Corrections			Find View All	First 🕚	1 of 1 🛞	Last
Correction processed not processed yet.					(+ -
Account	Earning	s Code	Amount			
2863 Q Day Trip Meals (Tax) -In State	XML	Tax Fr - Meals/Lodging				-15.00
Description CORRECTION-MARCH PMT						
Explanation						Ľ
Save						

How to Validate Corrected Transactions

You will need to Validate the corrections for the current month you are processing after you have made all your corrections.

Navigation: SFS Extensions >Tax Processing > Use > UW W2 Search

UW W2 Search								
1. Enter Search Cri >	teria N E A E	ax Year: Ionth Code: mpl ID: ny part of Employee Na usiness Unit:	2019 05 me: UWW V	2	Display Educational Ex sent: *UW Support O *Correction W	ganization: All v All v	Validation Val	idate Refresh Status Run Status:
2. Click on Search	V A →> St Employee	/2 Status: .ccount/Earn Code: .arch	Account	<u>~</u> Q				
Header Dotail	Comme	ents Error Massagas			Personalize Find V	iew 10 💷 🔣 🛛 First 🐠	1-27 of 27 🛞 Last	
Header Detail	Comme Tax Year	ents Error Messages *Month Transactio Corrected	m Empl ID	Supplier SetID Suppli	Personalize Find V	iew 10 🖉 🔜 🛛 First 🛞 Employee Name	1-27 of 27 🛞 Last *Business Unit	
Header Detail View Detail	Comme Tax Year 2019	Month No	Empl ID NEBAB016	Supplier SetID Suppli	Personalize Find V ier ID [#] Support Organization No	iew 10 🖓 🔣 First 🕚 Employee Name BURT BRIAN A	1-27 of 27 East Business Unit UWWTW	

- 1. **Enter** the month you entered the correction. In this example, the sent transaction was in March (03), but the correction was made in May. You must **select** '09' September to validate the correction. (If you select the month the original transaction was sent, you will not be able to validate. You must **select** a month for transactions that have not been sent yet).
- 2. Click the Validate button
- 3. Click the Refresh Status button until you receive a Run Status of 'Success'



Validation		
Valid	ate	Refresh Status
Instance:	10212448	Run Status: Success

4. Navigate to the UW W2 Search page to search for the transaction to confirm correction was processed

UW W2 Search													_
	,	Tax Year:		2019		*Displa Sent:	y Educational Ex	penses	No v		Validation	date	Refresh Status
1. Enter Search Cri >	iteria	Month Code: Empl ID:		05 00156428]Q	Q	*UW Support O *Correction V	rganization: /2 Indicator:	All 🗸		Instance:	10212448	Run Status: Success
		Any part of Er Business Uni	mployee Name t:	UWW V	~								
		Account/Earn	Code:	Account	~	٩							
2. Click on Search	> S	Search											
3. Click a row for	Employee	e's detail tran	sactions										
		1					Personalize Fin	d View 10	💷 🔣 🛛 Firs	t 🛞 1 of	1 🕭 Last		
Header Detail	Comm	ents Error	Messages Transaction		Supplier		* Support						
View Detail	*Tax Year	*Month	Corrected	Empl ID	SetID	Supplier ID	Organization	Employee N	lame	*Busin	iess Unit		
1 View Detail	2019	May	No	00156428			No	BROWN		UWWT	W		

5. Select the View Detail link to see the correction was processed

UW W2 Transaction							
*Tax Year 2019	*Month May Lookup Employee/Suppli						
*Business Unit	*UW Support Organization No V						
Document ID	Empl ID 00156428 BROWN						
Item Number	1 Supplier Supplier ID SetID						
*Payment Date	03/15/2019						
*Account	2863 Q Day Trip Meals (Tax) -In State	Oprid	UWW21000				
Earnings Code	XML Tax Fr - Meals/Lodging Corrected W2 Transaction	Last DateTime	05/29/2019 8:20:01AM				
*W2 Amt	\$-15.00	Process Instance	10212448				
*Description	CORRECTION-MARCH PMT						
*W2 Status	Active 🗸						
Explanation			:				
Save							



6. Select the 'corrected W2 Transaction' link and it will show you the month of the correction.

UW W2 Transactio	n				
*Tax Year 2019	*Month Mar V				
*Business Unit	UWWTW *UW Support	Organizatio	No 🗸		
Document ID		Empl ID	00156428 BROW		
Item Number	1	Supplier Se	supplier ID		
*Payment Date	03/15/2019			Omrid	
*Account	2863 Day Trip Meals (Tax) -In State		Opria	00583219
Earnings Code	XML Tax Fr - Meals/Lodging			Last DateTime	05/29/2019 8:17:43AM
*W2 Amt	\$15.0	0		Process Instanc	e 10466129
*Description	EX Payment				
*W2 Status	Sent 🗸				
Explanation					
Corrections				Find View All First	🕚 1 of 1 🕑 Last
Correction pro	in				+
Account		Earnings	Code	Amount	
2863	Day Trip Meals (Tax) -In State	XML	Tax Fr - Meals/Lodging		-15.00
Descriptio	CORRECTION-MARCH PMT		Correcting W2 Transaction		
Explanatio	n				
Save					

Other Search Options

Navigation: SFS Extensions >Tax Processing > Use > UW W2 Search

- Enter EmplID. Or any other criteria)
- Leave Business Unit 'blank' to see if an employee has transactions on multiple institutions



the solution														
I. Enter Search Cr. ->	iteria	Tax Year: Month Code: Empl ID: Any part of E Business Un N2 Status: Account/Earn	mployee Name it: Code:	2018 09 00920637 :		*Display	y Educational Ex *UW Support (*Correction	penses Sent: [Organization: [W2 Indicator: [No > All > All >	Va [lidation Valio	date	Refre	sh Status
2. Click on Search	> 5	earch												
3. Click a row for	Employee	's detail tran	sactions				Personalize	ind View All	죄 🔜 First	🛞 1-2 of 2 🔇	Last			
3. Click a row for Header Detail	<i>Employee</i> Commen	's detail tran ts Error Ma	sactions				Personalize	ind View All	계 🔣 First	🛞 1-2 of 2 🕅	Last			
3. Click a row for Header Detail View Detail	Employee Commen	's detail tran ts Error Me	sactions essages Transaction Corrected	Empl ID	Supplier SetID	Supplier ID	Personalize * Support Organization	ind View All	과 🔜 First	1-2 of 2 *Business	Last			
3. Click a row for Header Detail View Detail	Employee Commen *Tax Year 2018	's detail tran	sactions essages Transaction Corrected No	Empl ID 00920637	Supplier SetID	Supplier ID	Personalize 1 * Support Organization No	ind View All Employee Nar P	계 First	1-2 of 2 Business UWMSN	Jnit			

W2 Support

Technical support contact	uwsaproblemsolvers@uwsa.edu
Tax support contacts	taxreporting@uwsa.edu

Revision History

Author	Version	Date	Description of Change
			Updated for 9.2 Upgrade. Also changes made
			to W2 bolt on to include Expense Transactions
Laura Parman	1.0	5/08/2019	with Relocation Business Purpose.
Laura Parman	1.1	5/09/2019	Added Review Limits on page 3
Lisa Fransee	1.1	5/17/2019	Final Review
			Updated Document ID field references
Laura Parman	1.1	5/27/2019	
Lisa Fransee	1.1	4/02/2020	Updated for E-Re Estimated Tax
			Added reference to cancellations are now
			loading and removed reference to correcting a
Laura Parman	1.1	1/8/2021	previously inactivated transaction.