

# QE PACKET - Q1

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\* This document contains edits (**highlighted yellow**) made after the release of the Q4 2016 QE Packet

# TARGET DATES CALENDAR – Q1 2017

This calendar can guide you to a successful quarter-end processing.

Quickly add these important dates into your current calendar software by downloading them [here](#). This will work with [Outlook](#), [Google Calendar](#), [Lotus Notes](#) or any calendar software that supports ICS files.



## QUARTER-END CHECKLIST

<b>A) TMS users: Submit Q4 info.</b> Avoid late filings/fees. See <a href="#">TMS article</a> .
<b>B) Holiday: Banks and/or Ceridian closed.</b> Fund tax liabilities/process payroll earlier as needed. See <a href="#">Remaining Holidays Payroll Schedule</a> .
<b>C) Final date for tax form adjustments.</b> CTS will advise you of variances between periodic and quarterly data. Promptly authorize CTS to debit funds for additional taxes due.
<b>D) Review latest tax statement</b> for debit or credit balances. For a debit balance, fund your account appropriately. For a credit balance, complete the original Refund Request Form sent with your Tax Statement.
<b>E) Make funds available for the Tax Statement Balance draft, if applicable.</b> Refer to your current quarter Tax Statement for the date funds should be made available.
<b>F) Forward 2017 SUI rate notices to CTS.</b> Include agency preprinted returns, credit memos, and frequency changes. Continue to forward any 2016 items. See <a href="#">Agency Pre-Printed Forms and Notices</a> .
<b>G) Forward requests to remove inactive jurisdictions to CTS.</b> Requests must be received by this date to process this quarter. See <a href="#">Inactivating a Tax Jurisdiction</a> .
<b>H) Resolve outstanding tax code fallout.</b> CTS sends fax/email notifications of tax data received for jurisdictions that are not setup or inactive. Collected taxes are not deposited until we receive verification. Return the completed fallout notification with supporting documentation to CTS. See <a href="#">Tax Code Fallout Process</a> and <a href="#">Resolving Fallouts</a> .
<b>I) Forward valid tax ID numbers and/or registration forms</b> for any 'Applied For IDs'. Many agencies will only process deposits and returns with a valid tax ID. Review CTS fax/emails to ensure you have filed a registration form to request an ID from the agency. Send the completed fallout notification with documentation to CTS. See <a href="#">Applied-For ID chart</a> .
<b>J) Review your Adjustment Audit Report #058.</b> This report generates when a QTD/YTD adjustment is entered in the Payroll System. These adjustments are not included in the periodic liabilities we receive as reflected on your Payroll Register Grand Totals page. Do not forward the Adjustment Audit Report #058 to CTS. Contact CTS to review options to complete a manual payment for QTD/YTD adjustments. See <a href="#">Payroll System Adjustments</a> .
<b>K) Review your Customer Snapshot and Tax Code Profile in STO.</b> Review this snapshot of your jurisdictional profile on a regular basis. Verify that rates, tax IDs, deposit frequencies, and other data are correct. CTS relies on you to provide validation of your tax profile.
<b>L) Forward Third-Party Sick Pay (TPSP) liability info to CTS.</b>
<b>M) Resolve all processing and wage &amp; tax audit messages</b> on the Payroll System. Resolving these prior to QE will ensure accurate agency filings and prevent amendments.
<b>N) Last day to submit mid-quarter data</b> - this applies if you incurred liabilities and made Q4 deposits prior to starting on our service. This data is due two weeks after your first Ceridian check date. If you do not send your mid-quarter data by this date, your Q1 quarterly returns will be filed with the available info received by CTS. Amendments will be required. Fees, penalties, and interest are your responsibility. See <a href="#">Looking for Missing Data</a> .
<b>O) Transmit bonus and adjustment payrolls with a liability date of March 27 - 31.</b> These payrolls must be transmitted three business days before the check date. Any late transmissions may be subject to late filing penalty and interest. Note: Additional deposits due will be made with the quarterly filing. If you know of any adjustment or bonus payrolls for which you will not have liability data by these dates, contact CTS to discuss estimated deposits to reduce or eliminate agency penalties for late filing.
<b>P) Due date to send Form 8922 to CTS.</b> CTS provides mailing services for IRS Form 8922 Third-Party Sick Pay for employers who provide the form(s) to be forwarded by this date.

## Q1 TARGET DATES CALENDAR

JANUARY		
02	MON	B) Holiday: Banks/Ceridian closed.
05	THU	C) Final date for W-2/1099 adjustments
06	FRI	A) TMS users: Submit Q4 info.
16	MON	B) Holiday: Banks/Ceridian closed.
19	THU	C) Final date for ACA adjustments
FEBRUARY		
01	WED	P) Due date to send Form 8922 to CTS
08	WED	D) Review latest tax statement
10	FRI	E) Make funds available for statement balance due, if applicable.
20	MON	B) Holiday: Banks closed.
MARCH		
17	FRI	F) Forward 2017 SUI rate notices, agency preprinted returns, and agency credit memos.
		G) Forward requests to remove inactive jurisdictions to CTS.
		H) Resolve tax code fallouts.
		I) Forward valid tax ID numbers and/or registration forms.
		J) Review your 058-Adjustment Audit Reports.
		K) Review your Customer Snapshot and Tax Code Profile on STO.
		L) Forward TPSP liability info
22	WED	M) Resolve all processing and wage & tax audit messages.
		N) Last day to submit mid-quarter data.
22	WED	O) Transmit adjustment payrolls with a liability date of March 27.
23	THU	O) Transmit adjustment payrolls with a liability date of March 28.
24	FRI	O) Transmit adjustment payrolls with a liability date of March 29.
27	MON	O) Transmit adjustment payrolls with a liability date of March 30.
28	TUE	O) Transmit adjustment payrolls with a liability date of March 31.

# TRAINING AT A GLANCE

As we begin a new year, now is the time to consider your training needs. Do you have a new user in the new year that will need to learn the basics? Do you or your co-workers need a refresher on system processes? Perhaps now is finally the time to get your back-up trained! Whether your role is - payroll, human resources, or benefits - we have training opportunities to get you started!

Use the calendar on the right to find online, instructor-led training classes to help you succeed. All classes begin at 1:00 ET unless otherwise noted. Visit Ceridian University at [MyCeridian.com](http://MyCeridian.com) for more details, additional class offerings, pricing, and to register. *Note: Class dates are subject to change. Class descriptions noted below are recommended core workshops designed to get you started effectively using HPL/HPW.*

## CLASS DESCRIPTIONS

**Entering ACA Data in HR/Payroll:** This 3-hour instructor-led webinar reviews Affordable Care Act (ACA) data requirements for filing IRS Forms 1094-C and 1095-C, and explains how to establish both company-level and employee-level data in HPW or HPL to meet these requirements.

**Fundamentals Part 1:** HR/Payroll Overview and Employee Maintenance. This session introduces basic topics that are critical to learn in order to utilize the HR/Payroll system and attend subsequent training sessions. Topics include: Overview of the payroll cycle and how it impacts HR and payroll data, beginning a new pay period, when to "add" vs. "edit" an employee record, updating employee records and effective dates, and using standard reports to audit HR/Payroll data.

**Fundamentals Part 2:** Payroll Employee Maintenance, Status Changes and Miscellaneous HR Data. This session teaches how to add and modify employee-level payroll data and make employee status changes. Topics include: How to new hire, rehire, and terminate an employee, entering a leave of absence, processing mass compensation changes, and review of additional HR data entry fields..

**Payroll Part 1:** Payroll Maintenance. This session provides a detailed review of the payroll cycle and teaches how to update employee payroll data as well as understanding how employees are paid. Topics include: Steps of the payroll cycle and how it impacts HR and payroll data, how to receive/translate payroll files, viewing translated payroll files, maintaining employee payroll data, audit current period payroll changes, how employees are paid, understanding forecast pay, pay codes, and rate codes.

**Payroll Part 2:** Using Cycle Data to Pay Employees, Special Check Entries and Auditing the Pre-processed Payroll. This session teaches how to use Cycle Data to enter and verify current period changes to employee hours, earnings, and deductions. In addition, you will learn how to use Check Entry to void a check and issue an on-demand check as well as how to audit the final payroll before it is processed.

**Benefits 2 Part 1:** General overview of the new benefit plan year and open enrollment process, and teaches how to make company-level benefit changes.

**Benefits 2 Part 2:** How to set up employee-level benefit information. You will also learn how to enroll employees in benefits using several methods.

## Q1 TRAINING CALENDAR



JANUARY		
03	TUE	Fundamentals 1
04	WED	Fundamentals 2
		Entering ACA Data in HR/Payroll (10:00 ET)
09	MON	Entering ACA Data in HR/Payroll (10:00 ET)
11	WED	Payroll 1
12	THU	Payroll 2
17	TUE	Benefits 1, part 1
18	WED	Benefits 1, part 2
FEBRUARY		
01	WED	Fundamentals 1
02	THU	Fundamentals 2
08	WED	Payroll 1
		Entering ACA Data in HR/Payroll (10:00 ET)
09	THU	Payroll 2
15	WED	Benefits 1, part 1
16	THU	Benefits 1, part 2
20	MON	Benefits 2, part 1
21	TUE	Benefits 2, part 2
28	TUE	Fundamentals 1
MARCH		
01	WED	Fundamentals 2
08	WED	Payroll 1
09	THU	Payroll 2
14	TUE	Benefits 1, part 1
15	WED	Benefits 1, part 2
29	WED	Fundamentals, part 1
30	THU	Fundamentals, part 2

# REMAINING HOLIDAYS PAYROLL SCHEDULE

The table below contains a list of the 2016 holidays that will be observed by Ceridian and/or the Federal Reserve. Your bank's and courier's schedules may vary. Use this table to determine if your transmit dates and/or pay dates need to change. As always, the Payroll System must receive your payroll by 1:00 p.m. local time to guarantee next day delivery.

- For pay dates on a bank holiday:
  - change your transmit date and pay date to pay employees before or after the holiday.
  - if you do not make pay date changes then payments will post on the first business day after the bank holiday.
- For each pay date within three banking days of a holiday always transmit your payroll and fund your tax deposits one day earlier than usual to avoid late fees.
- If your normal transmit date falls on a bank holiday:
  - *and Ceridian is closed* then transmit your payroll/fund your tax deposits one business day earlier to avoid late fees.
  - *and Ceridian is open* then no change is needed.

Make changes to your payroll-processing schedule or due-in date by logging into [MyCeridian Solutions](#). If you need assistance, [contact the Payroll Service Team](#).

Holiday	Day	Date	Ceridian	Banks /Federal Reserve
New Year's Day	Friday	01/01/16	Closed	Closed
Martin Luther King Day	Monday	01/18/16	Closed	Closed
Washington's Birthday	Monday	02/15/16	Open	Closed
Memorial Day	Monday	05/30/16	Closed	Closed
Independence Day	Monday	07/04/16	Closed	Closed
Labor Day	Monday	09/05/16	Closed	Closed
Columbus Day	Monday	10/10/16	Open	Closed
Veteran's Day	Friday	11/11/16	Open	Closed
Thanksgiving - Thursday	Thursday	11/24/16	Closed	Closed
Thanksgiving - Friday	Friday	11/25/16	Closed	Open
Christmas Day	Monday	12/26/16	Closed	Closed

We hope all of your holidays are both safe and enjoyable!

# Your 2016 Annual Schedule at a Glance

## January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

## March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Record your pay period numbers in the space provided to the left of each week as a reminder of your next payroll processing.

- Ceridian and Banks are closed
- Banks are closed/Ceridian is open
- Ceridian is closed/Banks are open





# Your 2017 Annual Schedule at a Glance

## January

S	M	T	W	T	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

## February

S	M	T	W	T	F	S
			1	2	3	4
	5	6	7	8	9	10
	11	12	13	14	15	16
	17	18	19	20	21	22
	23	24	25	26	27	28

## March

S	M	T	W	T	F	S
			1	2	3	4
	5	6	7	8	9	10
	11	12	13	14	15	16
	17	18	19	20	21	22
	23	24	25	26	27	28
	29	30	31			

## April

S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
	8	9	10	11	12	13
	14	15	16	17	18	19
	20	21	22	23	24	25
	26	27	28	29	30	

## May

S	M	T	W	T	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

## June

S	M	T	W	T	F	S
				1	2	3
	4	5	6	7	8	9
	10	11	12	13	14	15
	16	17	18	19	20	21
	22	23	24	25	26	27
	28	29	30			

## July

S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
	8	9	10	11	12	13
	14	15	16	17	18	19
	20	21	22	23	24	25
	26	27	28	29	30	31

## August

S	M	T	W	T	F	S
		1	2	3	4	5
	6	7	8	9	10	11
	12	13	14	15	16	17
	18	19	20	21	22	23
	24	25	26	27	28	29
	30	31				

## September

S	M	T	W	T	F	S
					1	2
	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
	21	22	23	24	25	26
	27	28	29	30		

## October

S	M	T	W	T	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

## November

S	M	T	W	T	F	S
			1	2	3	4
	5	6	7	8	9	10
	11	12	13	14	15	16
	17	18	19	20	21	22
	23	24	25	26	27	28
	29	30				

## December

S	M	T	W	T	F	S
					1	2
	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
	21	22	23	24	25	26
	27	28	29	30	31	

Record your pay period numbers in the space provided to the left of each week as a reminder of your next payroll processing.

- Ceridian and Banks are closed
- Banks are closed/Ceridian is open
- Ceridian is closed/Banks are open



## 2017 HOLIDAYS AT A GLANCE

The table below contains a list of the 2017 holidays that will be observed by Ceridian and/or the Federal Reserve. Your bank's and courier's schedules may vary. Use this table to determine if your transmit dates and/or pay dates need to change. As always, the Payroll System must receive your payroll by 1:00 p.m. local time to guarantee next day delivery.

- For pay dates on a bank holiday:
  - change your transmit date and pay date to pay employees before or after the holiday.
  - if you do not make pay date changes then payments will post on the first business day after the bank holiday.
- For each pay date within three banking days of a holiday always transmit your payroll and fund your tax deposits one day earlier than usual to avoid late fees.
- If your normal transmit date falls on a bank holiday:
  - *and Ceridian is closed* then transmit your payroll/fund your tax deposits one business day earlier to avoid late fees.
  - *and Ceridian is open* then no change is needed.

Make changes to your payroll-processing schedule or due in date by logging into [My Ceridian Solutions](#). If you need assistance, [contact the Payroll Service Team](#).

Holiday	Day	Date	Ceridian	Banks /Federal Reserve
<b>New Year's Day</b>	Monday	01/02/17	<b>Closed</b>	<b>Closed</b>
<b>Martin Luther King Day</b>	Monday	01/16/17	<b>Closed</b>	<b>Closed</b>
<b>Washington's Birthday</b>	Monday	02/20/17	<b>Open</b>	<b>Closed</b>
<b>Memorial Day</b>	Monday	05/29/17	<b>Closed</b>	<b>Closed</b>
<b>Independence Day</b>	Tuesday	07/04/17	<b>Closed</b>	<b>Closed</b>
<b>Labor Day</b>	Monday	09/04/17	<b>Closed</b>	<b>Closed</b>
<b>Columbus Day</b>	Monday	10/09/17	<b>Open</b>	<b>Closed</b>
<b>Veteran's Day</b>	Saturday	11/11/17	<b>Closed</b>	<b>Closed</b>
<b>Thanksgiving - Thursday</b>	Thursday	11/23/17	<b>Closed</b>	<b>Closed</b>
<b>Thanksgiving - Friday</b>	Friday	11/24/17	<b>Closed</b>	<b>Open</b>
<b>Christmas Day</b>	Monday	12/25/17	<b>Closed</b>	<b>Closed</b>

We hope all of your holidays are both safe and enjoyable!

## 2016/2017 YEAR-END AT A GLANCE

### Important Items:

- **Anticipating year-end bonuses or stock transactions?** Contact your CTS Rep right away to discuss available options if these transactions fall outside of your normal processing timeframe.
- **Tax agencies are sending 2017 unemployment tax rates and deposit frequency changes.** Forward notices to your CTS Rep (email preferred) to avoid penalty and interest. Verify deposit frequencies on STO. **Form W-2 SSA Filing Deadline Accelerated** - While CTS previously had time to work with clients' whose Form W-2s were going to be rejected by the SSA during the initial filing process; the new SSA timeline does not make that possible. *Your Forms W-2 must be finalized and accurate by the January 5 deadline.* CTS will advise you of any Form W-2s that were not filed. You must then provide a new Form W-2 to the employee and to the agency. Remember, the filing must match the employee Form W-2. Penalties and/or interest may apply.
- **Make year-end a lot easier with a little training.** We offer instructor-led and *free* self-paced courses at **Ceridian University** on [MyCeridian.com](http://MyCeridian.com). See the Training Toolkit for details.

### Important Dates:

**Monday, December 26:** Christmas Holiday. Banks and Ceridian will be CLOSED.

**Tuesday, December 27:** Last day to guarantee on-time tax deposits for runs with a pay date of 12/30/16 or 12/31/16.

- Transmit by 1:00 p.m. local time. Runs must process 72 hours prior to check date
- After December 27, adjustment runs are subject to Ceridian year-end fees plus penalties and interest.

**Monday, January 2:** New Year's Day Holiday. Banks and Ceridian will be CLOSED.

**Thursday, January 5:** Final date for W-2 year-end adjustments.

- Transmit by 1:00 p.m. local time. Runs must process 72 hours prior to check date
- Adjustment runs are subject to Ceridian year-end fees plus penalties and interest.
- Year-End 2016 CLOSES at the end of day.

**Friday, January 6:** Additional changes require Forms W-2c and Amendments.

- Ceridian sends W-2s/1099s to the print queue/D2X. They ship within 1-3 business days after printing.\*

**Monday, January 16:** Martin Luther King, Jr. Day Holiday. Banks and Ceridian will be CLOSED.

**Thursday, January 19:** Final date for ACA adjustments.

**Friday, January 20:** Ceridian sends 1095-Cs to the print queue. They ship within 1-3 business days after printing.\*\*

\* W-2s/1099s will be delivered before January 31, 2017

\*\* 1095-Cs will be delivered before February 28, 2017

### December 2016

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### January 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Record your pay period numbers in the space provided to the left of each week as a reminder of your next payroll processing.

- Ceridian and Bank holiday
- Important Year-end Date





# ACA STEPS TO SUCCESS

Note: This job aid applies to customers who have subscribed to Ceridian's ACA filing service.

Ceridian has a wealth of training resources and documentation to aid you in gathering, analyzing and populating your ACA data for filing Forms 1094-C and 1095-C. This guide to success will help you navigate your way through using Ceridian's Payroll System and services to support your ACA filing.

To download this file, navigate to [MyCeridian.com](https://myceridian.com) > Ceridian University > Self-Paced Training > ACA Functionality. Or log in to [MyCeridian.com](https://myceridian.com) and click the link below based on your Payroll System:

- [HPL](#)
- [HPW](#)
- [HPAS](#)

## THE AFFORDABLE CARE ACT

# STEPS TO SUCCESS

HR Payroll Web

1
 ELIGIBILITY AND RESPONSIBILITY

1
 Employer Shared Responsibility Under ACA  
Overview of the Affordable Care Act.
 [Employer Shared Responsibility Under ACA](#)  
[Glossary of ACA terms](#)

2
 Analyzing Your Workforce  
How to use Ceridian's standard reports to set up measurement periods and identify full-time ACA employees.
 [Employer Shared Responsibility Under ACA](#)

3
 IRS Reporting for the ACA  
Describes IRS 6055 and 6056 reporting requirements and Forms 1094-C and 1095-C.
 [IRS Reporting for the ACA](#)

2
 IRS REPORTING

1
 Prepare Company Level Data for Form 1094-C  
Covers the company-level preparation required for IRS reporting.

2
 Configure Benefit Plans  
\*\*Only applicable if you use Ceridian's benefits system and will use the autogenerate feature. Configure your benefit plans to determine ACA eligibility and more.

3
 Identify ACA Full Time Employees  
\*\*Only applicable if you use Ceridian's benefits system and will use the autogenerate feature. Identify employees considered full-time under ACA guidelines.
 [Submitting Forms 1094-C and 1095-C to the IRS](#)

4
 Submit Forms 1094-C and 1095-C Information  
 Autogenerate  
 \*\*Only applicable if you use Ceridian's benefits system and will use the autogenerate feature. Autogenerate is Ceridian's recommended method for updating ACA information.  
 Be sure to read the Submitting Forms 1094-C and 1095-C to the IRS guide carefully as not all ACA conditions are included.  
 Import  
Download our Excel spreadsheet that auto-populates

3
 AUDIT YOUR DATA

1
 ACA Data Scrub Reports  
Run and interpret the ACA Data Scrub within HR Payroll.
 [Auditing ACA Information](#)

2
 Payroll ACA Reports  
Understand your ACA payroll reports, how they are produced, and which errors might prevent filing.
 [Auditing ACA Information RPT](#)

3
 ACA Full-Time and Total Employee Counts  
Understand how Ceridian computes your part 81 of the 1094-C or how to submit your own counts.
 [How Ceridian Calculates Employee Counts for Form 1094-C](#)

4
 MISCELLANEOUS TASKS

1
 PSD Transfers  
If you have ACA employees transferring between PSDs, be sure to read this guide.
 [PSD Transfers Job Aid](#)

2
 Submitting ACA Data After Year End  
Use this guide to review the steps you should take for prior year adjustments once you have processed payroll in a new calendar year.  
Do not use this process if the deadline has passed for corrections.

3
 Filing Corrected or Missing Forms  
How to produce forms after the filing deadline or make corrections to Forms 1095-C.
   
 Guide will be issued in the 4<sup>th</sup> quarter.

**AUTHORITATIVE GUIDANCE**

The Internal Revenue Service maintains several on-line resources for employers including:

Guidance on the [ACA Tax Provisions](#)

Links to [Legal Guidance and Other Resources](#) such as news releases, tax notices, and other materials related to the Affordable Care Act.

[IRS Questions and Answers](#) on the requirements of Shared Responsibility and other provisions included in the Affordable Care Act.

**CERIDIAN UNIVERSITY – YOUR ONE STOP ACA TRAINING SOURCE**

# ADDING PAY HOLIDAYS IN WFM

## Overview

Pay holidays are holidays for which employees receive Holiday or Holiday Premium when they work. Dayforce WFM has two types of pay holidays:

- System – Standard [Federal Reserve Bank holidays](#). System holidays are automatically defined by Dayforce WFM
- Company – Variable holidays that differ from client to client. You must define your company pay holidays in Dayforce WFM every year.

For employee timesheets and payroll purposes, pay holidays must be attached to a holiday group. In turn, holiday groups are assigned to employees. Adding pay holidays for a new year is a two-step process:

- Define new company pay holidays (if necessary).
- Attach pay holidays to a holiday group.

## How to Define Company Pay Holidays

Company pay holidays must be defined every year.

**Path: Pay Setup > Pay Holidays**

1. Click **New**.
2. Add the Name, Description, Date, and Reference Code fields for the company pay holiday.
3. Check the **Is Bank Holiday** box if applicable.
4. Click **Save**.
5. Repeat this process to define all of the company pay holidays for the calendar year.

Pay Setup - Pay Holidays

Save New Copy Delete Info Refresh Localize

Name *	Description	Date *		Holiday Type	Is Bank Holiday *	Reference Code
2016 Day After Thanksgiving	2016 Day After Thanksgiving	11/27/2015	15	Company	<input type="checkbox"/>	2016DayAfterThanksgiving
System (111 items)						
2013 New Year's Day	2013 New Year's Day	1/1/2013	15		<input checked="" type="checkbox"/>	2013NewYearDay
2013 Martin Luther King, Jr. Day	2013 Martin Luther King, Jr. Day	1/21/2013	15		<input checked="" type="checkbox"/>	2013MartinLutherKingDay
2013 President's Birthday	2013 President's Birthday	2/18/2013	15		<input checked="" type="checkbox"/>	2013PresidentBirthday
2013 Good Friday	2013 Good Friday	3/29/2013	15		<input checked="" type="checkbox"/>	2013GoodFriday
2013 Victoria Day	2013 Victoria Day	5/20/2013	15		<input checked="" type="checkbox"/>	2013VictoriaDay
2013 Memorial Day	2013 Memorial Day	5/27/2013	15		<input checked="" type="checkbox"/>	2013MemorialDay
2013 Canada Day	2013 Canada Day	7/1/2013	15		<input checked="" type="checkbox"/>	2013CanadaDay
2013 Independence Day	2013 Independence Day	7/4/2013	15		<input checked="" type="checkbox"/>	2013IndependenceDay
2013 Civic Holiday	2013 Civic Holiday	8/5/2013	15		<input checked="" type="checkbox"/>	2013CivicHoliday

Current and prior year pay holidays display.

Tips for defining a new company pay holiday:

- **Name, Description** – Best practice is to use a naming convention that starts with the year of the holiday so the annual holidays display together. Names must be unique.
- **Date** – Enter the date on which your company observes the holiday. In other words, the date on which employees will be paid Holiday and/or Holiday Premium pay.
- **Holiday Type** – Defines different thresholds for holiday pay. For example, if employees are paid double-time for working on certain holidays and time and a half for others. This is an optional field.
- **Is Bank Holiday** – Check this box if the holiday is a day that banks will be closed and unable to process payroll transactions.
- **Reference Code** – Enter the code used to reference this holiday when exporting data from Dayforce WFM.

If the company pay holiday already exists for a prior year, use the Copy button to add a new record that can be modified. The copied record displays with the word Copy at the end of the name.



Always *add* new company pay holidays. Do not edit or delete existing ones as they are used for retro pay and historical reporting purposes.



System pay holidays, populated automatically by Dayforce WFM, are bank holidays. Dayforce WFM takes these dates into account when the Pay Calendar pay dates are generated. Only system pay holidays that are attached to a holiday group display on timesheets or apply Holiday premium pay.

## How to Attach Pay Holidays to a Holiday Group

Pay holidays must be attached to a holiday group before they will appear on employee timesheets. Holiday groups are attached to employees on the My HR screen.

### Path: Pay Setup > Holiday Group

1. Select the holiday group you want to work with. In this example, we are working with the USA holiday group.

Pay Setup - Holiday Group

Save New Copy Delete Info Refresh Localize

Search...

XYZ Co

Manufacturing

Retail

Name *	Description	Reference Code
acme304 (2 items)		
Canada	Canada	Canada
USA	USA	USA
System (2 items)		

Available

2012 Family Day

2013 Boxing Day

2013 Boxing Day

2013 Canada Day

2013 Canada Day

2013 Christmas Day

2013 Civic Holiday

2013 Civic Holiday

2013 Columbus Day

2013 Good Friday

2013 Independence Day

2013 Labor Day

2013 Labour Day

2013 Labour Day

2013 Martin Luther King, Jr.Day

2013 Memorial Day

Current

2014 Martin Luther King Day

2014 Memorial day

2014 New Years day

2014 President's day

2014 Thanksgiving

2014 Veterans day

2015 Christmas Day

2015 Columbus Day

2015 Independence Day

2015 Labor Day

2015 Martin Luther King, Jr.Day

2015 Memorial Day

2015 New Year's Day

2015 President's Birthday

2015 Thanksgiving Day(USA)

2015 Veterans Day

The Available column lists all of the pay holidays defined in Dayforce WFM. The Current column lists the pay holidays assigned to the selected holiday group.



Different holiday groups can be assigned to different areas of the organizational structure.

- In the Available column, double-click each pay holiday you want to add to the holiday group. The pay holidays are moved to the Current column.

Pay Setup - Holiday Group

Save New Copy Delete Info Refresh Localize

Search...

XYZ Co

Manufacturing

Retail

Name *	Description	Reference Code
acme304 (2 items)		
Canada	Canada	Canada
USA	USA	USA
System (2 items)		

Available

- 2012 Family Day
- 2013 Boxing Day
- 2013 Boxing Day
- 2013 Canada Day
- 2013 Canada Day
- 2013 Christmas Day
- 2013 Civic Holiday
- 2013 Civic Holiday
- 2013 Columbus Day
- 2013 Good Friday
- 2013 Independence Day
- 2013 Labor Day
- 2013 Labour Day
- 2013 Labour Day
- 2013 Martin Luther King, Jr.Day
- 2013 Memorial Day

Current

- 2015 Memorial Day
- 2015 New Year's Day
- 2015 President's Birthday
- 2015 Thanksgiving Day(USA)
- 2015 Veterans Day
- 2016 Christmas Day
- 2016 Columbus Day
- 2016 Day After Thanksgiving
- 2016 Independence Day
- 2016 Labor Day
- 2016 Martin Luther King, Jr.Day
- 2016 Memorial Day
- 2016 New Year's Day
- 2016 President's Birthday
- 2016 Thanksgiving Day(USA)
- 2016 Veterans Day

- Click **Save**

# COMPLIANCE CHARTS

## Power of Attorney (POA) Guidelines with Third Party Administrator (TPA) Designation for U.S. State Agencies

Below is a list of agency POA requirements:

- **Agency POA** - Special handling of their POA forms
- **Standard POA** - Generic Ceridian POA (No state name or state ID) is used for these agencies.  
The Ceridian POA is imaged and the state name and customer's ID for that state is added before it is printed from the image system
- **TPA Designation** - If an agency requires TPA, authorize/designate Ceridian as your third-party administrator

STATE	AGENCY	FORM	COMMENTS
Alabama	SIT	Standard POA	
	SUI	Agency POA	Notarized. Copies will be accepted.
Alaska	SIT	N/A	
	SUI	Standard POA	
Arizona	SIT	Agency POA	
	SUI	Agency POA	
Arkansas	SIT	Standard POA	
	SUI	Standard POA	
California	SIT	No POA Required	
	SUI	No POA Required	
Colorado	SIT	Standard POA	
	SUI	Agency POA	Notarized original signature
Connecticut	SIT	Standard POA	
	SUI	Standard POA	
Delaware	SIT	Standard POA	
	SUI	Form 8655	
District of Columbia	SIT	Agency POA	
	<a href="#">SUI</a>	Agency POA	POA to be uploaded via ESSP system by the employer to establish agent relationship with Ceridian. <b>TPA tax code 0804; Ceridian TPA#DC8Z3Z</b>
Florida	SIT	N/A	
	<a href="#">SUI</a>	Agency POA	10/11 revision date. <b>TPA tax code 1004; Ceridian TPA# A0000496</b>
Georgia	SIT	Agency POA	Copies will be accepted. Form RD-1061.
	SUI	Standard POA	
Guam	SIT	Standard POA	
	SUI	N/A	
Hawaii	SIT	Agency POA	Copies will be accepted
	SUI	Standard POA	
Idaho	SIT	Standard POA	
	SUI	Standard POA	
Illinois	SIT	Agency POA	
	SUI	Standard POA	
Indiana	SIT	Agency POA	Copies will be accepted.
	<a href="#">SUI</a>	No POA Required	Designate Ceridian as reporting agent on agency website. <b>TPA tax code: 1604; Ceridian TPA#: 100135</b>
Iowa	SIT	Agency POA	Copies will be accepted
	<a href="#">SUI</a>	Agency POA	Designate Ceridian as reporting agent on agency website. Agent number R2403825 is required on POA form. <b>TPA tax code: 1304; Ceridian TPA #: R2403825</b>
Kansas	SIT	Standard POA	
	SUI	Standard POA	

STATE	AGENCY	FORM	COMMENTS
Kentucky	SIT	Standard POA	
	SUI	Standard POA	
Louisiana	SIT	Standard POA	
	SUI	Standard POA	
Maine	SIT	Standard POA	
	SUI	Standard POA	
Maryland	SIT	Standard POA	
	SUI	Standard POA	
Massachusetts	SIT	Agency Form	Online POA is required to be submitted by Ceridian with client signature
	<a href="#">SUI</a>	Agency Form	Designate Ceridian as reporting agent on agency website. <b>TPA tax code: 2004; Ceridian TPA #: 100288</b>
Michigan	SIT	Agency POA	Form 3683
	SUI	Agency POA	Form 1488
Minnesota	SIT	Standard POA	
	<a href="#">SUI</a>	Standard POA	<b>TPA tax code: 2404; Ceridian TPA #: CERID</b>
Mississippi	SIT	Standard POA	
	SUI	Standard POA	
Missouri	SIT	Agency POA	Copies will be accepted
	SUI	Agency POA	Copies will be accepted
Montana	SIT	Standard POA	
	SUI	Standard POA	
Nebraska	SIT	Agency POA	
	SUI	Standard POA	
Nevada	SIT	N/A	
	SUI	Agency POA	POA must be completed online. <b>TPA tax code: 3404; Select Ceridian Tax Service</b>
New Hampshire	SIT	N/A	
	SUI	Form 8655	Form revised August 2014
New Jersey	SIT	Standard POA	
	SUI	Standard POA	
New Mexico	SIT	Standard POA	
	<a href="#">SUI</a>	No POA	Designate Ceridian as Third Party Administrator (TPA) on agency website. <b>TPA tax code: 3304; Ceridian TPA #: 500000269</b>
New York	SIT	Agency POA	
	SUI	Agency POA	Notarized
North Carolina	SIT	Standard POA	
	SUI	Standard POA	
North Dakota	SIT	Agency POA	EFT registration required
	SUI	Standard POA	
Ohio	SIT	Agency POA	
	<a href="#">SUI</a>	Agency POA	<b>TPA tax code: 3604; Ceridian TPA #: 6000000105</b>
Oklahoma	SIT	Standard POA	
	SUI	Agency POA	Notarized original signature
Oregon	SIT	Agency POA	EFT registration required
	SUI	Standard POA	
Pennsylvania	SIT	Standard POA	
	SUI	Standard POA	<b>TPA tax code: 3904; Ceridian TPA #: 6070515522</b>
Puerto Rico	SIT	Agency POA	
	SUI	Standard POA	
Rhode Island	SIT	Standard POA	
	SUI	Standard POA	



STATE	AGENCY	FORM	COMMENTS
South Carolina	SIT	Agency POA	Form WH-8655
	SUI	Standard POA	
South Dakota	SIT	N/A	
	SUI	Standard POA	
Tennessee	SIT	N/A	
	SUI	Agency Form	
Texas	SIT	N/A	
	SUI	Agency POA	Original signature required.
Utah	SIT	Standard POA	
	SUI	Standard POA	
Vermont	SIT	Agency POA	
	SUI	Agency POA	Notarized signature.
Virgin Islands	SIT	Standard POA	
	SUI	Standard POA	
Virginia	SIT	Standard POA	
	SUI	Standard POA	
Washington	SIT	N/A	
	SUI	Standard POA	
West Virginia	SIT	Standard POA	
	SUI	Standard POA	
Wisconsin	SIT	Agency POA	
	SUI	Standard POA	
Wyoming	SIT	N/A	
	SUI	Standard POA	

### State & Local Agencies with Special 'Applied-For ID' Filing Requirements

Many state and local agencies accept deposits and returns using an 'Applied-For ID' with a copy of the employer's registration form attached. These agencies use the registration form to match the data to the new application on file and correctly apply deposits, etc., to the correct taxpayer account. As more agencies require EFTs and returns, it becomes more critical that clear identification of the taxpayer is known. Without a copy of the registration form, deposits and returns may have to be manually processed. This increases processing time as well as the margin for error. Some agencies will not accept deposits and returns without a valid ID.

CTS must have permanent ID numbers or proof of registration on file for all taxpayers with obligations to any of these agencies before adding these taxes to CMF. Forward your permanent ID, a copy of your registration form, or original registration form (if noted below), to your CTS Rep by the due date indicated in the [Target Dates Calendar](#). This allows us to file your current quarter returns in these jurisdictions.

If we are unable to file on your behalf, an informational copy as well as a blank copy of the return will be forwarded to you for your disposition. Funds collected for this tax will be refunded as well.

*Penalty and interest will accrue from the due date until the agency receives your current quarter return.*

Agency	SUI Tax Code/ Agency Reg Site	SIT Tax Code/ Agency Reg Site	Local Code	'Applied-For' Cannot be Set-up with Ceridian	Agency Will Not Accept the Return/ Deposit without the Reg Form Copy
Alabama	<a href="#">0204</a>	<a href="#">0201</a>		SUI	SIT
• Macon County			0235		
Alaska	0104,0105	N/A			
Arizona	0404	<a href="#">0401</a>		SIT	
Arkansas	<a href="#">0304</a>	<a href="#">0301</a>		SIT/SUI	
California	<a href="#">0501, 0504</a>	<a href="#">0501, 0504</a>		SIT/SUI	

Agency	SUI Tax Code/ Agency Reg Site	SIT Tax Code/ Agency Reg Site	Local Code	'Applied-For' Cannot be Set-up with Ceridian	Agency Will Not Accept the Return/ Deposit without the Reg Form Copy
Colorado	<a href="#">0604</a>				SUI
• Aurora Employer			0614		
• Aurora Occupational			0611		
• Denver Employee			0610		
• Denver Employer			0609		
• Greenwood Village			0612		
• Greenwood Occupational Privilege Tax ER			0613		
• Glendale Occupational Privilege Tax EE			0617		
• Glendale Occupational Privilege Tax ER			0618		
Connecticut	<a href="#">0704</a>	<a href="#">0701</a>		SIT/SUI	SUI
Delaware	<a href="#">0904</a>	<a href="#">0901</a>		SIT/SUI	
• Wilmington			0910		
District of Columbia	<a href="#">0804</a>	<a href="#">0801</a>		SIT/SUI	
Florida	<a href="#">1004</a>	N/A		SUI	
Georgia	1104,1106	<a href="#">1101</a>			SIT
Guam		<a href="#">5401</a>		SIT	
Hawaii	<a href="#">1204</a>	<a href="#">1201</a>			SIT/SUI
Idaho	1404				
Illinois	<a href="#">1504</a>	<a href="#">1501</a>		SIT/SUI	
Indiana	<a href="#">1604</a>	<a href="#">1601</a>		SIT	SUI
Iowa	<a href="#">1304</a>	<a href="#">1301</a>		SIT/SUI	
Kansas	<a href="#">1704</a>	<a href="#">1701</a>		SIT	SUI
Kentucky	<a href="#">1804</a>			SUI	
• Boone County Ordinance Tax			1828		
• Bowling Green			1814		
• Fayette County School District Tax			1819		
• Kenton County			1889		
• Louisville			1813		
Louisiana	<a href="#">1904</a>	<a href="#">1901</a>		SIT/SUI	
Maine	<a href="#">2204</a>	<a href="#">2201</a>		SIT	SUI
Maryland	<a href="#">2104</a>				SUI
Massachusetts	<a href="#">2004, 2008</a>	<a href="#">2001</a>		SIT/SUI & Healthcare	
Michigan	<a href="#">2304</a>	<a href="#">2301</a>		SIT/SUI	
Minnesota	2404	<a href="#">2401</a>		SIT/SUI	
Mississippi	2604,2607	<a href="#">2601</a>		SIT	
Missouri	2504				
• Kansas City			2510		
Montana	2704, 2705				
Nebraska	3004, 3006	<a href="#">3001</a>			SIT
Nevada	<a href="#">3404</a>	N/A		SUI	
New Hampshire		N/A			

Agency	SUI Tax Code/ Agency Reg Site	SIT Tax Code/ Agency Reg Site	Local Code	'Applied-For' Cannot be Set-up with Ceridian	Agency Will Not Accept the Return/ Deposit without the Reg Form Copy
New Jersey	<a href="#">3204</a>	<a href="#">3201</a>		SIT/SUI	
New Mexico	<a href="#">3304</a>	<a href="#">3301</a>		SIT/SUI	
New York	<a href="#">3504</a>	<a href="#">3501</a>		SIT/SUI	
North Carolina	<a href="#">2804</a>				SUI
North Dakota	2904	<a href="#">2901</a>		SIT	
Ohio	3604				
• Akron			3610		
• Bath-Akron-Fairlawn JEDD			5676		
• Brook Park City			3686		
• Canton			3616		
• Cincinnati			3618		
• Columbus			3620		
• Copley-Akron JEDD			36YA		
• Coventry-Akron JEDD			36YE		
• Franklin City			36FR		
• Lebanon City			36IY		
• Lexington Village			36CC		
• Springfield			36BH		
• Springfield-Akron JEDD			36YC		
• Warren			3683		
Oklahoma	3704	<a href="#">3701</a>		SIT	
Oregon	3804				
Pennsylvania	3904	<a href="#">3901</a>		SIT/SUI	
• Berks			57JA		
• Berks EIT – <i>This collector requires registration for various tax codes.</i>					
• Camp Hill LST (Cumberland)			394H		
• Easton City (Northampton)			3987		
• Easton City LST (Northampton)			39CT		
• East Pennsboro Twp (Cumberland)			39ST		
• East Pennsboro Twp LST (Cumberland)			55SD		
• Hampden Twp LST (Cumberland)			39TQ		
• Hampden Twp (Cumberland)			39RK		
• Lemoyne Boro (Cumberland)			39E3		
• Lemoyne Boro LST (Cumberland)			39E2		
• Lower Allen Twp WSSD (Cumberland)			39B2		

Agency	SUI Tax Code/ Agency Reg Site	SIT Tax Code/ Agency Reg Site	Local Code	'Applied-For' Cannot be Set-up with Ceridian	Agency Will Not Accept the Return/ Deposit without the Reg Form Copy
• Mechanicsburg Boro (Cumberland)			39AP		
• Mechanicsburg Boro LST			55IO		
• Middlesex Twp (Cumber- land)			577E		
• Monroe Twp (Cumber- land)			577U		
• New Cumberland Boro (Cumberland)			39AQ		
• Pottstown Boro (Mont- gomery)			3990		
• Pottstown Boro LST (Montgomery)			39XZ		
• Scranton			3981		
• Scranton Res LST			39YH		
• Shiremanstown Boro LST (Cumberland)			55IB		
• Shiresmantown Boro (Cumberland)			5511		
• Silver Spring Twp (Cum- berland)			57CH		
• Silver Spring Twp LST (Cumberland)			59EO		
• Upper Allen Twp (Cum- berland)			55NR		
• York Consolidated			65YK		
• York EIT Bureau – <i>This col- lector requires registration for various tax codes.</i>					
Puerto Rico	4004, 4005, 4006	<a href="#">4001</a>		SIT	
Rhode Island	4104, 4105, 4107	<a href="#">4101</a>		SIT	
South Carolina	4204, 4205	<a href="#">4201</a>		SIT	
South Dakota	<a href="#">4304</a>	N/A			SUI
Tennessee	N/A	N/A			
Texas	N/A	N/A			
Utah	<a href="#">4604</a>	<a href="#">4601</a>		SIT	SUI
Vermont	<a href="#">4904</a>	<a href="#">4901</a>		SIT/SUI	
Virgin Islands	4804	<a href="#">4801</a>		SIT	
Virginia	<a href="#">4704</a>	<a href="#">4701</a>		SIT/SUI	
Washington	<a href="#">5004</a>	N/A		SUI	
West Virginia	5204	<a href="#">5201</a>		SIT	
Wisconsin	<a href="#">5104</a>			SUI	
Wyoming	<a href="#">5304</a>	N/A			SUI

# CSA JOB AID

This job aid describes ways to use Ceridian Service Assistant (CSA) to update and approve your payroll schedules for next year. Each Ceridian customer has assigned an authorized resource within their company to access CSA from [My Ceridian Solutions](#).

## Annual Payroll Schedule Generation

Payroll processing schedules are automatically generated for the upcoming year during the last weekend of August. This schedule is based upon your company's rules in CSA.

When annual schedules are generated, users who have been assigned access to CSA will receive an automated email that the payroll schedule was generated and is ready for review and approval. If the schedule isn't approved by the final due date in October it will be automatically approved.

Your Payroll System's schedule is generated based on holiday schedules and your schedule rules. It isn't always possible, however, to accurately predict preferences. You must take responsibility for your company's schedule rules and schedule.

## Step-by-Step Schedule Approval Process

It is critical that all steps are followed.

1. The Payroll System will send an email notification that the new schedule is ready for approval.
2. Log into [CSA](#) and select the PSID.
3. Open the Generated Schedule tab.
4. Review the schedule and make changes if needed. Use the [Annual Schedule at a Glance](#) to identify holidays. If the schedule is entirely incorrect, delete it, change the schedule rules, and manually regenerate it. If a few changes are needed (or in some cases the generator cannot create a correct schedule), click the edit button to manually make corrections.
5. **IMPORTANT:** To change multiple PSIDs that have the same schedule, use this time-saving tip:
  - Make the changes on one PSID schedule.
  - Delete the rules and schedules in the other PSIDs
  - Copy the schedule and rules from the corrected PSID to the other PSIDs.
  - If your schedule is correct then approve it. You will receive a confirmation email.
6. In HPW/HPL/HPAS, be sure all components of "Schedule Settings" are entered correctly and saved prior to payroll transmission.
7. The schedule will be available for you to receive and translate when you process your payroll.

Check your processing schedule in the software to make sure it translated correctly.

Failure to follow these steps will result in:

- An error when you run the Begin New process for the first pay period of the new year.
- CTS being unable to produce Forms W-2 for the current year.

## Tips and Hints:

- The Schedule Report can only be created after your schedule has been approved and has gone through the first processing.
- Use a due-in date that is at least 72 hours (three days) before the check date. If you are unable to meet the 72-hour requirement contact your CTS Rep to discuss direct deposit and tax filing implications.
- If you receive your payroll on a consolidated CD-ROM, be sure that all PSID due-out dates are the same. Your CD-ROM will contain PSIDs with the same due-out date
- To ensure schedule accuracy, the system will provide any necessary error and warning notifications when you click Save.
  - **Error notifications** must be resolved before you can save your changes.
  - **Warning notifications** can be ignored (just click Continue).

## Additional Information

Details about CSA, including release notes and links to the WBT and accompanying job aid, is on [MyCeridian.com](#) under My Support Page > CSA Authorization and Information. Also be sure to check the help files within CSA.

For related [KB](#) articles, search for these titles in the KB:

- Schedule Approval and Translation
- Processing Schedule
- Setting Up a Processing Schedule with Annual Schedule Generation
- Receiving and Translating a Processing Schedule (HPW/HPL only)
- Downloading, Receiving, and Translating Processing Schedules (HPAS only)

# FINANCIAL CONTROLS

## Legal Disclosures

The purpose of this communication is to apprise you of relevant banking regulation changes issued by the Federal Reserve Bank or the National Automated Clearing House Association (NACHA).

The latest NACHA rules include "Rights and Responsibilities of ODFIs, Their Originators and Third-Party Senders" (Article Two, subsections 2.2.2.1) that apply to CTS' continued delivery and your continued use of services that include the transfer of your funds. The significance to you is:

1. All funding agreements are deemed to authorize CTS to originate entries on your behalf to the Receiver's accounts.
2. You must comply with all U.S. laws, rules and regulations and agree to use the Ceridian products and services subscribed to for their stated purpose.
3. You must comply with your obligations as an originator of ACH entries into the banking system and with all U.S. laws and regulations regarding the USA Patriot Act, the Unlawful Internet Gambling Enforcement Act, the Bank Secrecy Act and related Anti Money Laundering Laws, where applicable.
4. You agree to be bound to NACHA rules, which includes Ceridian's right to terminate, suspend or alter funding methods for breach of NACHA rules.
5. You agree that Ceridian, or its ACH origination bank, reserve the right to audit the Originator for ACH compliance with the NACHA Operating Rules.

In addition, NACHA Operating Rules, Article Two, subsection 2.3.3.2 requires Ceridian to provide notice of the following disclaimer for credit entries subject to Article 4A of the Uniform Commercial Code:

The entry may be transmitted through the ACH.

The rights and obligations of the Receiver concerning the entry are governed by and construed in accordance with the laws of the State of New York, unless the receiver and Ceridian have agreed that the laws of another jurisdiction govern their rights and obligations.

Credit given by the receiving bank to the Receiver for the entry is provisional until the receiving bank has received final settlement through a Federal Reserve Bank or otherwise has received payment as provided for in Section 4A-403(a) of Article 4A.

If the receiving bank does not receive such payment for the entry, the receiving bank is entitled to refund from the Receiver in the amount of the credit to the Receiver's account, and the Client will not be considered to have been paid the amount of the credit entry to the Receiver.

More information can be found at: [www.nacha.org](http://www.nacha.org).

## Ceridian Update > Financial Controls

**ATTENTION:** ALL CUSTOMERS FUNDING VIA ACH DEBIT

In accordance with federal anti-money laundering regulations found in the USA PATRIOT and Bank Secrecy Acts, Ceridian has implemented enhanced payroll monitoring capabilities. All incoming payrolls are screened and compared to your historical payroll transactions. Payrolls that materially exceed historical norms will generate an **Excessive Liability Monitoring** alert and you will be contacted to confirm if the payroll amount is valid. In some cases, you may be required to fund the payroll in question via wire transfer. (Note: This requirement also applies to bonus runs and stock options.)

### Action Required:

1. Ensure your company has the internal processes needed to initiate a wire transfer, if requested.
2. You will be provided wire instructions to be used by your financial institution to wire transfer funds to Ceridian. (Contact will be made within one business day of Ceridian receiving your payroll transmission.)
3. Initiate a wire transfer for your payroll on your regularly scheduled funding date
4. Provide the fedwire confirmation number to your CTS Rep. (CTS will process a stop draft in order to prevent a duplicate ACH debit to your account.)
5. Ensure back-up personnel are available if the primary contact is out of the office.

### International ACH Transactions - Has Your Organization's IAT Status Changed?

NACHA has enacted a new format surrounding crossborder ACH transactions known as "International ACH Transactions", or simply "IAT". This was enacted to allow better alignment with U.S. Anti-Money Laundering laws.

NACHA defines IAT as an ACH entry that is part of a payment transaction involving a financial agency's office that is not located in the territorial jurisdiction of the U.S. The new format also requires seven additional pieces of identifying information on both the originator and recipient of the funds to be included with the ACH payment file.

This new format may impact companies who receive cross-border funds transfers, such as wire or other funds transfers from a foreign parent, that are eventually used to make domestic payments through the ACH payment network. Additionally, employers who have knowledge of employees who have instructions with their banks to move their direct deposits outside of the US banking system may also be impacted.

Consult your treasury staff or bank professionals to determine if IAT applies to your organization. You may also consult the following websites for more IAT information:

- [www.nacha.org](http://www.nacha.org);
- [https://www.frb services.org/eventseducation/education/fedach\\_iat\\_resource\\_center.html](https://www.frb services.org/eventseducation/education/fedach_iat_resource_center.html)

If you feel that IAT applies to your company, notify our IAT email address immediately at [CTSIATInbox@ceridian.com](mailto:CTSIATInbox@ceridian.com).



# KNOWLEDGE BASE JOB AID

Imagine having procedures that link to forms, help pages, government agency web sites and other helpful resources, right at your fingertips! All of this, along with some of the information your Payroll Service Team uses to resolve issues, is available to you via the Ceridian Knowledge Base.

## Accessing the Knowledge Base

1. Open the Knowledge Base from your browser.
2. Enter the unique user ID you use to contact the Service Team.
3. Enter password **Pa\$\$word1111**. On initial login, you will be prompted to change to a secure password.

URL: <https://hrinfo.ceridian.com/enterprise/login.aspx>

## Using the Knowledge Base

1	Use the Content Explorer to locate articles by category.
2	Use the Search box to search for articles by keyword or phrase.
3	Use the Content Pane to view the article.
4	Use the Home tab to access the Hot Topics section with links to important timely articles and the What's New? section with links to new and significantly revised articles.
5	Use the Recent Activity tab to view a recent history of your searches and the articles you viewed.
6	Use the toolbar to hide and show the Content Explorer, add the article to favorites, print the article, indicate if the article was helpful, and note when the article was last modified.
7	Use the Cases tab to create new support cases and communicate directly with the Ceridian Service Team as they resolve existing cases.
8	All year-round materials from <a href="https://myceridian.com">MyCeridian.com</a> are available in the KB's Year-Round Guide.

## Search Tips

The knowledge base search engine is a natural-language search engine. This means you don't have to use plus signs, wild card symbols, or any unusual characters to find articles. The search engine automatically searches for plural words, understands abbreviations, and corrects misspelled words.

Following are some tips for using the search engine to its full potential.

- **Don't worry about capitalization**  
The search engine is not case sensitive. It reads words that are all upper case, all lower case, or a mix of the two.
- **Use quotation marks for phrases**  
If you are looking for a specific phrase or want to narrow your search results, try using quotation marks. The search returns only articles that have those words in the specified order.  
Examples: *"deleting an employee"* rather than *deleting an employee*  
*"payroll status codes"* rather than *payroll status codes*
- **Be specific**  
Narrow your search results by using unique words or adding words that are descriptive.  
Examples: *Begin New error message* rather than *error message*  
*overlapping plan years* rather than *plan years*
- **Try synonyms**  
If you get too few results or you can't find what you are looking for, try synonyms for the original words.  
Examples: *stop a deduction* rather than *terminate a deduction*  
*pre-note error* rather than *pre-note mistake*
- **Check spelling**  
A single mistyped word can significantly change search results. The search engine automatically checks spelling, but correctly spelled words can still be incorrect.  
Example: If you type *detect deposit* (instead of *direct deposit*), the search returns articles only for *deposit*. The word *detect* is not used in any of the knowledge base articles.  
If you type *derect deposit*, the misspelling is corrected and the search returns articles for *direct deposit*.
- **Use Ctrl+F to search for words or phrases within an article**
- **Learn from your results**  
Your search may not return exactly what you are looking for, but scanning the results may give you ideas for other words.

## Additional Notes

- The KB is available to users authorized to call the Ceridian Service Team. To be added to your company's authorized list, an existing authorized user must [contact the Payroll Service Team](#).
- Email [kbcomment@ceridian.com](mailto:kbcomment@ceridian.com) with KB login or password problems.
- After 30 minutes of inactivity, your KB session expires. You must log in again.

# OPEN ENROLLMENT CHECKLIST

## HPL/HPW WITHOUT SELF SERVICE

### Overview

Use the checkpoints in this list as a guide when starting a new benefit plan year and the open enrollment process. If you are using Ceridian Self-Service [use this SS checklist](#) instead.

To account for some variances between HPW and HPL some product differences are called out below with brackets. HPAS users should review the checklist on [MyCeridian.com](http://MyCeridian.com).

### Update Company-Level Benefit Information

Checkpoint	Path	Steps
1. Set up the new plan year.	System > Benefit Setup Options > Plan Years > New	On the Plan Year Setup: Add page, add the new plan year and enter start and end dates.  <i>Tip: To save time when updating rates in step # 4, select the new plan year as the current plan year.</i>
2. Review age bands and tiers.	System > Benefits > Rates  <b>and</b> System > Benefit Setup Options > Tiers	<ul style="list-style-type: none"> <li>■ Use caution when updating existing tiers. Internal values for tiers: <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine display order for tiers on reports.</li> <li><input type="checkbox"/> Must be updated at the employee level using mass edit if system-level values change.</li> </ul> </li> </ul>
3. Review benefit plan eligibility formulas.	System > Benefits > Eligibility	<ul style="list-style-type: none"> <li>■ Edit existing eligibilities if they are changing.</li> <li>■ Add new eligibilities that will be attached to any new benefit plans.</li> <li>■ Audit report: <i>[GN-]Benefit Eligibility Formulas</i></li> </ul>
4. Review benefit plans and rates.	System > Benefits > Rates	<ul style="list-style-type: none"> <li>■ Edit existing rates to include new rates for the new plan year.</li> <li>■ Add new rates that will be attached to any new benefit plans.</li> <li>■ Do not update rates for plans that will become obsolete in the new plan year.</li> <li>■ Audit report: <i>US-Benefit Rate Report</i> <b>Tip:</b> Change Start Date to first day of new plan year.</li> </ul>
5. Review insurance carrier and DCP information.	System > Benefit Setup Options > Insurance Carriers  <b>and</b> System > Benefit Setup Options > DCP Funds	<ul style="list-style-type: none"> <li>■ Edit existing Insurance Carrier information.</li> <li>■ Add new Insurance Carrier information for any new benefit plans.</li> <li>■ Edit existing DCP information.</li> <li>■ Add new DCP funds for the new year.</li> </ul>
6. Update existing insurance and credit plan information to reflect new limits or changes in the new year.	System > Benefits > Plans	Audit reports: <i>[GN-]Benefit Base Catalog</i> and <i>US-Benefit Profile Report</i>
7. Review 401(k)/403(b) limits.	System > Benefit Setup Options > General	Edit the IRS DCP limits.  <i>Note: This does not set the limit for deductions.</i>

Checkpoint	Path	Steps
8. Update existing PTO information (if applicable).	System > Benefits > Plans	<ul style="list-style-type: none"> <li>■ Edit existing PTO plans (enter plan dates on Accruals Information section).</li> <li>■ Add new PTO plans for the new year.</li> </ul>
9. Add any new benefit plans.	System > Benefits > Plans > New	<ul style="list-style-type: none"> <li>■ Attach the new rates and eligibilities for the new year.</li> <li>■ Audit reports: <i>[GN-]Benefit Base Catalog</i> and <i>[US-]Benefit Profile Report</i></li> </ul>
10. Review benefit plans for COBRA.	System > Benefits > Plans > COBRA Information section	Audit Reports: <i>[GN-]Benefit Base Catalog</i> and <i>[US-]Benefit Profile Report</i>
11. Review equivalence groups and election sets to add or remove benefits.	System > Benefit Setup Options > Equivalence Groups  <b>or</b> System > Benefit Setup Options > Election Sets	<ul style="list-style-type: none"> <li>■ For discontinued benefits to be assigned an automatic end date, include all plan type choices in an election set, including waive options.</li> <li>■ Audit reports: <i>[GN-]Benefit Election Sets</i> and <i>[GN-]Benefit Equivalence Groups</i></li> </ul>
12. Review Company Deductions.	System > Payroll > Deductions	<ul style="list-style-type: none"> <li>■ For new benefit plans, set up new deductions or link to existing deductions. <ul style="list-style-type: none"> <li>❑ Open existing deductions to link to new benefit plans.</li> <li>❑ Add new deductions for new benefit plans.</li> <li>❑ Click Properties button after adding a new benefit to a deduction</li> </ul> </li> <li>■ Audit report: <i>[GN-]Deduction Items Properties</i></li> </ul>
13. Customize enrollment and confirmation forms, if necessary. (optional)	Reports > Standard Reports > Review/Print Crystal Report	<ul style="list-style-type: none"> <li>■ <i>[US-]Benefit Enrollment Form</i></li> <li>■ <i>[US-]Benefit Confirmation Statement</i></li> </ul>
14. Review Enrollment page and add sections to accommodate new benefit plans.	System > Benefit Setup Options > Enrollment Wizard Setup	

## Set Up Employee-Level Benefit Information

Checkpoint	Path	Steps
15. Reset employees' enrollment status to Needs Enrollment Form. (Required if using Mass Enrollment page)	To perform <i>individually</i> : Employees > Benefits > Enrollment Status	<p>To audit, run the following SQL statement in Mass Edit:</p> <pre>SELECT EbLastName, EbFirstName, EbStatusEnroll FROM VtEbase/VEbase WHERE EbDateEnd IS NULL AND EbFlagEmp = 'Y' ORDER BY EbLastName</pre>
	To perform <i>globally</i> : Activities > Benefits > Mass Enroll Statuses	

Checkpoint	Path	Steps
16. Enter employees' benefit coverage amounts, if necessary.	HPL: Benefit Base page: HPL: Employees > Benefits > Ben Base HPL: Benefit Other Comp page: HPL/HPW: Employees > Job and Comp > Other Comp HPW: Employees > User Defined > User Defined	If the variable coverage amount of any benefit is based on data in employees' records (e.g., BenComp or User Defined fields), be sure that the data has been updated for the new plan year.
17. Calculate benefit choices for employees for the new year.	Activities > Benefits > Benefit Calculation	<ul style="list-style-type: none"> <li>■ Calculate all benefits for all employees as of the first day of the new plan year.</li> <li>■ Audit report: <i>[US-]Benefit Enrollment Form</i> (see step # 18 below)</li> </ul>
18. Print employee benefit enrollment forms.	Reports > Standard Reports > Review/Print Crystal Report	<ul style="list-style-type: none"> <li>■ Set appropriate search criteria then print <i>[US-]Benefit Enrollment Form</i>. <i>Tip: Change Start Date to first day of new plan year.</i></li> <li><b>or</b></li> <li>■ Print any report using Report Keyword Enrollment Forms.</li> </ul>
19. Reset Employees' enrollment status to Waiting For Enrollment Form to Be Returned (optional).	To perform <i>individually</i> : Employees > Benefits > Enrollment Status	
	To perform <i>globally</i> : Activities > Mass Edit Tools > Mass Edit	For assistance with global process, <a href="#">contact your Payroll Service Team</a> .

## Enroll Employees in Benefit Elections

Checkpoint	Path	Steps
20. Enroll employees in the benefits they elected.	To perform a Mass Open Enrollment: Activities > Benefits	Use the Enrollment or Add page , or follow the steps below for mass enrollment: <ul style="list-style-type: none"> <li>■ Mass Enrollment page               <ul style="list-style-type: none"> <li><input type="checkbox"/> Purge tables <b>before</b> using Mass Enrollment page to make processing enrollment more efficient (Activities [navigation pane] &gt; Benefits &gt; Mass Enroll Purge).</li> </ul> </li> <li>■ Audit report: <i>[GN-]Mass Enrollment Elections Not Posted Rpt</i> <i>Tip: Change Start Date to first day of new plan year.</i></li> <li>■ Mass Enrollment Processing page</li> </ul>
	To perform <i>individual</i> Open Enrollments: Employees > Benefits > Enrollment	

Checkpoint	Path	Steps
21. Recalculate (Rollover) existing benefits.	<p>Activities &gt; Benefits &gt; Benefit Calculation &gt; Select All Employees &gt; Recalculate Existing Benefits &gt; All Benefits</p> <p><i>Note: Turn off freeze benefit amount/premium on recalc options if enabled at benefit plan level until open enrollment recalculation process is completed.</i></p> <p><i>Note: Before recalculating, end current benefit elections if they should not continue into the new plan year and they have not been closed by another method.</i></p>	<ul style="list-style-type: none"> <li>■ Enter the first day of the new plan year and select the Maintain a History of Benefits check box. This will end the current benefit record as of the day before the date entered and create a new benefit record with the new rates.</li> <li>■ Audit reports: [US-]Benefit Election Report – Changes Only and [US-]Benefit Election Report <i>Tip: For the [US-]Benefit Election Report, change Start Date to first day of new plan year.</i></li> </ul>
22. Mass allocate mandatory and/or default benefits, credits.	Activities > Benefits > Mass Benefit Allocate	<p>Audit reports: [US-]Benefit Election Report – Changes Only and [US-]Benefit Election Report</p> <p><i>Tip: For [US-]Benefit Election Report, change the Start Date to first day of new plan year.</i></p>
23. Reset employees' enrollment status to Needs Confirmation Statement (optional).	To perform <i>individually</i> : Employees > Benefits > Enrollment Status	
	To perform <i>globally</i> : Activities > Mass Edit Tools > Mass Edit	For assistance with global process, <a href="#">contact your Payroll Service Team.</a>
24. Print confirmation statements.	Reports > Standard Reports > Review/Print Crystal Report	<ul style="list-style-type: none"> <li>■ Set appropriate search criteria, then print [US-]Benefit Confirmation Statement. <i>Tip: Change the Start Date to first day of new plan year.</i></li> <li><b>or</b></li> <li>■ Print any report from the following report keywords: Benefit Reports or Employee Reports</li> </ul>
25. Reset employees' enrollment status to Waiting for Confirmation Statement, only if a signed copy is needed (optional).	To perform <i>individually</i> : Employees > Benefits > Enrollment Status	
	To perform <i>globally</i> : Activities > Mass Edit Tools > Mass Edit	For assistance with global process, <a href="#">contact your Payroll Service Team.</a>
26. After employee returns confirmation statement, reset status to Actively Enrolled (optional).	To perform <i>individually</i> : Employees > Benefits > Enrollment Status	
	To perform <i>globally</i> : Activities > Mass Edit Tools > Mass Edit	For assistance with global process, <a href="#">contact your Payroll Service Team.</a>



## Audit Enrollment Elections

Checkpoint	Path	Steps
27. Verify that the benefits data is correct.	Reports > Standard Reports > Review/Print Crystal Report	<ul style="list-style-type: none"> <li>■ Run benefit reports: <ul style="list-style-type: none"> <li><input type="checkbox"/> [US-]Benefit Election Reports</li> <li><input type="checkbox"/> [US-]Carrier Activity Reports</li> <li><input type="checkbox"/> [US-]Confirmation Statements</li> <li><input type="checkbox"/> [GN-]Employees Not Enrolled Reports</li> </ul> </li> </ul> <p><i>Tip: Change the Start Date to first day of new plan year.</i></p>
28. Run Benefits to Deduction Interface.	Activities > Benefits > Benefits to Deductions	<p>Run BDI for the last day of the first pay period of the new year to ensure that the new rate changes and the new deductions are generated for the employees for the new year. This also closes the other deductions that had last year's amounts.</p> <p><i>Note: If your benefit start date is not on or between the pay period start date and the pay period end date, you have a 'special situation' this plan year.</i></p> <p>You will need more time to address this situation.</p> <p>Benefit Start Date: _____</p> <p>Pay Period Start Date: _____</p> <p>Pay Period End Date: _____</p> <p>Check Date: _____</p>
29. Verify that the deduction data is correct.	Reports > Standard Reports > Review/Print Crystal Report	<ul style="list-style-type: none"> <li>■ Run deduction audit reports: <ul style="list-style-type: none"> <li><input type="checkbox"/> [US-]Deduction Change Report</li> <li><input type="checkbox"/> [US-]Deduction Election Detail Report</li> </ul> </li> <li>■ Sequence Transaction Report</li> </ul>
30. Archive all benefit plans that will be obsolete in the new plan year because of consolidation, carrier, or other changes.	System > Benefits > Plans > Base Information section	<p>Select Archive check box.</p> <p><b>Important:</b> Do not complete this step until after the new plan year has begun.</p> <p><i>Tip: If necessary, unlink the Benefit from the payroll deduction before you archive the benefit plan.</i></p>

# OPEN ENROLLMENT SELF SERVICE CHECKLIST

## HPL/HPW WITH SELF SERVICE

### Overview

Use this checklist to ensure you complete the tasks that are necessary for benefit open enrollment when using HPL/HPW with Ceridian Self-Service. If you are NOT using Ceridian Self-Service [use this checklist instead](#).

To account for some variances between HPW and HPL some product differences are called out below with brackets. HPAS users should review the checklist on [MyCeridian.com](#).



Complete tasks with no background color in HPL/HPW Payroll System

Complete tasks with a gray background color in Self-Service (SS).

### Update Company-Level Benefit Information

Checkpoint	Path	Details
1. Set up the new plan year.	<b>HPL/HPW:</b> System navigation pane > Benefit Setup Options > Plan Years > New	On the Plan Year Set-up: Add page, add the new plan year and enter start and end dates. <b>Tip:</b> To save time when updating rates in step 4, select the new plan year as the current plan year. <b>Important for Self-Service:</b> If your company's benefit plan year does not match the calendar year, download the payroll processing schedule for the next calendar year to correctly calculate mid-year FSA election amounts.
2. Review age bands and tiers.	<b>HPL/HPW:</b> System navigation pane > Benefits > Rates <b>and</b> <b>HPL/HPW:</b> System navigation pane > Benefit Setup Options > Tiers	Use caution when updating existing tiers. Internal values for tiers: <ul style="list-style-type: none"><li>Determine display order for tiers on reports.</li><li>Must be updated at the employee level using mass edit if system-level values changes.</li></ul>
3. Review benefit plan eligibility formulas.	<b>HPL/HPW:</b> System navigation pane > Benefits > Eligibility	<ul style="list-style-type: none"><li>Edit existing eligibilities if they are changing.</li><li>Add new eligibilities that will be attached to any new benefit plan.</li><li>Audit report: [GN-]Benefit Eligibility Formulas</li></ul>
4. Review benefit plans and rates.	<b>HPL/HPW:</b> System navigation pane > Benefits > Rates	<ul style="list-style-type: none"><li>Edit existing rates to include new rates for the new plan year.</li><li>Add new rates that will be attached to any new benefit plans.</li><li>Do not update rates for plans that will become obsolete in the new plan year.</li><li>Audit report: [US-]Benefit Rate Report</li></ul> <b>Tip:</b> Change Start Date to the first day of new plan year.
5. Review insurance carrier and DCP information.	<b>HPL/HPW:</b> System navigation pane > Benefit Setup Options > Insurance Carriers <b>and</b> <b>HPL/HPW:</b> System navigation pane > Benefit Setup Options > DCP Funds	<ul style="list-style-type: none"><li>Edit existing Insurance Carrier information.</li><li>Add new Insurance Carrier information for any new benefit plans.</li><li>Edit existing DCP information.</li><li>Add new DCP funds for the new year.</li></ul>
6. Update existing insurance and credit plan information to reflect new limits or changes in the new year.	<b>HPL/HPW:</b> System navigation pane > Benefits > Plans	Audit reports: [GN-]Benefit Base Catalog and [US-]Benefit Profile Report

Checkpoint	Path	Details
7. Review 401(k)/403(b) limits.	<b>HPL/HPW:</b> System navigation pane > Benefit Setup Options > General	Edit the IRS DCP limits. <b>Note:</b> This does not set the limit for deductions.
8. Update existing PTO information (if applicable).	<b>HPL/HPW:</b> System navigation pane > Benefits > Plans	<ul style="list-style-type: none"> <li>Edit existing PTO plans (enter plan dates on Accruals Information section).</li> <li>Add new PTO plans for the new year.</li> </ul>
9. Add any new benefit plans.	<b>HPL/HPW:</b> System navigation pane > Benefits > Plans > New	<ul style="list-style-type: none"> <li>Attach the new rates and eligibilities for the new year.</li> <li>Audit reports: [GN-]Benefit Base Catalog and [US-]Benefit Profile Report</li> </ul>
10. Review benefit plans for COBRA.	<b>HPL/HPW:</b> System navigation pane > Benefits > Plans > COBRA Information section	Audit reports: [GN-]Benefit Base Catalog and [US-]Benefit Profile Report
11. Review equivalence groups and election sets to add or remove benefits.	<b>HPL/HPW:</b> System navigation pane > Benefit Setup Options > Equivalence Groups <b>or</b> <b>HPL/HPW:</b> System navigation pane > Benefit Setup Options > Election Sets	<ul style="list-style-type: none"> <li>For discontinued benefits to be assigned an automatic end date, include all plan type choices in an election set, including waive options.</li> <li>Audit reports: [GN-]Benefit Base Catalog and [US-]Benefit Profile Report</li> </ul>
12. Review Company Deductions.	<b>HPL/HPW:</b> System navigation pane > Payroll > Deductions	<ul style="list-style-type: none"> <li>For new benefit plans, set up new deductions or link to existing deductions. <ul style="list-style-type: none"> <li>Open existing deductions to link to new benefit plans.</li> <li>Add new deductions for new benefit plans.</li> <li>Click Properties button after adding a new benefit to a deduction</li> </ul> </li> <li>Audit report: [GN-]Deduction Items Properties</li> </ul>
13. Review General Benefits Settings.	<b>SS:</b> Benefits Administrator > General Benefits Settings	Verify or adjust the configuration options established for employee enrollments.
14. Set up tier logic (Benefit Tiers).	<b>SS:</b> Benefits Administrator > Benefit Tiers	
15. Set up State-Specific Text.	<b>SS:</b> Benefits Administrator > State-Specific Text	
16. Set up Benefit Links.	<b>SS:</b> Benefits Administrator > Benefit Links	Set up Internet addresses for Primary Care Physician and Summary Plan Description pages.
	<b>HPL/HPW:</b> System navigation pane > Benefit Setup Options > Insurance Carriers <b>or</b> DCP	Set up Internet addresses for Insurance Carrier or DCP Fund home pages.
17. Review Benefit Triggers.	<b>SS:</b> Benefits Administrator > Benefit Triggers	Specify any fields you want the employee to verify prior to enrolling in benefits.
18. Set up workflow for underwritten benefits, if necessary.	<b>SS:</b> Benefits Administrator > Underwritten Benefits	
19. Configure Benefit Calculations.	<b>SS:</b> Benefits Administrator > Configure Benefit Calculations	Indicate what types of employee changes should trigger new benefit calculations after the initial HPL/HPW benefit calculation (in step 28) is completed.

Checkpoint	Path	Details
20. Configure Benefit Enrollment Confirmation Email.	<b>SS:</b> Benefits Administrator > Enrollment Email Configuration	Customize the benefit enrollment confirmation text, if necessary.
21. Set up Enrollment Calendar(s).	<b>HPL/HPW:</b> System navigation pane > Benefit Setup Options > Enrollment Calendars	<b>This step is required when employees use Self-Service to enroll in benefits.</b>
22. Purge Mass Enrollment tables.	<b>HPL/HPW:</b> Activities navigation pane > Benefits > Mass Enroll Purge	<b>This step is required when employees use Self-Service to enroll in benefits.</b>
23. Customize enrollment and confirmation forms. <i>Note: This step is optional when employees use Self-Service to enroll in benefits.</i>	<b>HPL/HPW:</b> Reports navigation pane > Standard Reports > Review/Print Crystal Report	<b>HPL/HPW:</b> <ul style="list-style-type: none"> <li>[US-]Benefit Enrollment Form</li> <li>[US-]Benefit Confirmation Statement</li> </ul>
24. Review Benefit Sections page and add sections to accommodate new benefit plans.	<b>SS:</b> Benefits Administrator > Benefit Sections	

### Set-Up Employee-Level Benefit Information

Checkpoint	Path	Details
25. Reset employees' enrollment status to Needs Enrollment Form.	To perform <i>individually</i> : <b>HPL/HPW:</b> Employees navigation pane > Benefits > Enrollment Status	<b>This step is required when employees use Self-Service to enroll in benefits.</b>
	To perform <i>globally</i> : <b>HPL/HPW:</b> Activities navigation pane > Benefits > Mass Enroll Statuses	
26. Enter employees' benefit coverage amounts, if necessary.	<b>HPL:</b> Employees navigation pane > Benefits > Ben Base <b>HPL/HPW:</b> Employees navigation pane > Job and Comp > Other Comp <b>HPW:</b> Employees navigation pane > User Defined > User Defined	<b>HPL:</b> If the variable coverage amount of any benefit is based on data in employees' records (e.g., Annual Base Override, BenComp or User Defined fields), be sure the data has been updated for the new year. <b>HPW:</b> If the variable coverage amount of any benefit is based on data in employees' records (e.g., BenComp or User Defined fields), be sure the data has been updated for the new year
27. Assign Enrollment Calendar(s) to employees.  <b>Note:</b> This step is required when employees use Self-Service to enroll in benefits.	To perform <i>individually</i> : <b>HPL/HPW:</b> Employees > Job and Comp > Employment	For assistance with filters, <a href="#">contact your Payroll Service Team</a> .  <b>Note:</b> Do not select Keep History Using Default Effective Date unless a new record is required.
	To perform <i>globally</i> : <b>HPL/HPW:</b> Activities navigation pane > Mass Edit Tools > Mass Employment Update	

Checkpoint	Path	Details
28. Calculate benefit choices for employees for the new year.	<b>HPL/HPW:</b> Activities navigation pane > Benefits > Benefit Calculation	<ul style="list-style-type: none"> <li>Calculate all benefits for all employees as of the first day of the new plan year.</li> <li>Audit report: <i>[US-]Benefit Enrollment Form</i></li> <li>See Step 29</li> </ul>
29. Print employee benefit enrollment forms.  <b>Note:</b> This step is optional when employees use Self-Service to enroll in benefits.	<b>HPL/HPW:</b> Reports navigation pane > Standard Reports > Review/Print Crystal Report  To perform <i>individually</i> : <b>HPL/HPW:</b> Employees navigation pane > Benefits > Enrollment Status	<ul style="list-style-type: none"> <li>Set appropriate filters, then print <i>[US-]Benefit Enrollment Form Report</i>. <b>Tip:</b> Change Start Date to first day of new plan year.</li> <li><b>or</b></li> <li>Print any report using Report Keyword Enrollment Forms.</li> </ul>
30. Reset Employees' enrollment status to Waiting For Enrollment Form to Be Returned (optional).	To perform <i>globally</i> : <b>HPL/HPW:</b> Activities navigation pane > Mass Edit Tools > Mass Edit	For assistance with global process, <a href="#">contact your Payroll Service Team</a> .

### Enroll Employees in Benefit Elections

Checkpoint	Path	Details
31. Employees enroll in benefits.  Monitor incomplete enrollments.	<b>SS:</b> Please Enroll Now link on the Self-Service home page  <b>SS:</b> Benefits Administrator > Incomplete Enrollments	During Open Enrollment, continue to remind employees to complete their enrollment.
32. Calculate benefit choices for employees for the new year.  <b>and</b> Commit employee benefit elections.	<b>HPL/HPW:</b> Activities navigation pane > Benefits > Benefit Calculation  <b>HPL/HPW:</b> Activities navigation pane > Benefits > Mass Enroll Processing	<b>After Open Enrollment is closed, then</b> <ul style="list-style-type: none"> <li><b>Step 1:</b> Calculate all benefits for all employees as of the first day of the new plan year.</li> <li><b>Step 2:</b> Use <i>GN-Mass Enrollment Elections Not Posted</i> standard report to audit employee elections prior to Mass Enrollment processing. <b>Tip:</b> Change Start Date to first day of new plan year.</li> <li><b>Step 3:</b> Run Mass Enrollment Processing to commit employee benefit elections.</li> </ul>
33. Terminate current benefits if they should not continue into the new plan year and have not been closed by another method.	<b>SS:</b> Benefits Administrator > Terminate Benefits	

Checkpoint	Path	Details
34. Recalculate (rollover) existing benefits.	<p><b>HPL/HPW:</b> Activities navigation pane &gt; Benefits &gt; Benefit Calculation &gt; Select All Employees &gt; Recalculate Existing Benefits &gt; All Benefits</p> <p><b>Note:</b> Clear the freeze benefit amount/premium on recalc check boxes if selected at the benefit plan level until open enrollment recalculation process is completed.</p> <p><b>Note:</b> Before recalculating, end current benefit elections if they should not continue into the new plan year and they have not been closed by another method.</p>	<ul style="list-style-type: none"> <li>Enter the first day of the new plan year and select the Maintain a History of Benefits check box.</li> </ul> <p>This will end the current benefit record as of the day before the date entered and create a new benefit record with the new rates.</p> <ul style="list-style-type: none"> <li>Audit reports: [US-]Benefit Election Report – Changes Only and [US-]Benefit Election Report</li> </ul> <p><b>Tip:</b> For the US-Benefit Election Report, change Start Date to first day of new plan year.</p>
35. Mass allocate mandatory and/or default benefits, credits.	<p><b>HPL/HPW:</b> Activities navigation pane &gt; Benefits &gt; Mass Benefit Allocate</p>	<ul style="list-style-type: none"> <li>HPL/HPW Mass Allocation may still be used for mandatory and default benefits or credits when Self-Service is used for enrollment.</li> <li>Audit reports: [US-]Benefit Election Report – Changes Only and [US-]Benefit Election Report</li> </ul> <p><b>Tip:</b> For [US]Benefit Election Report, change the Start Date to first day of new plan year.</p>
36. Reset employees' enrollment status to Needs Confirmation Form (optional).	<p>To perform <i>individually</i>:</p> <p><b>HPL/HPW:</b> Employees navigation pane &gt; Benefits &gt; Enrollment Status</p> <hr/> <p>To perform <i>globally</i>:</p> <p><b>HPL/HPW:</b> Activities navigation pane &gt; Mass Edit Tools &gt; Mass Edit</p>	<p>For assistance with global process, <a href="#">contact your Payroll Service Team</a>.</p>
37. Print confirmation statements.	<p><b>HPL/HPW:</b> Reports navigation pane &gt; Standard Reports &gt; Review/Print Crystal Report</p>	<ul style="list-style-type: none"> <li>Set appropriate filters, then print <i>US-Benefit Confirmation Statement</i></li> </ul> <p><b>Tip:</b> Change the Start Date to first day of new plan year.</p> <p><b>or</b></p> <ul style="list-style-type: none"> <li>Print any report from the following report keywords: Benefit Reports or Employee Reports</li> </ul>



Checkpoint	Path	Details
38. Reset employees' enrollment status to Waiting for Confirmation Statement, only if a signed copy is needed (optional).	To perform <i>individually</i> : <b>HPL/HPW:</b> Employees navigation pane > Benefits > Enrollment Status	For assistance with global process, <a href="#">contact your Payroll Service Team</a> .
	To perform <i>globally</i> : <b>HPL/HPW:</b> Activities navigation pane > Mass Edit Tools > Mass Edit	
39. After employee returns confirmation statement, reset status to Actively Enrolled (optional).	To perform <i>individually</i> : <b>HPL/HPW:</b> Employees navigation pane > Benefits > Enrollment Status	For assistance with global process, <a href="#">contact your Payroll Service Team</a> .
	To perform <i>globally</i> : <b>HPL/HPW:</b> Activities navigation pane > Mass Edit Tools > Mass Edit	

### Audit Enrollment Elections

Checkpoint	Path	Details
40. Verify that the benefits data is correct.	<b>HPL/HPW:</b> Reports navigation pane > Standard Reports > Review/Print Crystal Report	Run benefit reports: <ul style="list-style-type: none"> <li>• [US-]Benefit Election Reports</li> <li>• [US-]Carrier Activity Reports</li> <li>• [US-]Confirmation Statements</li> <li>• [GN-]Employees Not Enrolled Reports</li> </ul> <b>Tip:</b> Change the Start Date to first day of new plan year.
41. Run Benefits to Deduction Interface.	<b>HPL/HPW:</b> Activities navigation pane > Benefits > Benefits to Deductions	<ul style="list-style-type: none"> <li>• Run BDI for the last day of the first pay period of the new year to ensure that the new rate changes and the new deductions are generated for the employees for the new year. This also closes the other deductions that had last year's amounts.</li> <li>• <b>Note:</b> If your benefit start date is not on or between the pay period start date and the pay period end date, you have a 'special situation' this plan year. You need more time to address this situation. Benefit Start Date: _____ Pay Period Start Date: _____ Pay Period End Date: _____ Check Date: _____</li> </ul>
42. Verify that the deduction data is correct.	<b>HPL/HPW:</b> Reports navigation pane > Standard Reports > Review/Print Crystal Report	<ul style="list-style-type: none"> <li>• Run deduction audit reports: <ul style="list-style-type: none"> <li>◦ [US-]Deduction Change Report</li> <li>◦ [US-]Deduction Election Detail Report</li> </ul> </li> <li>• Sequence Transaction Report</li> </ul>
43. Archive benefit plans that will be obsolete in the new plan year, due to consolidation, carrier, or other changes.	<b>HPL/HPW:</b> System navigation pane > Benefits > Plans > Base Information section	Select the Archive check box. <b>Important:</b> Do not complete this step until after the new plan year has begun. <b>Tip:</b> If necessary, unlink the Benefit from the payroll deduction before you archive the benefit plan.

# REPORTING SOLUTIONS

## Time-Saving Steps for a Successful Year-end

This document will guide you through the year-end auditing of your payroll reports accessible via Ceridian Business Intelligence (CBI). CBI provides real-time access to your payroll data in a report format. On the next page, you will find a list of recommended reports and how often each should be reviewed. This list links directly to sections within the rest of this document that will explain what the report is, how to ensure CBI will display it, specific things to look for, as well as any [KB](#) articles or training that will further assist in the review of the report.

*Note: You will need to be able to turn off and on various "options" within your payroll software. An option is a command to the payroll software to make something specific happen. Review the [KB](#) article "Year-end Company Options" for more information.*

To access CBI, you must log on to [My Ceridian Solutions](#). After logging on, the **My Ceridian Solutions Home** page will display (see below). Select the option for Ceridian Business Intelligence.



















Available Services	
Service Name	Description
<a href="#">Ceridian Security Manager</a>	Use Ceridian Security Manager to manage your client profile and user accounts.
<a href="#">Ceridian Service Assistant</a>	Use Ceridian Service Assistant to manage the payroll setup information for your company, such as payroll schedules, processing statuses, and schedule rules.
<a href="#">Ceridian Trial Payroll</a>	Use Ceridian Trial Payroll to review the results of your payroll, run test scenarios, make changes, and approve your changes before you commit to the final checks, reports, and related media.
<a href="#">Ceridian Business Intelligence</a>	Use Ceridian Business Intelligence for near real-time access to your payroll output and easier access to data across your organization in aggregated and detailed formats. This service enables you to make better, timelier business decisions.
<a href="#">Project Survey Portal</a>	Use Project Survey Portal to request projects or assistance from Ceridian resources and review up-to-date status information for your pending requests.

The **Review Reports** screen will appear. Select a PSID on the left and the list of reports will appear:


- Make sure you are viewing the Payroll Reports Tab.
- Reports are divided into three sections: Pay Period Reports; Database Reports; and Custom Reports (Professional Services). You may have reports in all of these sections or only in one or two.
- Each report has a number assigned to it as well as a name. CBI sorts them by the report number (that number is included in this document to help you locate it).
- The most recent version of the report is on the far left.
- Most are available in a PDF file. Make sure that you have [Adobe Acrobat Reader](#) installed.

For example, to open the Payroll Register #084 you would click the PDF icon on the bottom row:

### Pay Period Reports

#	Name	2014-18-0
001	PAYROLL EXCEPTION	 
009	FUNDS TRANSFER	 
014	CHECK RECON AUDIT	 
040	FUNDS DISTR AUDIT	
043	WAGE ATTACHMENT REG.	 
044	WAGE PAYMENT SUMMARY	 
055	TALX INFORMATION AUD	 
056	NEW HIRE COMPLIANCE	
058	ADJUSTMENT AUDIT	 
07R	PA PSD EIT HIST RPT	 
084	PAYROLL REGISTER	 

## Knowledge Base

This checklist will indicate relevant articles in the KB with the  symbol. Find the KB at the following link: <https://hrinfo.ceridian.com/enterprise/login.aspx>. If you do not have a log in follow these steps:

- Enter your individual customer ID as the username. Type Pa\$\$word1111 as the default password. *You will be prompted to change to a secure password after the initial login.*
- Select your Payroll System from the drop-down list (for example, HR/Payroll Latitude for HPL users)
- Enter all or part of the recommended KB article name in the search box.

To learn more, refer to the [KB Job Aid](#) within this document.

## Recommended Reports

Click the report name to view the appropriate material within this document. More information can also be found in the [KB](#) article *Auditing*.

Report Name and Number	When To Review	Which PSIDs will Benefit?
<a href="#">Payroll Exception #001</a>	Whenever it generates due to errors, flags, or exceptions	Every PSID
<a href="#">Adjustment Audit #058</a>	Whenever it generates due to adjustments	Every PSID
<a href="#">Wage and Tax Audit #070</a>	Every Payroll	Every PSID
<a href="#">Wage and Tax - Main #071</a>	Every Payroll - configure it to generate every payroll instead of every QE/YE	Every PSID
<a href="#">Third-Party Sick Pay Audit #083</a>	Every Payroll	PSIDs that use third-party sick pay such as insurance, union plans, STD plan, or a self-insured plan
<a href="#">Payroll Register #084</a>	Every Payroll	Every PSID
<a href="#">Payroll Company Tax Information #119</a>	Quarterly and whenever it generates due to tax changes	Every PSID
<a href="#">Company Deduction Profile #125</a>	Year-end and whenever it generates due to deduction changes	Every PSID
<a href="#">Multiple Worksite Verification Report #137</a>	Quarterly	Employers in certain states that require this
<a href="#">Employee Address Proof List #138</a>	Year-end and whenever it generates due to address changes	Every PSID
<a href="#">Employee Name Proof List #139</a>	Year-end and whenever it generates due to name changes	Every PSID
<a href="#">W-2 Exception Report #144</a>	Quarterly	PSIDs that will generate Forms W-2
<a href="#">W-2 Management #148</a>	Quarterly	PSIDs that will generate Forms W-2
<a href="#">PTO #175</a>	Every Payroll	PSID where Signature calculates the PTO such as Vac/Hol/Sick time
<a href="#">PTO (Tables) #177</a>	Q3 in preparation for year-begin or to review plan set up.	PSIDs where Signature calculates the PTO such as Vac/Hol/Sick time
<a href="#">Master Control #980</a>	Every Payroll	PSIDs that will generate Forms W-2
<a href="#">PA PSD EIT HIST RPT #07R</a>	Every pay period especially when a change is made in the local code or to one of the Political Subdivision (PSD) codes	PSIDs that contains employees that live or work in Pennsylvania
<a href="#">Master Information (Payroll Header) Report #0HY</a>	First payroll of Q4	PSIDs that will generate Forms W-2
<a href="#">GGL Detail Report (Tables) #RG9</a>	Q3 in preparation of year-begin or to review General Ledger set up.	PSIDs that use GGL Accruals

## Payroll Exception #001

This report is a consolidated error list that shows virtually all flags and warning messages for an employee in one place. This concise presentation of payroll errors is designed to help you quickly solve problems.

🔍 **How do I add it to my report list in CBI?** The Payroll Exception report is produced automatically when any of these occur in the current payroll processing period:

- Employee processing message
- Wage and tax audit message
- Employee edit flag
- Company processing message

✓ **What do I need to check on this report?**

☐ **Review all flags and warnings for each employee listed.** Correct flags and warnings where needed.

❓ **See KB Article:** Payroll Exception Report

## Adjustment Audit Report #058

This report will generate whenever you complete a QTD and/or a YTD adjustment in the Payroll System (void and manual checks are not included on this report).

**For CTS Clients.** Entries displayed on this report were not transmitted to CTS with the current payroll, potentially resulting in subsequent penalties, interest, and amended returns.

If QTD or YTD adjustments have occurred that impact tax liabilities **do not** forward this report to CTS. Instead, contact your CTS Rep to review options to complete a Manual Payment.

🔍 **How do I add it to my report list in CBI?** This report will automatically print in the period that the adjustments were made. It is not cumulative.

✓ **What do I need to check on this report?**

☐ **Review adjustments.** If tax liabilities are impacted then contact your CTS Rep and complete tax deposits.

❓ **See KB Article:** Adjustment Audit Report

## Wage and Tax Audit #070

This report lists each employee with questionable wage and tax information. If these issues aren't corrected promptly, your quarter-end and/or year-end reports might reflect inaccurate data and could result in an additional expense from extra payroll runs, amended returns and/or, tax penalties and could indicate under/over withholding of your employees' taxes. **Questions about how to correct wage and tax audit messages are some of the most frequently asked at year-end.**

*Note: The Wage & Tax Audit report was added to Ceridian Trial Payroll in 2013. It is available on the Trial Audit Reports tab at the top of the page. If there is an error, the report title will appear in red text. This report can be used to review a list of the wage and tax errors for the current pay period before accepting the payroll.*

🔍 **How do I add it to my report list in CBI?** You receive this report when an error occurs with one or more of your employee's wage and tax information regardless of whether the report is scheduled for printing. The report prints each processing until the exception has been resolved.

✓ **What do I need to check on this report?**

☐ **Wage & Tax Audit Message(s).**

- Wage and Tax errors accumulate over time. What begins as a small problem can turn into a huge problem by year-end. Resolving an error as soon as it occurs will reduce both the impact and the complexity.
- Wage & Tax audit messages should be corrected immediately, each payroll cycle to ensure proper withholding and remittances, as well as mitigation of amendments, penalty/interest and additional fees. **Errors left uncorrected at year-end could result in erroneous Forms W-2.**
- Read each message on the report. For each employee with a message, identify what was entered to cause the error and resolve the exception. If you need help making the correction, review the recommended KB articles listed later in this section.
  - For the current quarter, sometimes the easiest way to correct a wage and tax audit message is to reverse the original entry and reenter it correctly. This is a clean method of correcting wage and tax errors and is easy to reconcile in future audits.
  - For the current quarter, you may also use void/manual transactions to enter all corrections or adjustments.
  - You must use YTD adjustments to enter all corrections or adjustments to prior quarters of the current year. Also, you must call **your CTS Rep** to advise them of the adjustment(s) and the affected quarters so that the appropriate updates can be made to filings, etc. Do not send the [Adjustment Audit Report #058](#) to CTS as this document will not provide the necessary information for them to effectively manage the adjustment.
  - You should never enter QTD adjustment transactions unless you are adjusting history amounts loaded in the same quarter during implementation (if this is a new PSID).

☐ **W2GRP (Box 12c).** W2GRP (Group Term Life) is included in FICA (Federal Insurance Contribution Act) wages on the Wage and Tax report but not in FIT (Federal Income Tax) wages. W2GRP displays separately in the Federal column of the report and is also included under Total Other Compensation. W2GRP is included in state, local, SDI/UC wages based on the S2 code used.

❓ **See KB Articles:** Wage and Tax Audit Report; Possible



Causes of Wage and Tax Audit Messages; Adjusting FIT and FUTA Wages and Taxes: QTD Amount Greater Than YTD Amount, Employee Wage and Tax Adjustments

Auditing Training is Available!

**HPL/HPW:** [MyCeridian.com](http://MyCeridian.com) > My Support Page, click:


1. Ceridian University >
2. Payroll Role >
3. Under **Payroll Auditing** choose the class that best suits your needs

**HPAS:** [MyCeridian.com](http://MyCeridian.com) > My Support Page, click:

1. Ceridian University >
2. Payroll Role >
3. Under **Payroll Auditing** choose the class that best suits your needs

## Wage and Tax - Main #071

This is an employee-level report that provides QTD and YTD wage and tax information. The report displays your employees in clock number order within division/department. This report excludes third-party sick pay entries - see the [W-2 Management Report #148](#).

 **How do I add it to my report list in CBI?** This report prints automatically at quarter-end and at year-end. It is best practice, however, to review this report and resolve errors after every payroll. Use Option 071-02 to request it for each payroll processing. Option 071-03 will display the full employee Social Security number on this report. To sequence by SSN use Option 072-05 or use Option 072-06 to sequence by clock number.

 **What do I need to check on this report?**

- ☐ Audit QTD and YTD wages and taxes.
- ☐ Review current and previous state and local information for each employee.

 **See KB Article:** Wage and Tax Report Auditing Training is Available!

**HPL/HPW:** [MyCeridian.com](http://MyCeridian.com) > My Support Page, click:

1. Ceridian University >
2. Payroll Role >
3. Under **Payroll Auditing** choose the class that best suits your needs

**HPAS:** [MyCeridian.com](http://MyCeridian.com) > My Support Page, click:


1. Ceridian University >
2. Payroll Role >
3. Under **Payroll Auditing** choose the class that best suits your needs

## Third-Party Sick Pay Audit #083

Because third-party sick payments (TPSP) (such as insurance, union plans, STD plan, or a self-insured plan) are considered non-payroll disbursements, they aren't added to any wage and tax amounts in the payroll system. These payments only display on the Third-Party Sick Pay Audit report (#083) and the [W-2 Management Report \(#148\)](#).

See [Third-Party Sick Pay](#).

Use the report to help with the management and audit process for these off-cycle entries. It includes current, QTD, and YTD totals.

 **How do I add it to my report list in CBI?** This report is generated automatically the last two pay periods of each quarter as well as whenever you enter TPSP entries. Use Option 069-01 to suppress the employee Social Security number on this report and Option 069-02 to display it.

 **What do I need to check on this report?**

☐ **Third-Party Sick Pay (Box 13 TPSP should be checked).**

*Note: Third party sick pay produces a separate W-2 statement. CTS clients must send information to CTS on the Periodic Sick Pay Form or the Quarterly Sick Pay Reconciliation Form.*


 **See KB Article:** Third Party Sick Pay Overview and Considerations

## Payroll Register #084

Payroll Registers (also known as Pay Analysis Reports or PARs) provide detailed information about each employee's current gross-to-net hours, earnings, wages, taxes, and deductions. It is the master report that contains all of the details for your current payroll including totals. This report is used for researching many questions as well as for balancing.

This report consists of two parts, the:

- Payroll Register, which lists all check details for each employee.
- Grand Totals Page, which displays all your company totals for hours, earnings, deductions, wages, and taxes.

 **How do I add it to my report list in CBI?** This report will appear automatically every processing.

 **What do I need to check on this report?**

☐ **Are terminated employees currently printing on this report?**

- Even when option 048-00 is Y to retain previous year terminates, previous year terminated employees don't appear on the Payroll Register because they have no current year activity. If you require fiscal year reporting, it might be necessary to retain previous year terminates to ensure that they are included on the reports.
- Verify the pay period in which Option 048-01 will drop the previous year terms.
- If Option 048-01 is Y for YB, current year terms will be retained but prior year terms and earlier will drop.
- You must rehire previous year terminates for them

to have activity in the current year. If those same employees are terminated in the same or any subsequent processing, they become current year terminations.

**? See KB Articles:** Auditing the Payroll Register; Negative Other Compensation Amount on W-2 Management Report

## Payroll Company Tax Information #119

This report includes employer tax info for 941 and W-2 filing.

**For CTS Clients:** Compare this against the customer snapshot and tax code profile on [Source Tax® Online](#). If a discrepancy exists then contact your CTS Rep.

**🔍 How do I add it to my report list in CBI?** It is printed automatically one processing before quarter-end as well as whenever tax information is added, changed, or deleted. You may also select option 119-00 to schedule it.

**✓ What do I need to check on this report?**

- ☐ **Your company name and address for tax filing purposes.**
- ☐ **Your federal ID number.**
- ☐ **The retirement plan indicator to mark box 13 of the W-2.** An X must print in the W-2 RETIREMENT PLAN box for each participant covered by a retirement plan through employee or employer contributions at any time during the plan year. A default can be set up at the company-level federal tax window that will mark the box for all employees. Overrides for employees can be entered on the employee-level window.  
*Note: The system will automatically check the retirement plan box for employees with 401(k) YTD amounts.*
- ☐ **All state Unemployment Compensation (UC) numbers and rates.**
- ☐ **All Registered State Jurisdiction ID numbers.**
- ☐ **All local codes including locality name, assigned state, entity code, and tax rate.**

**? See KB Articles:** Payroll Company Tax Information Report; W-2 Retirement Plan Indicator Check Box Results; Adding, Changing, Verifying Company Information, Free Training WBT for Retirement Plan Indicator!

**HPL/HPW:** [MyCeridian.com](#) > My Support Page, click:

1. Ceridian University >
2. Year-End Toolkit >
3. Under the **Forms W-2** section click **Retirement Plan Indicator**

**HPAS:** [MyCeridian.com](#) > My Support Page, click:

1. Ceridian University >
2. Year-end Toolkit >
3. Under the **Forms W-2** section click **Retirement Plan Indicator**

## Company Deduction Profile #125

This report assists in verifying deduction features and Form W-2 box numbers based on the deduction options set up at the company level.

**🔍 How do I add it to my report list in CBI?** The Payroll System automatically generates this report on any processing that has an addition or change to a company-level deduction. It is also generated whenever the W-2 Management Report is generated – one pay period prior to a quarter-end or year-end processing and at a quarter-end or year-end processing. Option 125-01 may be selected to generate the report on a processing other than when it would normally be generated.

**✓ What do I need to check on this report?**

☐ **Review deductions by W-2 Box Number for accuracy.** This section helps identify the company-level setup for deduction descriptions that have a direct impact on the placement on the Federal W-2, such as deferred compensation, group term life insurance, and so forth.  
The report contains a table with the deduction descriptions displayed for each associated box number (excluding the taxable wage and taxes withheld boxes).

☐ **Review company deductions by type or feature for accuracy.** This section displays company-level deductions by type or feature. The section also displays relevant options particular to that feature. For informational purposes only, this report section also displays any S2 code restrictions even though the S2 codes are established at the employee level. This includes:

- 401(k) Plan Information
- Other Pre-tax Deductions (i.e., Section 125 Cafeteria Plan, Employer Contributions to HSA)
- Other Deductions (i.e., Adoption Benefit, Advanced EIC, Excludable Moving Expenses)
- TIPS Reporting
- Fringe Reporting
- Distributions and Non-qualified Plans
- Puerto Rico Deductions
- Wage Attachments

**? See KB Article:** Company Deduction Profile Report  
**Free Training WBT for Company-Level Deductions for HPL and HPW!**

**HPL/HPW:** [MyCeridian.com](#) > My Support Page, click:

1. Ceridian University >
2. Self-Paced Training (on the right side of the screen) >
3. Under the **Payroll Functionality** section click **Company-level Deductions Quick WBT**



## Multiple Worksite Verification Report #137

This report displays the employees and company information of each work site. The report is sorted by employee ID number within work-site number within UC state within company/sub-company number. Each UC state begins on a new page. Alternate control or sequence is not possible at this time.


These states and territories require it. Others might also require it.

California	Maine	Oregon
Colorado	Montana	Puerto Rico
Florida	Nevada	Vermont
Georgia	New Hampshire	Virgin Islands
Iowa	North Carolina	Virginia
Kansas	North Dakota	West Virginia

Multiple Worksite reporting only applies to some employers in these states. It is only required if your company meets both of these conditions.


- Has more than one work location in a state identified with the same state unemployment insurance account.
- Has ten or more employees working in one or more secondary locations in the same state.

The primary location is defined as the site with the largest number of employees.

 **How do I add it to my report list in CBI?** This report is an optional report that you can print on request or schedule based on your reporting needs. Option 137-00 will generate the report. Option 137-02 will suppress employees who have not earned UC wages and have no 12th-day counts. Option 137-03 suppresses employees with SITE# and an S3 status code of X.


### ✓ What do I need to check on this report?

- ☐ **Verify employee counts.** This report is the best source for employee counts - the same information that displays on the Employer Quarterly report is displayed on this report as well. Go to the State Total page for each state to find the employee count.
- ☐ **Verify employee worksite numbers.**

 **See KB Articles:** SITE# (Worksite#) and Multiple Worksite Reporting

## Employee Address Proof List #138

Shows you how the Payroll System interprets employee addresses.

 **How do I add it to my report list in CBI?** This report is included automatically whenever employee addresses are added or changed. Only employees affected by these changes are included by default. Select Option 138-01 to print all employees (including those without addresses). To include only employees with invalid zip codes or state codes, select Option 138-02.


### ✓ What do I need to check on this report?

- ☐ **Verify that addresses are formatted correctly and consistently.** Most errors (warnings) are due to not having entered a legal address in addition to the mailing address for an employee.

The employee's legal address displays on W-2 statements if present. Otherwise, legal address is derived from mailing address. The address is derived by truncating mailing address lines 1 and 2 (30 positions each) to fit the corresponding legal address lines (22 positions each). City, State, and ZIP Code are moved directly (no truncation).


*Note: Many areas do not allow a P.O. Box to be used as the employee's address.*

- ☐ **Check all error conditions.** An error condition code displays in the last column of the report to highlight exceptions due to invalid state code and/or missing or invalid zip code (must contain 5, 9, or 10 characters). The recap at the end of the report explains these error codes.

 **See KB article:** Proof List of Employee Addresses and Error Conditions, Auditing Your Payroll

## Employee Name Proof List #139

Shows you how the payroll system interprets employee names. This report highlights input errors. You should observe employee name format rules on an ongoing basis to ensure proper reporting of quarterly and annual federal and state information.

 **How do I add it to my report list in CBI?** This list is produced automatically whenever employee names are added or changes (either the legal name or the name in the payroll system). Only employees affected by these changes are displayed when the report is produced automatically. Select Option 139-00 to request this report.


### ✓ What do I need to check on this report?

- ☐ **Verify that names are formatted correctly and consistently.** Most errors are due to multi-segment names or name suffix in the wrong position.
- ☐ **Did any employees change their names this year?** If the employee's name has changed, the employee must obtain a corrected Social Security card from any Social Security Administration office. Use the name on the original card until you see a corrected one.
- ☐ **Do you have any employee name suffixes that should be added to the W-2 Box E?** The IRS requires the employee name suffix (such as Jr, Sr, II, III, IV), to appear on the Form W-2 as it appears on the employee's Social Security card. To comply with this regulation, the payroll system implemented a reserved deduction, **W2SFX**. Enter **W2SFX** for each applicable employee in the Reserved Deductions section on the

Employees > Payroll > Adjustments > Adjustments Information Page. No amount or status code is necessary.

*Note: Titles and academic degrees, such as Dr., RN, or Esq. don't display in box e.*

*Note: It is best practice to enter this information when the employee is hired.*

 **See KB Articles:** Proof List of Employee Names, Auditing Your Payroll, W-2 Wage and Tax Statements

## W-2 Exception Report #144

This report is similar to the [W-2 Management Report #148](#) in the display of W-2 content. This report, however, provides an *enhanced* presentation of wage summary data and only displays employees with error or warning conditions. The error and warning messages highlight exception conditions that you should investigate and reconcile before your next payroll processing.

### How do I add it to my report list in CBI?

This report is printed automatically one pay period before QE and again at QE, and also one pay period before YE and again at YE. You can't use an option to request the report.

### What do I need to check on this report?

☐ **Investigate error and warning messages from this report.** These messages highlight exception conditions that you should investigate and reconcile before your next payroll processing. **If you don't correct these conditions, your employees' Forms W-2 could contain errors.**

Please note that these employees are *excluded* from the report:

- Employees with YTD wages and taxes that consist entirely of amounts for Guam, Puerto Rico, or the Virgin Islands, that is, no U.S. Form W-2 amounts.
- Employees of companies that use 1099-R reporting (option 816-00).

 **See KB Articles:** W-2 Exception Report

### W-2 Year-end Training is available!

**HPL/HPW:** [MyCeridian.com](http://MyCeridian.com) > My Support Page, click:

1. Ceridian University >
2. Year-End Toolkit >
3. Click **Year-end: From Begin New to W-2**

**HPAS:** [MyCeridian.com](http://MyCeridian.com) > My Support Page, click:

1. Ceridian University >
2. Year-end Toolkit >
3. Click **Year-end: From Begin New to W-2**


## W-2 Management Report #148

This report provides a picture of each employee's Form W-2 at the time the report is printed. This report is an excellent audit tool to verify the accuracy of your Form W-2

information prior to printing them. This report displays errors such as missing Social Security numbers and negative YTD wage and/or tax amounts.

Third-party sick pay (TPSP) will display twice – once with the employee name and again as recap at the end of the report. The recap provides a convenient audit trail of these non-payroll disbursements. Option 813-06 will print the TPSP recap only.

Reminder: 1099-R forms must be used if checks were issued for regular payments from a pension plan to your retired employees. All employees receiving 1099-R forms must be in a PSID separate from employees receiving regular W-2 forms. Option (#816-00) must be on to print 1099Rs.

 **How do I add it to my report list in CBI?** When option 813-04 (*Print W-2 Mgmt at QE and One Pd Prior*) is selected, the report prints automatically:

- One pay period before QE (not YE).
- At QE (not YE).
- During implementation (period 00).

When option 813-00 Print W-2 Management Report isn't selected, the report prints automatically:

- One pay period before YE.
- At YE.

No report charge is billed when the report prints automatically. If option 813-00 is selected, a report charge is billed only if the option is selected in a period where the report would otherwise print automatically.

### What do I need to check on this report?

☐ **Your company name and address for tax filing purposes.**

☐ **Balance totals of W-2 Mgmt Report.** Balance against Payroll Registers, Health Care Reform Totals (box 12dd), 401(k) totals (box 12d).

☐ **Review your executive team's Forms W-2.**

Remember that a higher withholding rate is applied to all bonus and supplemental earnings in excess of \$1 million. Bonus FIT wage adjustments show as BFITW under YTD Wages.

☐ **Review employee transfers.** Have you transferred any employees from one PSID or Company number to another during the current year? If so, carefully verify the Form W-2 information for these employees on this report. In what pay period will the wages/taxes be reversed? Has this pay period been scheduled? Download and review the FREE [PSID Transfer Recap Guide](#).

☐ **Verify accuracy of information for terminated employees.**

☐ **Verify accuracy of moving expenses (Boxes 1, 3, and 5 or Box 12p).** Before you record moving expenses, first determine what part of the disbursed moving expense is qualified (exempt from taxation),

and what part is non-qualified (taxable to the employee). For help making this determination, see IRS Publication 521.

Whether paid to the employee or paid to a third-party, nonqualified moving expenses are considered taxable wages on the W-2 statement in boxes 1, 3, and 5. That is, these amounts are subject to federal income tax withholding and Social Security and Medicare taxes.

Qualified (excludable) moving expenses are reported on W-2 statements in box 12p. These amounts are employer reimbursements paid directly to the employee and aren't taxable to the employee.

Don't report qualified moving expenses an employer either pays to a third-party on behalf of the employee (to a moving company, for example), or qualified services the employer furnished in kind to an employee.

**See KB Articles:** W-2 Management Report; W-2 Management Report Abbreviations; W-2 Management Report Reconciliation Considerations; Two-Tiered Federal Bonus Rates; Excludable Moving Expenses

#### W-2 Year-End Training is available!

**HPL/HPW:** [MyCeridian.com](http://MyCeridian.com) > My Support Page, click:

1. Ceridian University >
2. Year-End Toolkit >
3. Click **Year-end: From Begin New to W-2**

**HPAS:** [MyCeridian.com](http://MyCeridian.com) > My Support Page, click:

1. Ceridian University >
2. Year-end Toolkit >
3. Click **Year-end: From Begin New to W-2**

### PTO #175

This report is an excellent tool to audit the calculation of current PTO balances and to identify current PTO activity. If you maintain PTO balances in the Payroll System for vacation, sick, holiday, and so forth, it is important to note that no matter how your accruals are calculated or accumulated (calendar, fiscal, anniversary for example) the information is reset in the pay period defined as your carry forward frequency.

**How do I add it to my report list in CBI?** This report automatically generates unless option 175-00 is set to N.

#### What do I need to check on this report?

- ☐ Determine for each one of your PTO plans (V, S, H and 4-7) if there is an Apply Carry Forward Maximum.

If No – the entire unused balance for each plan will be carried forward and put into the Previous Year bucket.

If Yes – then the Payroll System looks at the Carry Forward max on the Rate Table. Any unused balance less than or equal to the maximum will be carried forward.

**See KB Articles:** Personal Time Off Reporting: How Accruals Work; About the Personal Time Off Report; Personal Time Off Reporting: Troubleshooting Common Accrual Issues

### PTO (Tables) #177

This report displays information about the PTO settings and rules that are in effect for the PTO accruals for a PSID for a specific pay period. If the PSID uses a master PSID, that information is also shown on the report. **Check this report before pay period 1 every year.**

**How do I add it to my report list in CBI?** This is a standard report that appears every processing during which PTO accruals are calculated, and displays the PTO entries used during that processing. Use Option 177-00 to request the report.

#### What do I need to check on this report?

- ☐ **Validate your company's PTO plan set ups for year-begin.**
- ☐ **Review tier-based accrual tables for year-begin.**

**See KB Articles:** Year-end, Year-begin Procedures, Personal Time Off Reporting: Troubleshooting common Accrual Issues.

### Master Control #980

The first page of the report has lots of valuable information. A box displays in the middle of the page when any errors or exceptions are detected while processing your payroll. The first page also lists the number of checks issued and prior, current, and new total gross wages and taxes.

This report will indicate whether any employee checks are incorrect. Most messages won't print again in subsequent pay periods. Only an incorrect Social Security number message displays each pay period until corrected.

**How do I add it to my report list in CBI?** This report is included with your payroll reports. Option 157-01 will mask the Social Security number on this report.

#### What do I need to check on this report?

- ☐ **Correct all processing messages.** Processing messages should be corrected immediately, each payroll cycle. This must be resolved prior to processing the last payroll of the year as well as before printing Forms W-2 as some wage & tax audit conditions will result in W-2cs, 940 and 941 amendments, tax penalties, interest and additional fees.
- ☐ **Correct any invalid or missing Social Security Numbers.** This must be completed prior to your year-end payroll.
- ☐ **Determine if any employee deductions have balances that need to be reset at year-begin (such as 401(k) and/or Flexible Spending Accounts (FSA)).** The NEXT PROCESSING RESTORE BAL column should display YES. If the balances are not reset, the deduc-



tions will not start over and will end prematurely. Then adjustments will have to be made to correct them.

☐ **Is option 056-01 is turned on to Suppress New Hire Reporting?** "Yes" means you are not currently getting this service.

**See KB Articles:** Year-end Year-begin Procedures, Auditing Your Payroll, About New Hire Reporting.


## PA PSD EIT HIST RPT #07R

This report will only display employees who live or work in Pennsylvania. PA Act 32 established a new system for the collection of earned income tax (EIT) for employees who work in Pennsylvania. Companies are required to enter specific information for their employees so that the Payroll System can accurately accumulate and report EIT. It is *critical* that the information required under PA Act 32 is entered completely and correctly.

This is the primary report to use to verify previously created PA Act 32 history details. You can also use it as the basis for making corrections.

This is a detail-only report. The information is displayed by employee and local code within employee. The report has no totals.

*Note: Log in to [MyCeridian.com](http://MyCeridian.com) and navigate to My Support Page > Compliance Home > Payroll / Tax Compliance > State Updates – Tax Withholding (Select Pennsylvania) > Pennsylvania Act 32*

 **How do I add it to my report list in CBI?** The PA PSD EIT History Detail report is automatically created each pay period. If you want this report printed other than regularly scheduled select Option 143-01. Option 143-04 will mask the employee Social Security number.

 **What do I need to check on this report?**

☐ **If an employee has a P.O. Box address, you must enter the information in the Mailing Address fields.** Legal Address still must be a physical street address. **If the Legal address has a P.O. Box then this employee record will be rejected by the IRS.**

☐ **Verify that correct PSD codes are used. Employees must be identified by the PSD where they reside (Residence Municipality) and where they work (Worksite Municipality).** You can find the official PSD code list here: <http://munstats.pa.gov/Public/FindLocalTax.aspx>. **If a PSD code field is blank or incorrect then this employee record will be rejected by the IRS.**

☐ **Verify that there are no flags.** PA employees' Forms W-2 will match wages and taxes in the this report. Resolve any type of flag in this report.

**See KB Articles:** Pennsylvania Act 32 Adjustments; About Pennsylvania Political Subdivision Codes.

**Free Training WBT for Correcting Employee Details Associated with PA Act 32!**

**HPL/HPW:** [MyCeridian.com](http://MyCeridian.com) > My Support Page, click:


1. Ceridian University >
2. Self-Paced Training (right side of screen) >
3. Under the **Payroll Functionality** section click **Correcting Employee Details Associated with PA Act 32**

**HPAS:** [MyCeridian.com](http://MyCeridian.com) > My Support Page, click:

1. Ceridian University >
2. Click Self-Paced Training (right side of screen) >
3. Under the **Payroll Functionality** section click **Correcting Employee Details Associated with PA Act 32**

## Master Information (Payroll Header) Report #0HY

Commonly referred to as the Payroll Header Report, it appears in the list immediately before report #100 in CBI. The Payroll Header Report displays your company's setup as it appears in the Payroll System. **Unless you have made changes, this information should be the same as it was last year. This section should be used to ensure that you do not want anything to change and to remind you of different options available.** Download a copy of this report for each PSID that you process annually to review.

 **How do I add it to my report list in CBI?** There are two versions of the header report; a year-end version (the focus of this checklist) as well as a full version. Until 2014, you had to contact the Payroll Service Team to obtain your year-end report. Now the year-end version is generated automatically (**at no charge**) in the first pay period following the QE processing of Q3 (September). To request it at other times, select Option 126-00 Print Year-End Header.

**See KB Articles:** Pennsylvania Act 32 Adjustments; About Pennsylvania Political Subdivision Codes.

**Free Training** - Whether you are well-seasoned with this report or a new user, our **FREE** study guide is a great tool! For this topic, it contains information about each of the six main modules of this report and then the subsections are broken out even further. This information is available so that you can read only the sections you need.

**HPL/HPW:** [MyCeridian.com](http://MyCeridian.com) > My Support Page, click:


1. Ceridian University >
2. Year-End Toolkit >
3. Under the **Forms W-2** section click **Payroll Header Report**

**HPAS:** [MyCeridian.com](http://MyCeridian.com) > My Support Page, click:

1. Ceridian University >
2. Year-end Toolkit >
3. Under the **Forms W-2** section click **Payroll Header Report**

## **GGL Detail Report (Tables) #RG9**

This report contains the basic deduction, pay code accruals, and tax table.


 **How do I add it to my report list in CBI?** This report will appear only if TPSP information is submitted.

 **What do I need to check on this report?**

☐ Check accruals set up.

☐ Submit changes for accruals or journal entries that need to be updated annually before the deadline.

This is done by logging on [My Ceridian Solutions](#), selecting the Project Survey Portal, and then filling out the survey for General Ledger Changes.

 **See KB Articles:** About Payroll to General Ledger and Generic General Ledger.

# TAX FILING TIPS

To ensure you take the necessary actions to achieve successful payroll tax filings, the following information addresses various tax filing situations. Included in this section are action steps you must take under certain circumstances, how these actions affect your tax filing, and steps you can take to minimize tax filing errors.

## **Critical, Time-Sensitive Issue?**

If you have a critical, time-sensitive issue that requires immediate attention (the need for a Manual Deposit to ensure timely payment of liabilities for payroll data that is transmitted late, for example), placing a phone call to CTS is the optimal method for communicating an urgent situation. Email does not guarantee the issue will receive our immediate attention. The CTS Rep to whom you send the email may be out of the office, or otherwise unavailable. It is imperative that you speak directly to someone at CTS regarding the issue to ensure that we are able to take immediate action.

## **Payments that CTS Does Not Support**

CTS supports payroll taxes only. Other types of taxes (corporate, sales and use, excise, etc.) are not included in this category. The following are the more common payments/filings that are not processed by CTS:

- **New York SDI** - This payment is forwarded to a private insurance company rather than a tax jurisdiction.
- **Nevada Modified Business tax return** - We do not capture the data required for this return. Possible manual filing is available.
- **Washington SDI** - Worker's Compensation payment where the employer is either self-insured or uses a private insurance carrier.
- **State Worker's Compensation** - The only agencies supported are those that are reported on a jurisdictional filing: NM, OR, and WY. All other agencies are not processed by CTS.

## **Reasons We Debit Your Account**

The following list contains some of the more common reasons we may debit your account:

- **Periodic Tax Liabilities** – Account activity reflected on your Payroll Grand Totals page as total taxes.
- **Manual Adjustments** – Manual entries of tax liability data, such as third-party sick pay, may initiate debits to your account in addition to those transacted for your regularly scheduled periodic payroll activity.
- **Deficit Balance on the Quarterly Tax Statement** – Certain situations arise that cause an amount to be charged to your Quarterly Tax Statement. Typically, these are charged to your account 50 to 60 days after the close of the quarter.
- **Agency Inquiries** – Inquiries, also known as penalty and delinquency notices, inform you that a filing error, problem, or discrepancy may have occurred in previously filed deposits or returns for which additional payment may be due.

**Amendment Processing** – Depending on the type of

notice or adjustment being made, amendments may result in your company owing additional taxes to an affected jurisdiction.

- **Quarter-End Variances** – If there is a variance between the amount previously deposited to a tax agency and the amount due to a jurisdiction, the difference may result in additional taxes due.

## **Tax Code Fallout Process**

"Fallouts" are tax liabilities received by CTS that cannot be processed by our system because the tax code is inactive, not set up on your tax jurisdictional profile, or is invalid. Each time your payroll tax data is transmitted, we compare the received tax data to your tax jurisdictional profile. Any tax data that does not correspond to your profile, is held in a suspense account and not deposited until we receive verification from you. Any lapse in confirmation or resolution may generate agency notices, amendments and penalty exposure.

In our efforts to facilitate resolution, we have established a dedicated team that will focus and prioritize follow through and resolution of fallouts. You will continue to receive a fax or email notification advising you of fallouts on your account whenever we receive a periodic liability. However, additional contacts will be initiated by this team to assist you in resolving your fallout. The following is an overview of the additional touch points this team will be initiating based on the fallout criteria outlined below.

### **Fallouts that are over a \$1,000 threshold or that pertain to a jurisdiction that follows the accelerated federal deposit requirements:**

This team will initiate three attempts to secure resolution.

- At the first contact, the team will provide you with the jurisdictional information needed to set up the tax code. They will also provide information regarding our registration service in which we apply for an agency account number on your behalf.
- On the third attempt, a written correspondence will be included.
- Each month, you will receive a monthly fallout "aging report" notification that summarizes pending fallout activity for the current quarter.

### **Fallouts that are under the \$1,000 threshold and do not follow the accelerated federal requirement:**

- You will continue to receive the periodic notifications providing you visibility of the fallout.
- Each month, you will receive a monthly fallout "aging report" notification that summarizes pending fallout activity for the current quarter.

To facilitate closure, all follow up to any "fallout" activity should now be directed to this team, rather than to your CTS Rep. Any correspondence initiated by this team will reflect their contact information, email, phone and fax number that you can refer to in submitting your updates. This team's focus and priority is to work with you to ensure resolution of this jurisdictional "fallout" and minimize rework and penalty exposure due to unresolved items. Upon receipt of the valid forms/information, the set up of the jurisdiction will be completed



within 72 - 96 hours.

Your response to a fallout is to indicate whether it is valid.

- A **valid fallout** requires your authorization for us to set up this jurisdiction on your tax profile. Jurisdictional requirements may require that you first register with the jurisdiction and obtain an account number to set up the account on your tax profile.
- If the **fallout is invalid**, you must complete a payroll adjustment and/or recode the employee.

Resolve all outstanding fallouts by **the due date indicated in the [Target Dates Calendar](#)** to ensure quarterly filings in all valid jurisdictions.

### Customer Action

Contact your CTS Rep as soon as you are aware of a new jurisdiction requirement to avoid fallouts. Note that the process outlined above only pertains to fallouts that generate due to the jurisdiction not being set-up or jurisdictions that are inactive on your tax profile.

## Resolving Fallouts

To assist you in resolving tax code fallouts, a fax or email will be auto-generated (by PSID) to notify you each time we receive a payroll tax transmission that includes data for a tax code that is either inactive or not set up on your Client Master File (CMF). The notification will list all "fallout" jurisdictions for which data was received by CTS, indicating liability date and tax amount for each. You must validate the status of each jurisdiction so we can take appropriate action.

Notifications will continue to be sent on a per-payroll basis until the fallout condition is resolved for the jurisdiction(s) in question. These notifications will only list the current liabilities; not previous "fallout" liabilities.

*Note: Agency-assessed penalties may already be applicable when you receive the first notification due to agency requirements for accelerated deposits.*

Use the Tax Code Fallout Notification to advise us of the status of each jurisdiction listed, as follows:

- **Tax code is valid.** This authorizes CTS to set-up or activate the jurisdiction on your CMF. You will need to provide information and/or documentation for the jurisdiction, including your agency-assigned tax ID or a copy of the registration form submitted to the agency, and a completed [Power of Attorney \(POA\)](#).  
Note: If you have multiple PSIDs with the same jurisdictional fallout, respond to the notification for each PSID so we can update accordingly. However, supporting agency information is only required per each jurisdictional tax ID. Upon receipt of the required information, the validated jurisdiction will be set-up and all liabilities received to-date processed and deposited based on the data you provide.  
CTS is required to report all liabilities to the tax agencies by the actual check date on which they occurred. Consequently, the longer it takes to resolve and pay these amounts to the agencies, the greater the potential for penalty and/or interest assessment — for which you will be responsible — by the agency.
- **Tax code is invalid.** If you indicate the jurisdiction is invalid, you must reverse the liability via payroll sys-

tem adjustments and/ or employee coding. This will prevent additional fallouts from occurring, correct previously transmitted data, and halt the notifications for this jurisdiction.

- **Local Pennsylvania Act 32.** Ensure that all Local PA Act 32 coding is completed to address fallouts you have received. PAAct 32 applies to all employers with work locations in PA outside of Philadelphia beginning in 2012. If you have not entered/entered incorrect political subdivisions (PSD) codes you will face many problems when your quarter ends.

Failure to resolve your fallouts will result in inaccurate returns and create the potential for agencies to apply monetary penalties and interest to your account.

More information can be found on [MyCeridian.com](#) under My Support Page > Compliance Home > Payroll / Tax Compliance > State Updates -- Tax > Pennsylvania > PA Act 32).

Your assistance is critical to ensuring a quality and timely resolution and minimizing agency-assessed penalties and/or interest and agency inquiries.

## Adding a Tax Jurisdiction

Anytime you become responsible for taxes in new tax jurisdictions, contact CTS immediately. We can help you through the registration process by supplying state agency registration forms, contact numbers, and web addresses. CTS will also let you know the specific type of information needed from you to set up the tax code(s) on our system (e.g., rate, deposit frequency, EFT codes, etc.).

It is critical that you register with the new agency prior to filing in the jurisdiction because many agencies reject deposits and/or filings from taxpayers that have not registered.

Once you have registered with the agency, provide CTS with your assigned ID or a copy of the agency registration form and any other information requested. This will enable us to set up the tax code on your CMF and, subsequently, post and deposit liabilities for the new jurisdiction.

### Customer Action

See State and Local Agencies with special '[Applied-For' ID Requirements charts](#).

## Inactivating a Tax Jurisdiction

Occasionally, you may need to inactivate a tax jurisdiction because you are no longer required to make deposits or file returns in a particular jurisdiction. Upon request, CTS will inactivate the related tax code on the CMF. This will prevent zero returns from being filed with the corresponding agency.

### Customer Action

Forward requests to inactivate any tax codes for the current quarter, to prevent filing of zero returns, by the due date indicated in the [Target Dates Calendar](#).

Note: You must also close your account with the jurisdictions, to avoid "failure to file" notices from the agencies. Any requested inactivations for jurisdictions that had activity in the current quarter will be activated in the following quarter.

## Adjustment Audit Report #058

[The Adjustment Audit Report #058](#), will generate when-

ever you complete a QTD and / or a YTD adjustment in payroll. QTD and YTD adjustments are not included in the periodic liabilities we receive as reflected on your [Payroll Register #084](#) Grand Totals page.

Please **do not forward** this report to your CTS Rep. When completing your review of your Adjustment Audit reports, contact your CTS Rep to review options to complete a manual payment for any significant QTD or YTD adjustments.

See [Payroll System Adjustments](#) for more information.

## Employee Transfers

Employee transfers often create significant QTD and YTD variances. An internal payroll audit is required to ensure that the correct employee data has been transferred in your payroll system. Download the [PSID Transfer Recap Guide](#) to help with this process.

## Manual Deposits

Your Payroll System must receive data three business days prior to check date to ensure timely deposit. Contact CTS if you will be processing adjustments within this time frame which may accelerate deposits or if you must process a payroll that does not meet this time frame.

If you process bonus payments **fewer than three business days prior to check date, but at least two business days prior to deposit due date, a manual transaction\*** will be necessary, requiring that you:

- Notify CTS at least two days prior to the deposit due date. CTS will forward wire instructions for you.
- Wire in funds for the tax amount for receipt no later than 9:00 a.m. PST the day prior to the deposit date.
- Provide CTS with the federal confirmation number of the wire transfer. CTS cannot make your deposit until receipt of your funds is confirmed.
- Send a breakdown of the tax liability by tax type to CTS. Email or fax the Grand Totals Page of your [Payroll Register #084](#) showing the 8109 deposit.

**\*There will be a \$275 charge per jurisdiction associated with any manual transactions processed.**

We will make every effort to ensure a timely deposit. Penalty and interest generated due to a manual transaction will be your responsibility. In addition, we will make every effort to ensure that your tax funds are not debited from your account when these liabilities are processed through the payroll system.

*Note: This is a manual process and "double drafts" occasionally occur. CTS does not accept responsibility for bank charges or interest fees assessed resulting from double drafts in these manual deposit situations.*

## Looking for Missing Data

CTS must have complete tax reporting data for the current quarter on file to ensure accurate and timely filing of your returns.

If you joined our service after your first check date of the current quarter, ensure that all current quarter tax liability and deposit information processed prior to joining our service is provided within two weeks of your first Ceridian check date to avoid fees.

If we do not receive your mid-quarter data for the current quarter by **the due date indicated in the** [Target](#)

[Dates Calendar](#), your quarterly returns for the current quarter will be filed with the available information received by CTS. Amendments may be required to correct any missing information and you will be responsible for any fees, penalty and/or interest incurred as a result of incorrect filings.

## Customer Action

Complete the Current Quarter Tax Liability and Deposit Information Forms included in the Welcome Package or contact CTS for the required form. The form must be completed with the following information for each check date prior to starting our service:

- Employer tax liabilities.
- Employee tax liabilities.
- Tax deposit amounts.
- Tax deposit dates.
- Deposit frequency information.

## Amendment Procedures

CTS prepares and files amendments on your behalf for tax periods originally processed by CTS. Once the amendment is completed, CTS mails or electronically transmits the amended return and supporting documentation to the agency. We also mail a copy of the amended return for your records.

## Which Situations Require an Amendment?

You may need to make adjustments to payroll tax returns and deposits reported in a prior quarter or year. Amendments may be necessary for various reasons, including:

- Reporting an employee's earnings to the wrong state.
- Reporting non-taxable wages as taxable.
- Failing to report earnings.
- Negative wages.
- Forms W-2c.
- Third-Party Sick Pay.
- Adjustments made after the published deadlines.
- Reporting corrections requiring the use of YTD adjustments to modify information for a prior quarter within the current year.

## Requesting an Amended Return:

1. Contact your CTS Rep to discuss the need for amendments and to determine what reports/documentation may be required. Your CTS Rep can also discuss the associated fees.

Provide the information/documentation needed to complete the amended returns, which may include:

- All wage and tax types affected.
- The portion of each adjustment to be applied to each quarter.
- Copies of your payroll reports reflecting the adjustments and/or negative wages:
- Adjustment Reports and applicable Wage and Tax Report and/or Employer's Quarterly State Report of Wages Paid to Each Employee.
- Additional information, as requested, which may include:
  - Wage detail information
  - Third-Party Sick Pay information
  - Employee counts

2. Provide additional funds, if applicable: Depending on the type of adjustment being made, amendments may result in additional taxes due. If this is the case, you will receive an *Authorization to Debit*, requesting authorization to debit your account, within three days of the request, for the funds to pay the additional taxes due, as a result of the amended return(s).

## **Changing the Federal Legal Name with CTS**

If you are an existing CTS customer and your legal name has changed, you must go back through the "reporting agent" verification process. CTS must register as the "reporting agent" with the IRS to make deposits and file returns on your behalf. Therefore, it is critical that CTS obtains evidence of your legal name as registered by the IRS. If the legal name submitted by CTS does not exactly match the IRS records, the registration will be rejected. This could cause delayed deposits and penalties, for which your company will be responsible. To protect you from this, ensure that CTS has the correct legal name on file with the IRS. The requirements are as follows:

- Obtain new proof. (In this case, the Amended Articles of Incorporation are best.) Proper proof consists of:
  1. Copy of letter from IRS, or EDI acknowledgment notice.
  2. Form CF575/IRS confirmation of newly assigned FEIN number.
  3. Copy of a recent preprinted 941 tax form (no more than one year old).
  4. Copy of EFTPS enrollment form.
  5. Call the IRS Entity Control desk to obtain a verification fax/letter.
    - Sign a new Form 8655.
    - Submit the proof and new Form 8655 to your CTS Rep.

*If you have difficulty obtaining proper proof for a legal name change, contact your CTS Rep.*

## **Product/Interface Updates - TMS**

If you are using our Tax Management System (TMS) software to transmit payroll data via PC, take the following steps to provide the quarterly data:

- Make sure TMS version 16.3.0 is installed.
- Ensure the correct company is active before you begin to input data. The active period and quarter are also identified during this step.
- Input quarterly payroll tax data using the Quarterly Data Entry screen.
- Enter state wage detail data. All states require employee wage detail. This data can be imported into TMS from other applications using the Utilities Import function.
- Enter local wage detail. Many localities require wage detail as well.
- Run your reports to validate the data. Resolve any out-of-balance messages prior to transmission. Out-of-balance situations will prevent the transmission of quarterly data.
- Transmit quarterly payroll tax data for receipt no later than **the due date indicated in the [Target Dates](#)**

### [Calendar.](#)

The online TMS Help feature provides additional information on each step of the quarterly process.

## **Reorganization**

Is your company is going through a reorganization? If so, it is imperative that you [contact your Payroll Service Team](#) as soon as you are aware of the situation. This will ensure a smoother transition with both payroll and payroll tax information and allow CTS the time needed to take proactive steps with the tax agencies.

### **What is a Reorganization?**

A company reorganization occurs when the company restructures its business by moving its state of incorporation (reincorporation), merging or consolidating with another corporation (merger or consolidation), or assuming the operations of another company (predecessor/successor).

### **IRS Regulations and Tax Filing Implications**

The IRS recognizes reincorporations, mergers, consolidations, and predecessor/successor relationships as federally qualified reorganizations. Under IRS regulations, the reorganizing employer must follow specific federal regulations with regard to payroll tax reporting requirements. The Federal EIN that an employer uses following a corporate reorganization dictates how tax returns and W-2s will be filed and who will file these returns. How the employer chooses to use the EIN in the reorganization will determine if the employees are released, retained, or rehired by the new corporation.

For purposes of determining employee taxable wage limits, wages may carry over to the new organization or may end with the reorganization. Thus there are many factors that may affect your quarter and year-end tax filings. Notify CTS in a timely fashion and we can help to ensure your payrolls and payroll taxes are processed and reported accurately and on time.

*Note: While your Payroll Service Team can assist you in ensuring we have the proper information to set up your new account on our system, Ceridian does not provide legal information or advice of any nature regarding reorganizations. For questions about what type of reorganization best suits your company's needs, or the legal ramifications, contact your CPA or attorney.*

### **Business Being Dissolved?**

Should your business become dissolved, provide CTS an on-going company contact person, including name, address, phone number, and email address. This person should be able to address any problems or provide additional funding, if necessary.



# CORRESPONDENCE TIPS

## Important CTS Emails/Faxes

CTS will email or fax reports to you as events occur that affect your payroll tax filing. The following are the most commonly distributed reports as well as the actions you should take:

### Periodic Fallout Reports

**Description:** Your payroll tax transmission included data for a jurisdiction that is either inactive or not set up at CTS (by PSID). The report will indicate liability date and tax amount for each jurisdiction.

**Action:** Inform CTS of each jurisdiction's status so that we can take appropriate action.

### Authorization to Debit Form

**Description:** This form is used to obtain authorization needed to draft funds to resolve an agency notice and/or an amendment.

**Action:** Complete and return the form to CTS within three business days.

### Information Request Form

**Description:** This form is used to request specific information necessary to assist in resolving inquiries or filing amended returns.

**Action:** Complete and return this form to CTS within three business days.

### Tax Liability Summary

**Description:** This report summarizes your payroll tax and/or payment solutions information that has been processed by CTS.

**Action:** Report any differences between the Tax Liability Summary and your payroll records to CTS.

### "Balance As You Go" (BAYG) Client Fax Report

**Description:** If your account profile is set up as BAYG, this report is automatically faxed/emailed to you when out-of-balance conditions are found after your payroll tax liability data has been processed.

**Action:** Respond to the "Balance As You Go" report as soon as it is received.

### Quarterly Tax Edit Analysis Report

**Description:** Sometimes referred to as the "W-2 Analysis Report" or "Balancing Report". This report is only generated internally by CTS. It reconciles the periodic payroll totals against your QTD totals as well as your payroll YTD (W-2s) against the CTS cumulated YTD.

**Action:** CTS will notify you of any significant variances that require your assistance or verification and we will work closely with you to resolve any variances affecting your quarterly filings. Your prompt response to issues on your Quarterly Tax Edit Analysis will expedite our balancing efforts and help ensure compliant quarterly filings on your behalf.

Early completion of needed QE adjustments allows more time for resolving out of balance situations.

## Mail to CTS

### Agency Pre-Printed Forms and Notices

Forward to CTS all agency pre-printed forms, rate notices, deposit frequency notifications, and other tax-filing related updates. This will ensure compliant and accurate processing of your tax liabilities and returns.

- **SUI Rate Notices:** CTS participates in rate exchange programs with many state unemployment agencies. Forward all copies of your SUI rate notices to CTS to enable us to:
  - Update rate information for states that do not participate in a rate exchange program (Delaware, Puerto Rico, Virgin Islands, Wyoming),
  - Verify tax ID information,
  - Confirm that all tax codes are set up.
- **Deposit Frequency Notices:** Forward Deposit Frequency Notices to CTS as soon as possible to minimize and/or avoid agency-imposed penalty and/or interest assessments for late deposits. These notices specify the agency-assigned deposit frequency for your company. Many agencies base an employer's deposit frequency on the dollar amount of liabilities for a pre-determined "look-back" period.
- **Pre-Printed Tax Return Forms:** Forward Pre-Printed Tax Return Forms to CTS as soon as they are received. CTS uses the information on these forms to update your company's set up. Your returns are filed using these pre-printed forms when required.
- **Annual Reconciliation Forms:** If you have elected not to have CTS file your Forms W-2 for this tax year, it is imperative that you retain these forms for filing at year-end. Do **not** forward these forms to CTS.

### Refund Checks or Credit Memos

**Description:** Tax jurisdictions match payments received versus liabilities reported on a monthly, quarterly, or annual basis. If an overpayment is detected, the agency issues either a refund check or a credit memo in that amount.

**Action:** If you receive refunds or credits, verify that they are valid and forward a copy of the refund check and/or credit memo to CTS for our records. Contact CTS if you are unsure of the validity of the refund or credit. Cash-ing a check for an invalid refund will result in penalty and interest charges against your company.

### Agency Inquiries: Action Steps to Take

An inquiry is a tax agency notice alerting an employer to a tax filing error, problem, or discrepancy in previously filed deposits or returns. Inquiries, also called "agency notices," come in many formats, and may be sent to you for various reasons, e.g. out-of-balance returns, a willful failure to pay taxes, etc. These agency requests

for additional funds, missing data, and other information, should be emailed to CTS immediately upon receipt. CTS has a special department staffed with specifically trained analysts devoted to the processing of inquiries. Our analysts examine the inquiry to determine the course of action for resolution, and then provide the agency with information, payments or documentation of deposits and returns, as necessary.

You will receive a copy of all correspondence sent to the jurisdiction regarding the inquiry. Although some inquiries generated by agencies request information only, many inquiries impose penalties for non-compliance. In addition, interest on any late tax deposits is often assessed to repeat — and sometimes even first-time — offenders; therefore, it is important that you respond in a timely manner to the agency's or CTS's request for information or funds.

Email all agency notices indicating an agency delinquency, penalty and/or interest, missing information, or a filing issue directly to our Tax Filing Operations Department at [TaxNotices@Ceridian.com](mailto:TaxNotices@Ceridian.com). Although you can still fax tax notices to CTS, email is the preferred method.

To expedite processing, all agency notices should be emailed or faxed directly to our Agency Operations department instead of your CTS Rep. All other informational mail, such as agency preprints, should be forwarded to your CTS Rep.

### **Deposit Frequency Changes**

Email or mail all 2017 tax deposit frequency notices to your CTS Rep immediately upon receipt. It is critical that deposit frequency changes be input timely for 2017 in order to avoid penalty and interest for late deposits. When emailing notices, send a separate email for each FEIN. You may include multiple notices in the same email, but they must pertain to the same FEIN to avoid any update errors.

### **Rate Changes**

Email or mail all 2017 unemployment rate notices to your CTS Rep. When emailing notices, send a separate email for each FEIN. Multiple notices pertaining to the same FEIN may be included in the same email. Rates will continue to be updated in our system throughout Q1 2017. As rates are updated, your next payroll processed after the rate change is completed will include a "retro" calculation, updating the tax impounds back to January 1, 2017 for that jurisdiction. This "retro" appears as a second line item on the grand totals page of Payroll Register #084.

### **FAQs:**

**Q: Which documents can be forwarded to [taxnotices@ceridian.com](mailto:taxnotices@ceridian.com)?**

**A:** Only agency-generated tax inquiry notices (i.e., agency delinquency notices) should be sent to this email address.  
**Any documents you receive that are not tax inquiries**

**(i.e., SUI rate updates, frequency updates) should be forwarded to your CTS Rep for review/action.** Include only one notice/attachment per email. Back-up documents should be attached to the back of the notice and not as a separate file.

**Q: What types of attachments can CTS accept?**

**A:** Our system requires TIF formatted files. We can accept and convert PDF files. We do not accept the following formats: zip files, Excel, JPG, Web, and password-protected documents.

**Q: Will I receive confirmation once my tax notice is received via email?**

**A:** Yes. You will receive two notifications.

The first is an automated confirmation email. The second is a confirmation indicating that the notice has been logged into [STO](#) and assigned a tracking number. If you do not receive this confirmation within 48 hours or do not see the inquiry on STO, please contact your CTS Rep.

**Q: When using email, how should I identify the type of notice, jurisdiction, or the period the notice relates to?**

**A:** Add any identifying information in the subject line. The subject line of our reply email will restate the identifying information originally submitted. This is helpful for managing multiple jurisdiction notices.

**Q: I sometimes add tax notice information in the body of my email. How is this handled?**

**A:** Cover pages of emails are neither reviewed nor scanned along with notices. Imaging technicians will not call you to answer questions or clarify statements. This email address is only used for the receipt of tax notices. If you need to write a message, include it in the attachment with the notice.

*Note: Some agencies take several weeks to process CTS responses. The agency may send you subsequent computer-generated notices during the interim period. Forward subsequent notices to CTS.*

### **Documents that Should Not be Forwarded to CTS**

Carefully review material before forwarding it to us. Documents pertaining to the following items should not be forwarded to CTS:

- Corporate tax.
- Sales tax.
- Benefit determination forms.
- Worker's compensation claims.
- Unemployment claims.

## RESOURCES AND LINKS (CTS)

Resources and links are included in this section to ensure your information is up-to-date.

### Source Tax Online (STO)

[www.sourcetaxonline.com](http://www.sourcetaxonline.com)

This free, web-based tool displays your payroll tax data in an easy-to-read format through your browser. At STO, you can monitor processing status, review reports and account history, check the status of an agency inquiry — by viewing and monitoring its progress through the workflow process used to resolve a tax inquiry — and check for Funding Alerts on the Customer Snapshot page, when additional funds are required to resolve an agency inquiry. You can view your data online, print it or download it to a Microsoft Excel spreadsheet. This tool provides a real-time snapshot of your jurisdictional profile that you can check for accuracy and updates on a regular basis.

At Source Tax® Online, you can view:

- Copies of filed tax returns
- Funding reports and account history
- Ledger reports and account history
- Status of an agency inquiry
- Status of an amendment
- Funding alerts
- Jurisdictional profile (Tax codes, account ID#s and rates)
- And so much more!

### Safe and Easy to Use

STO uses data encryption and unique user IDs and passwords to protect the privacy of critical business information and ensure safe and secure access via the Internet. All you need to use STO is an email address, an Internet connection, and a browser. With online help to assist with site navigation and use, STO helps take the guesswork out of agency requirements.

### Register Today

Service is available from 6 a.m. to 6 p.m., Pacific Time. Registering is quick and easy:

- Go to [www.sourcetaxonline.com](http://www.sourcetaxonline.com).
- Click 'Create a New Account'.
- Complete the simple online form.

A confirmation email with your login ID and password will be sent within five business days.

### Tax Professional Services Team

Our Tax Professional Services Team has the experience and expertise to help you with your year-end processes like reporting and reconciliations, original and amended filings, agency notifications, employee-level and deposit transfers, agency registrations or account set-ups, account closures, and W-2c creation and filings. [Download our KeHe Food Distributors case study](#) to read about how our Tax Professional Services Team helped them remain compliant through corporate change.

## CTS Support Center

### Support for CTS with Ceridian Payroll

[MyCeridian.com](http://MyCeridian.com)

We've created a site just for our CTS customers. This is your resource center for payroll tax filing information, resource documents, product upgrades and other information.

- Download SOC1 Reports
- Annual W-2 Requirements
- Answer Center
- Compliance Horizons
- Compliance News & Updates
- STO
- Tax Service Training

You can find a comprehensive listing of links to state withholding, unemployment and various local agency sites that direct you to agency information and requirements for jurisdictional setup at [MyCeridian.com](http://MyCeridian.com).

### Tax Service Training

CTS offers three webinars: Periodic Tax Processing, Quarterly Tax Processing, and Introduction to STO.

- **Periodic Tax Processing** provides an overview of periodic tax processing and outlines your responsibilities as a customer. This webinar is recommended for new customers or contacts new to the tax product.
- **Quarterly Tax Processing** provides an overview of quarterly tax processing and outlines your responsibilities as a customer. This webinar is recommended for new customers or contacts new to the tax product.
- **Introduction to Source Tax Online** provides an overview of the STO website and the more common features you can access to view your tax information. This course is recommended for new STO users. If you are not currently set up for STO, you should contact your CTS Rep for assistance.

Click [here](#) to view the class schedule and register for a class.



# TRAINING TOOLKIT

Are you ready for year end? It's a year-round commitment! Whether you're a new or experienced **HPL/HPW** user, you can avoid lengthy calls with the Payroll Service Team by attending training to fully prepare yourself for the tasks that lie ahead. The year-round training curriculum explains compliance changes, details processes you need to complete throughout the year, and helps you create accurate Forms W-2.

Click the blue hyperlinks in the table below to access training courses, checklists, and documentation. First, log in to [MyCeridian.com](https://myceridian.com). HPAS users should review the toolkit on [MyCeridian.com](https://myceridian.com).

COURSE NAME	WHAT YOU’LL LEARN	FORMAT		
<b>YEAR END:</b> Complete the <i>Ready. Set. Year End.</i> video to start thinking about year-end. Then attend the <i>Year End: From Begin New to W-2</i> webinar, which is intended for users who are responsible for year-end special processes and the accuracy of Forms W-2.				
<b>READY. SET. YEAR END.</b>  <a href="#">HPL</a> <a href="#">HPW</a>	This five-minute video steers you in the right direction for the start of year end by pointing out these key processes/activities: <ul style="list-style-type: none"><li>• Generating your payroll processing schedule for the new year.</li><li>• Staying current with compliance information, such as the Affordable Care Act (ACA).</li><li>• Being prepared for benefit open enrollment.</li><li>• Understanding key payroll auditing activities.</li><li>• Knowing your resources.</li><li>• Accessing training opportunities.</li></ul>	Self-paced		
<b>YEAR END: FROM BEGIN NEW TO W-2</b>  <a href="#">HPL</a> <a href="#">HPW</a>	<p>This two-part instructor-led webinar takes a fresh look at year end. Part 1 covers all aspects of Form W-2, and Part 2 dives into detail about critical year-end processes and suggested maintenance. Attend one or both parts in any order, depending on your needs. Topics include:</p> <table><tr><td><b>Part 1:</b><ul style="list-style-type: none"><li>• Box-by-box review of Form W-2</li><li>• Auditing tools to ensure accuracy of your Forms W-2</li><li>• Making corrections to Form W-2</li><li>• Understanding deductions that affect Form W-2</li><li>• Auditing activities that affect quarter-end and year-end</li><li>• Understanding company-level deductions</li></ul></td><td><b>Part 2:</b><ul style="list-style-type: none"><li>• Processing schedule for the new year</li><li>• Running Begin New to the first pay period of the new year</li><li>• Adding year-end suffix runs</li><li>• HR/Payroll suggested maintenance</li><li>• Important dates and deadlines</li><li>• Compliance changes and standards</li></ul></td></tr></table> <p>Fee: \$150 per webinar (\$300 for Part 1 and Part 2)</p> <p>Prerequisite: <b>Payroll Auditing Curriculum</b> (<a href="#">HPL/HPW</a>)</p>	<b>Part 1:</b> <ul style="list-style-type: none"><li>• Box-by-box review of Form W-2</li><li>• Auditing tools to ensure accuracy of your Forms W-2</li><li>• Making corrections to Form W-2</li><li>• Understanding deductions that affect Form W-2</li><li>• Auditing activities that affect quarter-end and year-end</li><li>• Understanding company-level deductions</li></ul>	<b>Part 2:</b> <ul style="list-style-type: none"><li>• Processing schedule for the new year</li><li>• Running Begin New to the first pay period of the new year</li><li>• Adding year-end suffix runs</li><li>• HR/Payroll suggested maintenance</li><li>• Important dates and deadlines</li><li>• Compliance changes and standards</li></ul>	Webinar
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<b>FORM W-2:</b> The following WBTs (web-based training) and self-study guide also provide information about auditing and updating Forms W-2.				
<b>ENTERING W-2 ADJUSTMENTS</b>  <a href="#">HPL</a> <a href="#">HPW</a>	This brief WBT explains how to process adjustments for a variety of items that affect Forms W-2, including entering taxable fringe benefits for active paid employees, non-active employees, and non-paid employees.	Self-paced		
<b>RETIREMENT PLAN INDICATOR</b>  <a href="#">HPL</a> <a href="#">HPW</a>	This brief WBT explains the various methods to control Box 13 of the Form W-2 (retirement plan indicator) and how to ensure it is properly selected for your employees.	Self-paced		

COURSE NAME	WHAT YOU'LL LEARN	FORMAT
<b>MASTER INFORMATION REPORT</b> (FORMERLY PAYROLL HEADER)  <a href="#">HPL</a> <a href="#">HPW</a>	This study guide teaches you how to use the <a href="#">Master Information (Payroll Header) Report #0HY</a> to audit company master data and tax information. It also explains relevant company-level options and their effect on the Form W-2, as well as auditing deductions and their options.	Self-paced
<b>YE Processes:</b> The training options below provide details and important reminders about special year-end processes.		
<b>BEGIN NEW PROCESSING FOR THE NEW PLAN YEAR</b>  <a href="#">HPL</a> <a href="#">HPW</a>	This study guide reviews the steps and provides important considerations for completing the Begin New process when starting a new calendar year.	Self-paced
<b>YEAR-END FUNCTIONALITY IN HPL</b>  <a href="#">HPL</a>	This study guide explains how to process year-end suffix runs for the prior year after running Begin New into the new year. It also reviews how to make employee adjustments while year end is open, audit year-end data, and synchronize prior year and new year data.	Self-paced
<b>SEEMYW2 WEBINAR</b>  <a href="#">HPL</a> <a href="#">HPW</a>	This 2-hour, instructor-led webinar explains how to register or re-register for <a href="#">SeeMyW2</a> , perform administrator functions, and grant employees access to SeeMyW2. It also explains how employees use SeeMyW2. Fee: \$150 Prerequisite: Administrator rights to SeeMyW2	Webinar
<b>SPECIAL PROCESSINGS PLANNING</b>  <a href="#">HPL</a> <a href="#">HPW</a>	This job aid explains how to prepare for a successful suffix run to process bonuses or adjustments.	Self-paced
<b>Benefits:</b> (This section was formerly called the Open Enrollment Training Toolkit.) The following courses provides helpful reminders and troubleshooting tips regarding year-end processes for benefits and open enrollment. These critical processes only occur once a year. Whether you are a new or an experienced user, Ceridian can help prepare you to implement benefit changes and to process a successful open enrollment. Ceridian offers a full suite of training options for new users as well as for those needing just a refresher.		
<b>BENEFITS 2: OPEN ENROLLMENT &amp; PLAN CHANGES</b>  <a href="#">HPL</a> <a href="#">HPW</a>	This two-part instructor-led webinar will teach you how to: <ul style="list-style-type: none"> <li>• Prepare for new plan year benefit changes, including plan and rate changes.</li> <li>• Use the detailed checklist to manage company and employee open enrollment processes in HR/Payroll.</li> <li>• Identify special situations that may affect benefit processes during open enrollment.</li> </ul> Fee: \$300 Prerequisite: Benefits 1: Overview & Employee Administration ( <a href="#">HPL/HPW</a> ) <i>Note: Ceridian recommends completing this course 2-3 months prior to open enrollment.</i>	Webinar
<b>SELF-SERVICE BENEFITS OPEN ENROLLMENT WEBINAR</b>  <a href="#">HPL</a> <a href="#">HPW</a>	This 3-hour instructor-led webinar will teach you to: <ul style="list-style-type: none"> <li>• Configure company-level Benefit Administrator options in Self-Service.</li> <li>• Complete the open enrollment process in Self-Service and HR/Payroll.</li> </ul> Fee: \$150 Prerequisite: Benefits 2: Open Enrollment & Plan Changes ( <a href="#">HPL/HPW</a> ) <i>Note: Attend this course only if you use Ceridian Self-Service for open enrollment.</i>	Webinar
<b>OPEN ENROLLMENT: A COMPLETE CHECKLIST WBT</b>  <a href="#">HPL</a> <a href="#">HPW</a>	This WBT provides a review of the checklist and steps taught in Benefits 2: Open Enrollment & Plan Changes. Note: It is important to follow the checklist when there are changes to your benefit plans in the new year.	Self-paced

COURSE NAME	WHAT YOU'LL LEARN	FORMAT
<b>OPEN ENROLLMENT: RATES-CALC-GO!</b> <a href="#">HPL</a> <a href="#">HPW</a>	<p>This brief WBT reviews a subset of the steps in the open enrollment checklist that must be completed for open enrollment when the only changes to your benefits in a new plan year are the rates.</p> <p>Note: The complete checklist is covered in Benefits 2: Open Enrollment &amp; Plan Changes and the Open Enrollment: A Complete Checklist WBT.</p>	Self-paced
<b>MANAGING FLEXIBLE SPENDING DEDUCTIONS FOR THE NEW YEAR</b> <a href="#">HPL</a> <a href="#">HPW</a>	<p>This study guide reviews potential scenarios and strategies for payroll-only FSA deductions, as well as those linked to benefits to ensure the correct deduction amount is taken on your first payroll of the new year. <b>Ceridian strongly recommends completing this course each year if it's applicable to your organization.</b></p>	Self-paced

### **Customer-Exclusive Training**

In addition to standard training, we provide customer-exclusive training to address your specific needs and provide guidance regarding setup in Payroll and Self-Service. Request customer-exclusive training through the **Project Portal** via [My Ceridian Solutions](#).

Questions? Email [CeridianTraining@ceridian.com](mailto:CeridianTraining@ceridian.com).

# 2016

## Form W-2



Contact your payroll department immediately to make changes  
to names, addresses, or Social Security numbers  
to avoid errors on your 2016 Forms W-2.

The employee name  
on the Form W-2  
must match  
the Social Security  
card to be valid.

<b>Form W-2 Wage and Tax Statement</b> Copy C For EMPLOYEE'S RECORDS (See notice on back of copy 2)				<b>Dept. of the Treasury - Internal Revenue Service</b> This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanctions may be imposed on you if this income is taxable and you fail to report it.																																							
These substitute W-2 Wage and Tax Statements are acceptable for filing with your Federal, State and Local Income Tax Returns. If you worked in multiple locations or had several forms of special compensation, you may receive more than one of these documents.																																											
The white copies of the W-2 forms are for your tax returns; the blue copy is for your records. General instructions, including an explanation of the letter codes in box 12, are on the other side of the page.  To the right is an explanation of your W-2 wages. Please note that the Gross amount may include adjustments.				<table border="1"> <thead> <tr> <th></th> <th>Federal Box 1</th> <th>Soc. Sec. Box 3 &amp; 7</th> <th>Medicare Box 5</th> <th>State Box 16</th> <th>Local Box 18</th> </tr> </thead> <tbody> <tr> <td>Gross</td> <td>35000.00</td> <td>35000.00</td> <td>35000.00</td> <td>35000.00</td> <td>35000.00</td> </tr> <tr> <td>Deferred Comp.</td> <td>1050.00-</td> <td></td> <td></td> <td>1050.00-</td> <td></td> </tr> <tr> <td>Group Term Life</td> <td>75.50</td> <td>75.50</td> <td>75.50</td> <td>75.50</td> <td></td> </tr> <tr> <td>Other Comp.</td> <td>225.00</td> <td></td> <td></td> <td>225.00</td> <td></td> </tr> <tr> <td><b>W-2 Wages</b></td> <td><b>34250.00</b></td> <td><b>35075.00</b></td> <td><b>35075.50</b></td> <td><b>34250.50</b></td> <td><b>35000.00</b></td> </tr> </tbody> </table>					Federal Box 1	Soc. Sec. Box 3 & 7	Medicare Box 5	State Box 16	Local Box 18	Gross	35000.00	35000.00	35000.00	35000.00	35000.00	Deferred Comp.	1050.00-			1050.00-		Group Term Life	75.50	75.50	75.50	75.50		Other Comp.	225.00			225.00		<b>W-2 Wages</b>	<b>34250.00</b>	<b>35075.00</b>	<b>35075.50</b>	<b>34250.50</b>	<b>35000.00</b>
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<b>D. CONTROL NUMBER</b> 1021004500		<b>2016</b>		<b>OMB NO. 1545-0008</b>		<b>1 WAGES, TIPS, OTHER COMPENSATION</b> 34250.50																																					
<b>B. EMPLOYER IDENTIFICATION NUMBER</b> 99-1234567		<b>A. EMPLOYEE'S SOCIAL SECURITY NUMBER</b> 123-45-6789		<b>3 SOCIAL SECURITY WAGES</b> 35075.50		<b>4 SOCIAL SECURITY TAX WITHHELD</b> 1473.17																																					
<b>C. EMPLOYER'S NAME, ADDRESS, AND ZIP CODE</b> GENERAL PRODUCTS 300 EUCLID AVENUE CLEVELAND OH 44107				<b>5 MEDICARE WAGES AND TIPS</b> 35075.50		<b>6 MEDICARE TAX WITHHELD</b> 508.59																																					
<b>E. EMPLOYEE'S FIRST NAME AND INITIAL</b> JOHN L				<b>LAST NAME</b> PETERSON		<b>7 SOCIAL SECURITY TIPS</b> <b>8 ALLOCATED TIPS</b> <b>9</b>																																					
<b>F. EMPLOYEE'S ADDRESS AND ZIP CODE</b> 2523 BELL AVENUE LAKEWOOD OH 44107				<b>13 Statutory Employee</b> <input type="checkbox"/> <b>Retirement Plan</b> <input checked="" type="checkbox"/> <b>Third-Party Sick Pay</b> <input type="checkbox"/>		<b>10 DEPENDENT CARE BENEFITS</b> 2068.40																																					
<b>15 STATE</b> OH				<b>16 STATE WAGES, TIPS, ETC.</b> 34250.50		<b>17 STATE INCOME TAX</b> 1768.00																																					
<b>18 LOCAL WAGES, TIPS, ETC.</b> 35000.00				<b>19 LOCAL INCOME TAX</b> 700.00		<b>20 LOCALITY NAME</b> LAKEWOOD																																					
<b>Copy 2 To be filed with Employee's STATE, CITY or LOCAL tax return</b>				<b>2016</b>		<b>Dept. of the Treasury - Internal Revenue Service</b>																																					

### Form W-2 boxes

Box 1 WAGES, TIPS, OTHER COMPENSATION  
 Box 2 FEDERAL INCOME TAX WITHHELD  
 Box 3 SOCIAL SECURITY WAGES  
 Box 4 SOCIAL SECURITY TAX WITHHELD  
 Box 5 MEDICARE WAGES AND TIPS  
 Box 6 MEDICARE TAX WITHHELD  
 Box 7 SOCIAL SECURITY TIPS  
 Box 8 ALLOCATED TIPS  
 Box 9  
 Box 10 DEPENDENT CARE BENEFITS  
 Box 11 NONQUALIFIED PLANS  
 Box 12 Refer to the Box 12 tab for box 12 codes  
 Box 13 Status check boxes  
 Box 14 OTHER  
 Box 15 STATE  
 Box 15 EMPLOYER'S STATE ID NUMBER  
 Box 16 STATE WAGES, TIPS, ETC.  
 Box 17 STATE INCOME TAX  
 Box 18 LOCAL WAGES, TIPS, ETC.  
 Box 19 LOCAL INCOME TAX  
 Box 20 LOCALITY NAME  
 Box A EMPLOYEE'S SOCIAL SECURITY NUMBER  
 Box B EMPLOYER'S IDENTIFICATION NUMBER (EIN)  
 Box C EMPLOYER'S NAME, ADDRESS AND ZIP CODE  
 Box D CONTROL NUMBER  
 Box E EMPLOYEE'S NAME  
 Box F EMPLOYEE'S ADDRESS AND ZIP CODE

### Box 12

A Uncollected Social Security or RRTA tax on tips  
 B Uncollected Medicare tax on tips  
 C Taxable cost of group-term life insurance over \$50,000  
 D Elective deferrals to a section 401(k) cash or deferred arrangement including a 401(k) SIMPLE  
 E Elective deferrals to a section 403(b) salary reduction agreement  
 F Elective deferrals to a section 408(k)(6) salary reduction SEP  
 G Elective and non-elective deferrals and employer contributions to a section 457(b) deferred compensation plan  
 H Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan  
 J Non-taxable sick pay (not included in boxes 1, 3, or 5)  
 K 20 percent excise tax on excess golden parachute payments  
 L Substantiated Employee Business Expense reimbursement (non-taxable)  
 M Uncollected Social Security or RRTA tax on taxable cost of group-term life insurance over \$50,000  
 N Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000  
 P Excludable moving expense reimbursement  
 Q Non-taxable combat pay (not supported by Ceridian)  
 R Employer contributions to your Archer Medical Savings Account (MSA)  
 S Employee salary reduction contributions to Section 408(p) (SIMPLE)  
 T Adoption benefits (not included in box 1)

### Box 12 continued

V Income from exercise of non-statutory stock option(s)  
 W Employer contributions to your Health Savings Account  
 Y Deferrals under a section 409A nonqualified deferred compensation plan  
 Z Income under a section 409A nonqualified deferred compensation plan  
 AA Designated Roth contributions to a section 401(k) plan  
 BB Designated Roth contributions under a section 403(b) plan  
 DD Cost of employer-sponsored health coverage. The amount reported with code DD isn't taxable  
 EE Designated Roth contributions under a governmental section 457(b) plan. This amount doesn't apply to contributions under tax-exempt organization section 457(b) plan.

### Box 13

If "Retirement Plan" is checked, special limits may apply to the amount of traditional IRA contributions that you may deduct. Also, the elective deferrals in box 12 (codes D, E, F, and S) and designated Roth contributions (codes AA and BB) for all employees, and for all such plans that you belong to, are generally limited to \$18,000.

# W-2 SERVICES

## Form W-2

### Form W-2 Print and Shipping Services

#### When will Form W-2 Print/Ship?

**ALL Forms W-2 will begin printing on January 6, 2017.** Forms W-2 will ship immediately after printing for your receipt on or before January 31, 2017. Print date and ship dates are available real time - simply log on to My Ceridian Solutions at <https://myceridiansolutions.ceridian.com> and select Ceridian Service Assistant (CSA). This is the same information available to the Payroll Service Team.

#### Where will your Forms W-2 ship?


- Forms W-2 are NOT split-wrapped. All Forms W-2 will be sent only to your primary shipping location using the same courier method as your payroll.
- To verify your primary shipping address or to request a Form W-2 delivery change (a change of address or contact name) please [contact your Payroll Service Team](#).

#### Which company name/address is displayed on the return address or in Box C?

Follow the steps below to verify which company name/address will display on the return address (outside of the Form W-2 mailer) and in Box C (on the Form W-2 itself).

- 1) Access Ceridian Business Intelligence by logging on to [My Ceridian Solutions](#).
- 2) Pull up your [Master Control #980](#) and your [Payroll Company Tax Information #119](#) and make a note of which company name and address are listed on each. *If they are identical then no further action is needed.*
- 3) Review the chart below and determine which address should display in each location.
- 4) Review your [Master Information \(Payroll Header\) Report #0HY](#) to determine if options 801-02 and 801-03 are set to "on" or "off". Please read the [KB](#) article "Year-end Company Options" for more information.
- 5) [Contact your Payroll Service Team](#) to make changes.

Return Address - Outside of Form W-2	Box C on Form W-2	Option 801-02	Option 801-03
<a href="#">Master Control #980</a>	<a href="#">Master Control #980</a>	On	Off
<a href="#">Master Control #980</a>	<a href="#">Payroll Company Tax Information #119</a>	Off	On
<a href="#">Payroll Company Tax Information #119</a>	<a href="#">Payroll Company Tax Information #119</a>	Off	Off
<a href="#">Payroll Company Tax Information #119</a>	<a href="#">Master Control #980</a>	This configuration is not possible	

 **See these KB articles:** Postal Mailer Endorsements: W-2 and 1099-R Statements; W-2 Copies; W-2 Road Map: Outside Display

## W-2 CD-ROMs

If you received W-2 statements on CD-ROM in the past, you don't need to contact D2Xchange. W-2 CD-ROMs will ship via UPS ground to your payroll delivery address and will arrive approximately seven to ten days after you receive your printed Forms W-2. You will receive one copy of the W-2 CD-ROM as part of your Year-end Solutions bundled invoicing. Additional CD-ROMs are available at a nominal fee. For more information, contact D2Xchange at 866-329-8599 x6937 or by email at [cdrom@d2xchange.com](mailto:cdrom@d2xchange.com).

- All W-2 CD-ROMs are password protected and encrypted to provide data security of your organization's confidential information. You will receive a letter from D2Xchange with PIN instructions approximately one to two weeks prior to delivery of the W2 CD-ROM. **Please retain this letter.** The passwords that are needed will be provided when you access the password retrieval secure Web site and enter your assigned PIN (included in the letter) and the W-2 CD-ROM identification number printed on the CD-ROM label.
- W-2 CD-ROMs are encrypted using the same software as Ceridian per pay period CD-ROMs. If you do not have the SecureDisc client software installed on your PC, the W-2 CD-ROM will appear to be blank. Download the

SecureDisc client software online via: [www.ceridian.com/securedisc](http://www.ceridian.com/securedisc).

- The Excel Export Service exports W-2 information directly into a Microsoft Excel spreadsheet. If you received this service last year, your 2016 W-2 CD-ROM will automatically be equipped with this functionality.

Fees are as follows depending upon company size:

< 1000 W-2s	> 1000 W-2s
\$0.22 Per W-2	\$0.13 Per W-2
\$150 CD Setup Fee	\$150 CD Setup Fee

To receive a W-2 CD-ROM or to add the Excel Export Service, contact D2Xchange at 866-329-8599 x6937 or by email at [cdrom@d2xchange.com](mailto:cdrom@d2xchange.com) by the first week in January.

**Paperless?** Ceridian hosts a rolling fifteen month period of your data for your access and convenience. Our long term solutions for archiving include:

- an annual CD with all of your payroll data for the past year,
- quarterly CDs with data accumulation through year-end,
- your ability to manually archive the available PDF files to your local server.

If not already set up, to receive your regular processed reports via **CD-ROM or Archival DVD** contact your Ceridian representative.

## SeeMyW2

### About SeeMyW2

Ceridian SeeMyW2 provides an Internet solution for accurate, fast, and reliable review of Forms W-2. Please be aware that SeeMyW2 registration begins at the end of December and will be announced by the *Year-round Compass* newsletter. The delayed availability is necessary so that all legislative changes (some of which occur late in the year) are up-to-date.

Note that your Form W-2 data is transmitted to SeeMyW2 when your Forms W-2 actually print. This ensures that only the final version is available online, preventing employees from printing Forms W-2 prior to any final adjustments. The [W-2 Management Report #148](#) is available year-round for reviewing Form W-2 data prior to print.

**? See these KB articles:** Printing the W-2 Management Report at Year End; W-2 Management Report; Employee W-2 Entries

By using SeeMyW2, Forms W-2 can be reviewed online, printed, saved, and emailed. Employees can also directly import into Jackson Hewitt Tax Service®, TurboTax® for the Web from Intuit Inc., and H&R Block®.

### Reminder about Electronic Forms W-2

The system allows companies who do not need to generate Forms W-2 (because they create other year-end forms such as K-1 forms used by law firms) to suppress the printing of their Forms W-2. Suppressing the printing of Forms W-2 for any other purpose is not supported by Ceridian at this time.

## Registration

### First-Time SeeMyW2 Clients

If your company has not used SeeMyW2 in prior years, you must first choose an administrator who will be authorized to access your organization's Form W-2 data. This person will also grant access to additional authorized personnel within your organization. Second, after the administrator has received the new customer PIN (sent in a separate email), they must register your company in SeeMyW2 by completing the following steps:

1. Go to <http://seemyw2.ceridian.com>.
2. Select **Click here to sign up your company for SeeMyW2**.
3. Complete the registration process. You will need your company FEIN, PSID, PIN, and Ceridian district.

### Returning SeeMyW2 Clients

Once registration is open for the new year (usually around late December), all companies that used SeeMyW2 in prior years must log in at <http://seemyw2.ceridian.com> to confirm service level (details are on the next page) and your company information. Use the same username and password that you used previously. Form W-2 data is loaded in SeeMyW2 after your last payroll of the year is processed. Access your [W-2 Management Report #148](#) to audit W-2s prior to



the final payroll processing.

### Registration of New Administrator for Returning SeeMyW2 Clients

If your company is a returning SeeMyW2 customer but you need to set up a new administrator, create a case in the [Knowledge Base](#). Include your company name, FEIN, your name, and your telephone number.

Once received, we will validate your information and reset the old administrator's password. The new password will be emailed to you. Once you receive your new password, we recommend you create a new account with a new username and password. To maintain security please delete the old administrator account.

### SeeMyW2 Service Levels

The default service option for both new and returning customers is Employer View Only. The chart below provides more details. To upgrade to either the Basic (a free service) or the Choice (\$504) level, please follow these steps:

1. Enter your username and password. The Company Console page appears.
2. Click either of the following links to display the Service Level Registration page:
  - [Click here to register for 2016 in the alerts and messages box](#)
  - [SeeMyW2 access level settings](#)
3. The SeeMyW2 Registration for a Year page displays. Select either Basic or Choice.
4. Click Submit. The SeeMyW2 Registration page displays the confirmation for 2016 registration.

Feature	Basic-Level Service	Choice-Level Service
	Included in bundled year-end fees	Additional \$504 per customer
Employer access to view and print W-2s via the SeeMyW2 website.	X	X
Employee access to view and print W-2s via the SeeMyW2 website.	X	X
Employees can import tax data into Intuit's TurboTax and H&R Block online software.	X	X
Employees can export Form W-2 data to H&R Block's Tax Preparer.	X	X
Employees can obtain a coupon for Jackson Hewitt Tax Service.	X	X
The option to create Forms W-2c.		X
Ability to send Form W-2 and W-2c via email or regular mail.		X

See also [Forms W-2cs](#).

# YEAR-END YEAR-ROUND CHECKLIST

Use these handy checklists on the job during both year-round and year-end planning and processing. Take the time to fill it out completely—cross out items that don't pertain to your company and add due date reminders to your calendar to ensure follow-up and completion.

Tasks are numbered for your reference only—you don't have to complete them in the order shown. They're broken out into these categories:

- [Anytime](#)
- [Monthly](#)
- [Quarterly](#)
- [Year-End](#)
- [Year-Begin](#)

## Checklist – Anytime

REF NO	TASK	ASSIGNED TO	DATE DUE	COMPLETED
1	Review last year's checklist. Create a copy for a starting point for this year.			
2	Familiarize yourself with <a href="#">MyCeridian.com</a> - an important resource throughout the year			
3	Check that all users have a unique phone ID and PIN to be used when <a href="#">calling the Payroll Service Team</a>			
4	Watch for documentation on your processing schedule for the new year			
5	Request updates to Generic General Ledger Tables			
6	Review this guide's <a href="#">Reporting Solutions</a> section			
7	Review and request updates to Personal Time Off programs if your policies have changed			
8	Establish a year-end team. Invite reps from the HR, benefits, accounting, accounts payable, IT departments, and your mailroom.			
9	Bookmark your favorite Compliance sites on <a href="#">MyCeridian.com</a> , to stay up-to-date on compliance changes involving payroll, benefits and taxes			
10	If you, or other users, need training, visit the Ceridian University page of <a href="#">MyCeridian.com</a> to identify necessary classes			
11	Review users' access to the <a href="#">Knowledge Base</a>			
12	Prepare for <a href="#">Open Enrollment</a>			
13	Request <a href="#">Employee Name Proof List #139</a> and verify that names are formatted correctly and consistently			
14	Request <a href="#">Employee Address Proof List #138</a> and verify that addresses are formatted correctly and consistently			
15	Review any Common Paymaster/Successor situations and <a href="#">coordinate with your Payroll Service Team</a>			

REF NO	TASK	ASSIGNED TO	DATE DUE	COMPLETED
16	<ul style="list-style-type: none"> <li>CTS Clients: Register and use <a href="#">STO</a>.</li> <li>Non-CTS Clients: Verify that all federal, state, and local electronic media options and details are selected and correct.</li> </ul>			
17	Verify that all information contained in your <a href="#">Master Information #0HY</a> is accurate and complete			
18	Fill out and submit Reserved Deduction adjustments using the <a href="#">Adjustment Audit Report #058</a> Tax Filing Excel spreadsheet to CTS			

## Checklist – Monthly

REF NO	TASK	ASSIGNED TO	DATE DUE	COMPLETED
1	Check out your favorite Ceridian publications including <a href="#">CeridianVoice</a> publications			
2	Balance your spreadsheet to the Grand Totals Page of your <a href="#">Payroll Register #084</a> for month-end			
3	Confirm there are no outstanding messages on <a href="#">Wage and Tax Audit #070</a>			

## Checklist – Quarterly

REF NO	TASK	ASSIGNED TO	DATE DUE	COMPLETED
1	Review your <a href="#">Master Information #0HY</a> to check updates and/or changes			
2	Check out the latest Payroll News Bulletin on <a href="#">MyCeridian.com</a> under My Support Page > HP[x] Support > News Bulletin (on the right side of screen)			
3	Review this document (QE-Packet)			
4	Balance your Excel spreadsheet to all of your quarterly tax reports			
5	Request an outstanding check list from your bank. Research checks > 30 days outstanding.			
6	Audit <a href="#">W-2 Management #148</a> and balance totals			
7	Verify Retirement Plan Indicator on <a href="#">W-2 Management #148</a> (Form W-2 Box 13)			
8	Audit your <a href="#">W-2 Exception Report #144</a> and resolve exceptions			
9	Balance Fringe Benefits (Form W-2 Boxes 1,3,5)			
10	Balance Deferred Compensation (Form W-2 Box 12)			
11	Balance W2GRP (Form W-2 Box 12, Code C)			
12	Balance Excludable Moving Expenses (Form W-2 Box 12, Code P)			
13	Audit <a href="#">Company Deduction Profile #125</a> if changes were made to company-level deductions			
14	Verify the S2 code used for employee deductions			
15	Balance and verify <a href="#">Third-Party Sick Pay</a>			

## Checklist – Year-End

REF NO	TASK	ASSIGNED TO	DATE DUE	COMPLETED
1	Review the <a href="#">holiday and banking schedules</a> for the new year. Will check dates and/or processing dates be affected?			
2	Register for <a href="#">SeeMyW2</a> for this year			
3	Remind employees to verify Form W-2 info with paycheck memo or company newsletter			
4	Review the current Form W-2 and any changes			
5	Review the timing for Form W-2 information with third-party sick pay vendor			
6	Plan ahead for special processings. Need an adjustment or bonus run?			
7	Ensure all payroll Wage and Tax audit messages and CTS Out of Balance Tax situations are cleared			
8	Review year-end training opportunities, checklists, forms and reference materials including the Year-Round Guide on the <a href="#">KB</a> .			
9	If your company is not using automatic deferral limits for 401(k), 401(k) catch-up, or 403(b), verify deduction option 01 is on and set for YB (Year Begin). Also, develop a plan for researching and entering new limits.			
10	Implement changes for time & attendance apps.			
11	<a href="#">Add payroll holidays in WFM</a> for next year.			

## Checklist – Year-Begin

REF NO	TASK	ASSIGNED TO	DATE DUE	COMPLETED
1	Update any employee set manual limits for the new year (example: United Way)			
2	<ul style="list-style-type: none"> <li>Non-hosted customers only: BACK UP!</li> <li>Hosted customers: Do you have archival CD services?</li> </ul>			
3	If you have Fiscal Reporting, check that all of your reports and resets are correct			
4	Enter any adjustments to vacation, sick, and holiday balances as needed			
5	Plan your first payroll of the year: <ul style="list-style-type: none"> <li>Verify or enter the correct year during the Begin New process</li> <li>Will you erase Wage and Tax?</li> <li>Archive or erase files</li> <li>Using our ACA Services? Decide if you will clear or retain company-level ACA info for next year. See the <a href="#">KB</a> for more details.</li> </ul>			

# PHONE MENU



**Step 1:** Dial 1-800-607-3333 or 1-888-607-3333.

**Step 2:** Enter your Unique User ID and PIN.

**Step 3:** Select from the phone menu options below.

*(To prompt menu to repeat, press \*; to return to previous menu, press #; to speak to an operator, press 0)*

## Option 1

### For HR or Payroll

To authorize or remove a support user, change email communication preferences, or update system access for the KB and other Ceridian tools or systems, press ..... 1

- a. For CESA, Business Intelligence, MyCeridian.com and KB access or password resets, press ..... 1
- b. HPAS System Resets, press ..... 2
- c. All other systems, press ..... 3

For data entry, employee transfers, paying employees, or wage attachment support, press ..... 2

- a. For questions about employee data entry, status changes, deductions, check entry, cycle data batches, or imports to Hours, Earnings or Deductions, press ..... 1
- b. For pending employee transfers, vacation/PTO or wage attachments and garnishment support, press ..... 2
- c. For other general data entry guidance, press ..... 3

For Self Service, benefits, open enrollment and deduction support, press .... 3

- a. Self Service support, press ..... 1

- b. For questions about setting up a benefit plan or for open enrollment support, press ..... 2
- c. For questions about deductions, limits, balances, and deductions in arrears, press ..... 3
- d. For all other questions, press ..... 4

For payroll or additional run status, delivery and schedule support, press . 4

- a. To check on or change your payroll delivery, due-in or due-out dates, split wrap changes, files transmitted or received from Ceridian, or for schedule rules, press ..... 1
- b. To request a bonus or an additional payroll run, press ..... 2

For payroll auditing, wage and tax audit messages, company level changes, SeeMyW2, or ACA\* press ..... 5

- a. For assistance resolving wage and tax or payroll processing messages, or other payroll exceptions, press ..... 1
- b. For SeeMyW2 support, press ..... 2
- c. For Affordable Care Act,\* press .... 3
- d. For all other questions, press ..... 4

For reporting services including PowerQuery, Business Intelligence, Ad Hoc Analytics, and Crystal, press. . 6

For all other questions, press ..... 7

## Option 2

### Time & Attendance

For Time Pro support, press ..... 1

For Time Plus support, press ..... 2

For Dayforce Workforce Management support, press ..... 4

For Time Essential, Time Business, or Time Premium support, press ..... 5

## Option 3

### Tax Filing or Tax Rate

For Payment Solutions or to stop payment on a check/EFT, press ..... 1

For Ceridian Tax Service questions including tax wires, deposits, quarterly tax filings, jurisdictional inquiries, or Source Tax Online support, press ..... 2

For questions about setting up or changing local tax codes or unemployment rates in payroll, press . 3

## Option 4

### Ceridian Recruiting Solutions

## Option 5

### Other Ceridian Support, including Ceridian Benefits Services

For Health and Welfare, press ..... 1

For all other benefits services products, please remain on the line.

<b>MyCeridian Web Site</b>	<a href="http://www.ceridian.com/myceridian">www.ceridian.com/myceridian</a>
<b>Project Survey Portal</b>	Follow path: <a href="http://www.myceridian.com">www.myceridian.com</a> > My Support Page > Answer Center > Project Survey Portal
<b>Ceridian University (training links)</b>	Follow path: <a href="http://www.myceridian.com">www.myceridian.com</a> > My Support Page > Ceridian University

For more information, please visit [www.myceridian.com](http://www.myceridian.com) or call customer service, Monday through Friday from 7:00 a.m. to 7:00 p.m. in your local time zone. First-time users will be prompted to set up a user ID and PIN .

\*ACA Phone Menu goes live 10/03/16



# PROJECT SURVEY PORTAL FAQ

- ***What kinds of requests can be submitted on the Project Survey Portal for U.S. clients using HR/Payroll Latitude, HR/Payroll Web, or Source 500?***

Authorized personnel can access the Project Survey Portal from [My Ceridian Solutions](#). Contact your company's Client Administrative Master with access questions.

Custom project requests can be submitted through the Project Survey Portal for the following areas:

Custom Reporting	Data Movement (Imports, Exports)	HRPR Customization
HRDE (HR Data Exchange)	Merger & Acquisitions	Recruiting
Self Service	Signature / Software Projects	Signature Payroll Customiza- tion (NCRC)
Single Sign On	Customization Support (HRPR, HRDE, NCRC)	Time Configuration
Consulting and Project Management for all of the above		

- ***How can I escalate my project?***

To escalate your project, please contact your Ceridian Service Delivery Manager.

- ***What can I do to help Ceridian attempt to meet my requested delivery date?***

Timely emails and return calls are critical. Also, providing as much information as possible when submitting your request (including samples, report numbers/exact report titles, and answering optional questions) helps us to route your request more quickly.

- ***Where do the estimated hours and price come from on the checkout page?***

The estimated hours are based on the median time it took to complete projects of this type in the past. The actual cost is dependent on further analysis by Ceridian resources.

- ***What is the difference between an 'HRPR, NCRC Custom Program Enhancement Request' and an 'HRPR, NCRC or HRDE Support Request'?***

Any developmental change to an existing custom program would define a HRPR, NCRC Custom Program Enhancement. An HRPR, NCRC, or HRDE Support request involves troubleshooting an existing custom program or assistance with how to run a specific custom program.

- HRPR = Human Resource & Payroll customization within the software/front end product (HR/Payroll Latitude, HR/Payroll Web, HR/Payroll Assist, HR/Payroll SQL & HR/Payroll Access)
- NCRC = National Customization Resource Center customization to the payroll engine/mainframe portion.

- ***How do I obtain additional information about how to use the Project Survey Portal?***

The Project Survey Portal Users Guide is on the Project Survey Portal Home Page under "Help Documents."

- **Where do I send additional documentation needed for my project?**

Please add additional documentation on Document Exchange. To do this, select the “Files” link next to the request on the main page of the portal.

- **How do I obtain status information about my project?**

You can view the status of your project on your Project Survey Portal Home Page. A few of the common status definitions are provided in this table:

Status	Description
Saved	You have saved some information but not submitted your project.
Customer Approved	Your project has been received and the cost (if applicable) has been approved. The project can still be edited while in this status.
Pending Customer Approval	An internal Ceridian resource submitted a project for you or a project needs re-approval. <b>You must approve in order for the project to be added to the project queue.</b> The project can still be edited while in this status.
Reviewing Request	Project details are being reviewed by Ceridian. This status is used: <ul style="list-style-type: none"> <li>• prior to assignment to confirm the correct submission</li> <li>• after it has been assigned while reviewing the details of the project.</li> </ul>
Request Type Review	Project Type submitted is incorrect and will be changed to the appropriate Project Type.
Ready for assignment-BA	Project assignment process is underway.
Ready for assignment - Developer	Project assignment process is underway.
In Process	Project assignment recently made. Ceridian Resource name will display on your Project Survey Portal home page.
In Process – Initiation	Project is in the initiation phase but scoping has not yet begun.
In Process – Scoping	Project is in the initiation phase and scoping is in progress.
In Process – Configuration	Project is in the configuration phase.
In Process – Testing	Project is in the testing phase.
Completed	The work has been done and (when applicable) only waiting on processing. The project is available in production and the date out field has been populated.
Cancelled	The project has been cancelled.

# QUARTERLY TAX FILING TIPS

To ensure that you take the necessary actions to achieve successful payroll tax filings, the following information addresses various tax filing situations. Included in this section are action steps you must take under certain circumstances, how these actions affect your tax filing, and steps you can take to minimize tax filing errors.

## 2016 State Unemployment Rates

A few agencies are still assigning new 2016 rates. CTS works with many state unemployment agencies to receive updated SUI rates. Since many jurisdictions do not provide this information it is necessary for you to forward any agency rate notices to CTS.

*Note: When a SUI rate changes in mid-quarter, the ensuing retroactive calculation of the taxes applies to the entire quarter. This will be noted as a line item on the Grand Totals Page of the [Payroll Register #084](#).*

### Customer Action

Remember to use our online tool, [Source Tax Online](#), to review your CMF. This is a real time snapshot of your jurisdictional profile and should be reviewed for accuracy / updates on a regular basis.

## Payroll System Adjustments

Maintaining your company's payroll may require you to adjust or correct employee wages, taxes, or state designation. The method you employ to make these adjustments will affect how the adjustment flows through to CTS.

There are three basic rules governing the method, or transaction, used to make adjustments:

1. All corrections or adjustments relating to the **current quarter** should be entered using Void/Manual transactions.
2. All corrections or adjustments to **prior quarters of the current year** must be entered using year-to-date (YTD) adjustments. Contact your CTS Rep to determine what options are available to report this YTD adjustment.
3. Quarter-to-date (QTD) adjustments should only be made during installation or to correct erroneous data entered at installation.

## Void/Manual Transactions

Void/Manual transactions that adjust current quarter data are considered current data. The net effect will be automatically included in the Grand Totals Page on the [Payroll Register #084](#) and transmitted to CTS (i.e., notification of the adjustment to CTS is unnecessary).

### Advantages:

- Void/Manual transactions affect all accumulations (current, QTD, YTD), and update customer reports.
- Void/Manual transactions affect tax filing and are included in the totals transmitted to CTS.
- Void/Manual transactions provide a better audit trail for the adjustments.

### Disadvantages:

- Void/Manual transactions affect all accumulations equally. QTD amounts can be distorted if the adjustment is from a previous quarter. Void checks or negative adjustments could result in negative QTD wage/tax amounts. (See [Correcting Negative Wages](#)).
- Current wage/tax amounts on reports/downloads will be distorted (current paychecks, only).
- A Void/Manual transaction made after the published deadline for quarter-end recloses will not be included in the quarterly totals sent to CTS. This will necessitate amended returns. The additional tax—or refund of tax—will be reflected on the amended returns, with the tax liability transmitted as a result of the Void/Manual transaction held and processed with the amended return(s). You will be responsible for any penalty and/or interest incurred as a result of this situation.

## YTD Adjustments

These adjustments, used to adjust or correct wage/tax data relating to a prior quarter, affect only year-to-date totals and do not affect current quarter accumulations. Whenever you complete these adjustments, an [Adjustment Audit #058](#) will be generated.

*Note: When adjusting prior quarter data, make YTD adjustments. If an amendment is required contact CTS.*

### Advantages:

- YTD adjustments affect neither current quarter, QTD totals, nor periodic wage and tax amounts.

### Disadvantages:

- YTD adjustments are not transmitted to CTS until the end of the quarter or end of the year. This could result in penalties and/or interest—for which you are responsible if the adjustments were intended to offset current quarter liabilities.
- Current amounts are not updated, and are not included in the periodic data sent to CTS.
- YTD adjustments to wages that accumulate to a limit (FICA, FUTA, UC, etc.) may cause the taxable wages-to-limit totals on the quarterly report to be out of balance by the total on the Grand Totals page for each processing in the quarter.
- YTD adjustments may cause the payroll YTD and the accumulated return totals on the tax filing system to be out of balance.

## QTD Adjustments

These affect only current quarter wage/tax accumulations. They have no effect on YTD totals, and are not communicated to CTS until the quarterly data are transmitted at quarter-end. Whenever you complete these adjustments, an [Adjustment Audit #058](#) will be generated.

### Advantages:

- QTD adjustments affect neither YTD totals nor periodic wage and tax amounts.

- Preferred method for adjusting QTD data related to installation.

### Disadvantages:

QTD adjustments are not transmitted to CTS until quarter-end.

- Current amounts are not updated, nor are they included in the periodic data transmitted to CTS (the exception being active BAYG customers).
- QTD adjustments may result in underpayment or overpayment situations at quarter-end.
- Potential for penalties and/or interest, for which you are responsible.

*Note: Always [consult with your Payroll Service Team](#) to confirm the appropriate method for adjusting current quarter data. Do not forward your [Adjustment Audit #058](#) to your CTS Rep. Instructions and forms to submit [Adjustment Audit #058](#) adjustments to CTS can be found [here](#) ([MyCeridian.com](#) My Support Page > Tax Service > Answer Center > Documents & Forms).*

## Correcting Negative Wages

You may have negative wages for employees at quarter-end. Negative wages most commonly occur when system-generated checks are voided or QTD adjustments are made in the current quarter for an employee who terminated in the previous quarter.

Although the employee's YTD totals may now be correct, the employee's QTD negative earnings may be unacceptable to a state/local agency.

CTS receives two types of wage and tax information at QE:

- **Summary Totals:** Wage and tax totals per agency for your company.
- **Employee Detail:** Wage and tax information is required for all state unemployment agencies, some state income tax agencies, and many local jurisdictions.

Most agencies will not accept negative wage or tax totals on wage detail, requiring instead an amendment to the actual period in which the wages were over-reported. The negative wages must be removed from the wage listing before submitting it to the agency. CTS extracts the negative wages and re-totals the remaining, positive earnings on the wage detail. This new figure must equal the total amount of wages reported for your company, therefore, CTS automatically adjusts your company's quarterly gross wages on the return to equal the new total of the employees' positive wages.

### Is An Amendment Required?

Gross wage information reported per employee for prior quarters can only be adjusted with an amended return and wage listing. Otherwise, the total earnings reported for individual employees are overstated, compared to their actual earnings. CTS cannot make a true assessment of your amendment needs.

### Customer Action

Consider the following when assessing the need for an amended return:

1. As a general rule, state unemployment and local reporting will require an amendment due to employee level detail.
2. The amount of negative wages for your employee may be a factor in determining the need for an amended return.
3. Does the agency require both summary total and employee detail data? If yes, file an amended return.

## Quarter-End Processing Explained

Quarter-end is a critical time for both you and CTS since there is a short time frame to resolve issues to ensure the quality of your quarterly filing. The process begins when the Payroll System generates a quarterly file based on all adjustments completed by the deadline in the [Target Dates Calendar](#). This quarterly file contains all QTD information required for your quarterly returns, including employee level detail. This file also contains your payroll YTD information.

One of the preliminary tasks of our quarter-end processing is a review of an internal report, the [Quarterly Tax Edit Analysis Report](#). This report is the primary balancing tool used by CTS during quarter-end tax processing. This report compares your quarterly data to the periodic liabilities sent throughout the quarter and flags significant variances. Variances represent differences between the total liabilities reported on a periodic basis and the QTD liabilities provided in your quarterly file. The purpose of this comparison is to identify over/under-depositing situations. The comparison is also necessary to verify the tax total that will be reported on the applicable tax return.

## Report Information:

### Quarter-to-Date (QTD) Information

- **Quarterly Report:** This is the transmitted quarter-to-date accumulation of your wages/taxes that is reflected on your payroll documents. We will balance and file to this quarterly amount. Keep in mind that for calculated taxes (such as FICA, FUTA, SUI, SDI), the Quarterly Tax Edit Analysis calculates the quarterly liability by multiplying the subject wages by the tax rate. It should be noted that the vast majority of local tax returns are not calculated and are filed based on the withholding tax provided on the quarterly file sent to CTS.
- **Total Tax Return:** This is the sum of the quarterly report transmitted and any adjustments completed by CTS. It is usually the same figure as that which is reflected on the quarterly report. These figures will be used for tax return filing.
- **Taxes Impounded:** This reflects all liabilities and adjustments received during periodic processing. It includes periodic liabilities, adjustments and prior liabilities (i.e., incurred prior to starting on our service).
- **Tax Statement Variance:** This is the result of the comparison between the Total Tax Return data and the Taxes Impounded data. It is the difference between quarterly and periodic transmissions.



- If the number is zero, the cumulative totals of the periodic liabilities equal the QTD totals.
- A negative variance indicates an understatement of wage or tax. Additional deposits may be required.
- A positive variance indicates an overstatement of wage or tax.

### Year-to-date (YTD) information

- **Quarterly Report:** This is the transmitted year-to-date accumulation of your wages/taxes that is reflected on your payroll documents. This total will reflect your current W-2 totals for taxes/wages.
- **Tax Return Total:** This is the calculated YTD figure of the quarterly reports posted for each quarter. It is a cumulative total of all quarterly report figures received to date.
- **W-2 Variance:** This flags variances between the YTD accumulation reflected on your payroll documents and the accumulation of the quarterly totals of wages/taxes that have been processed. CTS will make every effort to review these variances on a quarterly basis with you. Your assistance and input is needed to resolve significant YTD variances. The most common variances are YTD payroll adjustments completed or employee transfers.

We often need your assistance to resolve variances on the [Quarter Tax Edit Analysis Report](#), and may forward a copy to you for your review. If a variance cannot be resolved, you will need to advise CTS which total is to be reported on the applicable tax return (otherwise, we typically use the data received in the quarterly file).

Early completion of needed QE adjustments allows more time for resolving out of balance situations.

### What Causes Variances?

- **Rate changes.** If tax rate changes are made during the quarter-end processing period, variances may result, since periodic taxes were calculated using a different rate. This situation is most common during first quarter processing, due to the number of agency rate changes that occur at that time of year.
- **Moving an employee.** Correcting an employee's jurisdiction coding can result in a tax variance in both the jurisdiction the employee was moved from and the jurisdiction to which the employee was moved. Employee transfers from one company to another can also generate substantial variances.
- **Quarter-to-date adjustments.** Quarter-to-date adjustments are not recognized by the tax filing system until the quarter is closed and final payroll quarterly wage and tax figures appear on quarter-end payroll reports. This will result in a variance during the [Quarter Tax Edit Analysis Report](#) resolution since this adjustment will not reflect in your periodic liabilities.
- **Year-to-date adjustments.** Year-to-date adjustments are not recognized by the tax filing system until the quarter is closed and final payroll quarterly wage and tax figures appear on quarter-end payroll

reports. This will result in a variance in the [Quarter Tax Edit Analysis Report](#) resolution since this adjustment will not reflect in your QTD or periodic liabilities.

- **Missing mid-quarter/mid-year data.** If you started with CTS after the first payroll of the quarter or in the second, third or fourth quarter of the year, missing payroll data could cause variances.
- **Improper payroll adjustments.** Ensure any adjustments made on your Payroll System are transmitted to the tax service. A duplicate payroll or adjustment can result in a variance.
- **Third-Party Sick Pay.** If you complete third-party sick pay QTD and/or YTD adjustments on the Payroll System, this information will not be visible until quarter end processing, resulting in QTD and/or YTD variances.

### Variance Resolution

CTS will notify you of any variances that require your assistance or verification. We will work with you to resolve variances affecting your quarterly filings. CTS will review the [Quarterly Tax Edit Analysis Report](#) and forward the edit to you, if necessary. Some steps to assist in your edit resolution are as follows:

- Maintain a file of all [Adjustment Audit Reports #058](#) and [Wage and Tax Audit #070](#) for each quarter. These reports are useful in determining the source of a QTD and/or YTD adjustment and when reviewing employee transfer activity.
- Compare the variances to your payroll reports to determine if all payroll adjustments are reflected on your QTD totals.
- Work with CTS, responding promptly to informational or funding requests. Requests typically include:
  - Confirmation that tax rates are valid.
  - Confirmation of QTD/YTD adjustments completed.
  - Written authorization for any modifications to your QTD/YTD data.
  - A debit authorization request for additional tax funds, if required.

Your prompt response to issues on your [Quarter Tax Edit Analysis Report](#) will expedite our balancing efforts and help ensure compliant quarterly filings on your behalf.

### Third-Party Sick Pay

Third-party sick pay is defined as sick or temporary disability payments to employees from a third party such as insurance companies, employee union plans, temporary disability plans, self-insured plans or employee trusts.

To ensure third-party sick pay liabilities are included in your current quarter filings, CTS must receive third-party sick pay information **by the due date indicated in the [Target Dates Calendar](#)**

The complexities of reporting third-party sick pay benefits paid to your employees can easily cause important details to be overlooked. Here are a few helpful tips:

- Update your employees' records to include benefit



payments to all appropriate areas. On a federal level, third-party sick pay is generally taxable for FIT, FICA/SS, FICA/MED and FUTA

- Review your state's SIT and SUI requirements to ensure your company is in compliance and your employees' records are accurate. Third-party sick pay benefits are taxable earnings in many states.
- Familiarize yourself with the IRS reporting requirements. The IRS provides details of these requirements in the following publications: Circular E, Employer's Tax Guide, Publication 15, and Employer's Supplemental Tax Guide, Publication 15-A. There are three common "types" of company categories, each with slightly different deposit and reporting requirements.
- Review your company's contract from your third-party provider. The contract will spell out areas of deposit and reporting responsibilities, including depositing of FIT when withheld from the benefit payment.

### Customer Action

Because third-party sick pay information entered to the Payroll System does not flow to CTS, manual intervention is required to ensure that the data is processed. The most common interventions are:

- Using our updated [Third-Party Sick Pay form](#) (on [MyCeridian.com](#) under My Support Page > Tax Service > Answer Center > Documents & Forms > Third Party Sick Pay), advise CTS of your information on a periodic basis. CTS uses this information to ensure your third-party sick pay liabilities are entered into the CTS system and processed with other periodic payroll tax data.
- If you have been making third-party sick pay QTD and/or YTD adjustments on the Payroll System, this information may be visible in the quarterly file reviewed by CTS during the quarter-end process. If the information is included in your quarterly data, we will do everything possible to ensure that your third-party sick pay liabilities are reported and deposited with the quarterly filing.

# ANNUAL TAX FILING TIPS

## Year-End Reminder!

Your employees' Form W-2 data must match that on file with the SSA. Deadlines have been accelerated. Read [this article](#) from our *Year-Round Compass Newsletter* for more information.

## Form W-2 Filing Process

With the focus on data security due to Sarbanes-Oxley, all agencies at the federal, state and local level are becoming more stringent about requiring Reporting Agents, such as CTS, to have authorization to submit filings and wage reports on behalf of their clients. Each year, we receive Form W-2 reporting files for jurisdictions (state and local) that are not set-up on a customer's Client Master File (CMF). To ensure agency compliance, CTS can not submit a Form W-2 filing to a jurisdiction that is not set-up on your CMF. This filing becomes your responsibility along with any ensuing penalty and interest.

### Customer Action

The accuracy of your jurisdictional profile is critical to mitigating penalty and interest and ensuring a successful year end. Review your CMF on [Source Tax Online](#) > Customer Profile > Tax Code Profile closely to verify all required jurisdictions are set-up. Also ensure that any outstanding tax code fallouts are addressed. Again, tax code fallout notifications are faxed or emailed to you whenever we receive liabilities for jurisdictions that are not set-up on your CMF. Any unresolved fallouts may impact your Form W-2 filing as Forms W-2 will not be filed for any jurisdictions that are not set-up on your CMF. Work with your CTS Rep to resolve open issues.

## Getting Ready for Year-End

### Preview of Year-End Balancing

CTS generates an internal balancing report called the [Quarterly Tax Edit Analysis](#) each quarter-end cycle. This report provides a comparison between your quarterly and periodic data. We use the [Quarterly Tax Edit Analysis](#) report as a balancing tool to ensure a quality and compliant filing.

Each year in November, in preparation for year-end processing, CTS proactively reviews your account. The [Quarterly Tax Edit Analysis](#) report will flag differences between the YTD totals (i.e. payroll Form W-2 totals) provided in your Q3 file transmission and Ceridian's YTD cumulative total of the quarterly data we have filed through Q3. Here are six common reasons for YTD variances and how to resolve them:

- **YTD Payroll Adjustments.** These adjustments do not impact the periodic or quarterly data that is transmit-

ted to CTS from the Payroll System.

**Action:** If the variance is due to a YTD adjustment made earlier in the year, complete one of the following:

- Instruct CTS to process the adjustment amount(s) in Q4. Additional tax deposits may be required.
- Request that CTS process an amendment to correct a prior quarter. *This method is required if employee-level wage detail needs to be corrected.*
- **Reorganization.** YTD variances may occur if your company was involved in a reorganization and data was moved from one FEIN to another.  
**Action:** As soon as you are aware that a corporate reorganization is to occur in your company, [contact your Payroll Service Team](#) and your CTS Rep. This will allow CTS to prepare your quarter-end filings appropriately and direct you to additional resources to ensure a smoother reorganization. See [Reorganization](#).
- **Amendments.** Either CTS or your Payroll System may be missing amended return figures:
  - CTS completed a 2016 amendment but the adjustment has not been made in the Payroll System's YTD totals.  
**Action:** Complete the proper adjustments in the Payroll System.
  - You completed a 2016 amendment but have not updated CTS.  
**Action:** Provide the amended tax and wage figures to CTS.

*2016 Amendments needed to be submitted to CTS by November 4 in order to guarantee completion prior to year-end filings..*

- **Third-Party Sick Pay.** YTD variances can occur if you have adjusted your payroll to include Third-Party Sick Pay without providing this data to CTS or if you provided data to CTS and did not update the Payroll System.  
**Action:** Send your Third-Party Sick Pay liabilities to CTS for processing during Q4 or update the Payroll System as needed. See [Third-Party Sick Pay](#).
- **Employee Transfers.** Employee transfers often create significant YTD variances.  
**Action:** An internal payroll audit to validate employee data that has been transferred within your Payroll System. Download the [PSID Transfer Recap Guide](#). This job aid breaks down the process to the planning, processing, and auditing stages.
- **Missing and/or Incorrect Prior Quarter Data.** *This applies to only customers who started our service mid-year.* Prior quarter data may not have been provided to CTS, may be incomplete, or the data may have

been entered incorrectly during implementation.

**Action:** Audit and update prior quarter data.

### Customer Action

The [Quarterly Tax Edit Analysis Report](#) will be generated mid to late November. We will review this report until December 21. We may contact you for assistance in resolving any variances prior to live year-end processing. Your assistance is critical.

*Note:* A customer overview of the [Quarterly Tax Edit Analysis Report](#) can be found under "Documents & Forms" in the My Support Page section on [MyCeridian.com](#).

## Understanding CTS Year-End Processing

CTS year-end processing begins on December 27. It is challenging for CTS to complete both a quarterly reconciliation along with a year-end review. An updated [Quarterly Tax Edit Analysis](#) is used to reconcile your data. This internal report lists your quarterly data and compares it to the periodic data we have received. It also lists your YTD payroll data (i.e., Form W-2 totals) and compares this to CTS' YTD total. The latter figure is the cumulative total of all quarterly data we have filed.

CTS will contact you to resolve any significant QTD or YTD differentials on the [Quarterly Tax Edit Analysis](#). We will make every effort to reconcile the 2016 cumulative quarterly data to the YTD payroll data. Your prompt response and feedback, when contacted, will greatly help with this process. Due to the limited time frame and the complexity of YTD variances, however, these variances may remain unresolved.

During Q4 processing, CTS receives two types of files from your Payroll System:

- **Quarterly File.**
  - This file contains payroll's QTD and YTD (i.e., Form W-2 totals) data, including adjustments made by **1:00 pm local time on December 23**. It is used to reconcile and file Q4 returns.
  - The YTD information on this payroll file will also be reviewed and compared to CTS' cumulative YTD totals. This payroll YTD data will be used to generate your annual reconcilements.
  - If you have completed all adjustment runs by December 23, 1:00 p.m. local time, these YTDs should reflect your Form W-2 totals (received on the *W-2 File* indicated below).
  - If adjustment runs are processed after December 23, YTDs may not match Form W-2 totals. Amendments may be required to ensure your 2016 quarterlies balance to your Forms W-2.
- **Form W-2 File.**
  - This file contains data used to generate Forms W-2 for your employees.

- Ceridian files this information with the appropriate federal, state, and local agencies.
- All adjustments made by 1 p.m. local time on **January 6** will reflect in the jurisdictional Forms W-2.
- If you continue to process adjustments after the deadline, this will generate a discrepancy between the jurisdictional Forms W-2 and employee Forms W-2. This generates significant exposure, via amendments, Forms W-2c, penalties and interest for which you will be responsible. All revisions after the deadline will require a Form W-2c to be prepared.

**Note:** CTS does not reconcile the Quarterly File to the Form W-2 File.

### Customer Action

Complete all recloses by **December 23, 1:00 p.m. local time**. This will ensure a Quarterly File and a Form W-2 File that are generated from the same run number. This maximizes the quality of the reconciliation and minimizes amendment and Form W-2c creation.

CTS may contact you to resolve any discrepancies. The Audit Adjustment Reports are helpful in resolving variances. Our reconciliation time frame is from **December 27** through **January 11**. This is to ensure a timely filing to the jurisdictions.

*Note:* A customer overview of the [Quarterly Tax Edit Analysis Report](#) can be found under "Documents & Forms" in the My Support Page section on [MyCeridian.com](#).

## Critical Deadlines for Bonus/Adjustment Payrolls

All compensation to be recorded in 2016 must have a check date on or before December 31. Keep in mind that year-end adjustments and/or bonus runs combine with any regularly scheduled payrolls. This may accelerate the deposit schedule for federal and some state jurisdictions. The deadlines for reporting these liabilities must be met in order to avoid late deposits and potential penalty and interest assessments.

Your Payroll System must receive the data three business days prior to check date to ensure timely deposit. Contact your CTS Rep if you will be processing any adjustments within this time frame, which may accelerate deposits.

If you process bonus payments **fewer than three business days prior to check date, but at least two business days prior to deposit due date, a manual transaction\*** will be necessary, requiring that you:

- Notify CTS at least two days prior to the deposit due date. CTS will forward wire instructions to you.
- Wire funds for the tax amount for receipt no later than 9 a.m. PST the day prior to the deposit date. For

example, if the deposit is due on December 30, funds must be received by 9 a.m. PST on December 29.

- Provide CTS with the federal confirmation number of the wire transfer. Ceridian cannot make your deposit until receipt of your funds is confirmed.
- Fax a breakdown of the tax liability by tax type to CTS. Fax the Grand Totals Page of your [Payroll Register #084](#) showing the 8109 deposit.

**\* There will be a \$275 charge per jurisdiction associated with any manual transactions processed.**

CTS will make every effort to ensure a timely deposit. Any penalty and interest generated due to a manual transaction is your responsibility. In addition, we make every effort to ensure that your tax funds are not debited from your account when these liabilities are processed through the Payroll System. This is, however, a manual process and "double drafts" occasionally occur. CTS is not responsible for any bank charges or interest fees resulting from double drafts in these manual deposit situations.

## ***IRS 2013 Statute of Limitations Expiring Soon***

### ***Submit Amendment Requests/Form W-2Cs***

The statute of limitations limits the time the IRS has to make tax assessments to within three years after a return is due or filed (whichever is later). The statute of limitations also limits the time you have to file a claim for credit or refund. The IRS is legally prohibited from making a refund or credit for your claim if you file it after the statute expires.

Any amended federal returns for Q4 2013 must be filed by January 31, 2017 to stay within the statute. When submitting any 2013 amendment requests or Form W-2cs to CTS, clearly flag the submission as such so they can be prioritized for filing. We cannot guarantee that any 2013 amendments requested after November 4 will be completed timely to meet the statute expiration and are not responsible for any lost refunds/credits. It may be in your best interest to file directly with IRS/SSA prior to statute expiration.

It is important to note that each state and local jurisdiction determines their own statute of limitations. As a best practice, submit prior year Form W-2c and amendment requests to CTS as soon as the error is identified. Refer to each agency's website for specific guidance on a particular statute. For the most recently completed year, hold and group all Form W-2cs and send them as one complete package to your CTS Rep. For example, 2016 Form W-2cs should be submitted as one request in 2017 once all errors have been corrected.

## ***Form W-2***

### ***Forms W-2c***

Ceridian will assist in filing your Forms W-2c as needed.

Forward completed Forms W-2cs to your CTS Rep and we will file with the appropriate jurisdictions on your behalf.

In addition, CTS will prepare and file required amendments with the jurisdictions. CTS will accept W-2c forms at any time, but we recommend to wait until you are confident that all corrections for the year have been made before submitting the forms. This minimizes fees and filings with the agency(s).

If you would like CTS to prepare forms W-2c on your behalf, note that Ceridian Professional Services (PS) Team can create and file Forms W-2c following agency requirements. Amendment and reconciliation services are also available. Contact your CTS Rep for more information.

Note the following updates regarding filing of Forms W-2c:

1. The IRS requires 250 or more Forms W-2c filed in a calendar year to be submitted using the SSA Filing Forms Electronically Format, (EFW2C). IRS Publication no. 1223 (rev. November 2014) and the SSA EFW2C Publication no. 42-014 (May 2015) further clarified this requirement: "For purposes of the electronic filing requirement, only Forms W-2c for the immediate prior year are taken into account. For example, if an employer must file 200 Forms W-2c for the immediate prior year in March and then discovers that another 100 Forms W-2c for the same year must be filed in August, only the 100 Forms W-2c that are filed in August must be filed electronically."
2. The IRS released a revised Form W-2c in October 2014.
3. [SeeMyW2](#)/eReports can be used to create Forms W-2c in paper form only. Forms W-2c must be printed using a laser printer (other inks may not be compliant). SeeMyW2/eReports does not create electronic media output.
4. CTS offers Form W-2c electronic filing for the IRS for certain situations. Contact your CTS Rep to discuss.

The W-2c packet, which includes procedures, instructions, examples and transmittals, is available at <http://www.ceridian.com/myceridian/nav/1,2482,11014,00.html>

Use the current revision of Form W-2c, Corrected Wage and Tax Statement, to correct errors on a previously filed Form W-2 such as incorrect:

- employee name
- Social Security Number
- employee wage and/or tax amount

*Note: If you filed a Form W-2 with an incorrect address for the employee but all other information on Form W-2 is correct, Form W-2c is not required - do not file Form W-2c merely to correct the address.*

## Accelerated Forms W-2

The IRS requires companies who ceased to pay wages during the current year to file Forms W-2 within 30 days of filing their final Form 941 (filed at the end of each quarter). If you meet the criteria set forth by the IRS for a terminated FEIN we can help you comply with this regulation and avoid any potential penalty and/or interest for non-compliant filing. To help you remain compliant with these new IRS regulations, we offer an Accelerated W-2 filing service. If you select this service, Ceridian will:

- Prepare and file all necessary annual reconciliations for the agencies identified on our system.
- Prepare and file Form 940 (Form 940 is not filed until the end of the year, in accordance with federal requirements).
- File agency-ready Forms W-2 to applicable agencies, as indicated on your Client Master File.

If CTS is filing a “final” Form 941 for the current quarter, advise your CTS Rep if you want CTS to file accelerated Forms W-2 and annual returns, as well.

### Customer Action

To file your Form 940 and Forms W-2 compliantly, CTS must receive accurate information in a timely manner. Below is a general list of steps to take to provide CTS with the data necessary to complete accelerated W-2 filing. Your CTS Rep will work directly with you to determine any additional data requirements.

- Notify your CTS Rep of your filing status and request the Accelerated W-2 filing service in writing.
- Comply with all published deadlines in order to meet the filing requirements.
- Close (inactivate) all affected state income tax (SIT) and unemployment insurance (SUI) accounts.
- Provide CTS with information necessary to prepare and file annual reconciliations for your state jurisdictions, according to the laws of each jurisdiction. Required information includes:
  - Quarterly wage and tax amounts.
  - Agency formatted Forms W-2.
  - Agency pre-printed forms (as required).



# WHAT TO EXPECT AT QUARTER-END

## ***A Brief Overview of the Quarter-End Process***

- Once the quarter is closed, CTS receives a file from the Payroll System with your QTD and YTD payroll totals as well as employee-level wage detail (for those jurisdictions that require it).
- If you have any unresolved tax code [fallouts](#), you will receive an email or fax from your CTS Rep asking for your resolution/reply within 48 hours. Because state unemployment tax does not accumulate in the Payroll System unless there is an unemployment rate greater than 0%, this may be your first notification of state unemployment (SUI) fallouts. See [Resolving Fallouts](#) for more detail.
- Your CTS Rep will review the [Quarter Tax Edit Analysis Report](#). You will be notified if there are significant discrepancies or errors. As QE has an accelerated timeframe, your immediate attention to any notification is necessary. Some common reasons for discrepancies are:
  - QTD or YTD adjustments made in the Payroll System (see [Adjustment Audit #058](#)).
  - Employee transfers between PSIDs or FEINs (see [Adjustment Audit #058](#)).
  - Over or under withheld FICA (see [Wage and Tax Audit #070](#)).
  - Negative wages (see [Wage and Tax Audit #070](#)).
  - [PA Act 32](#) errors such as incorrect PSD codes or non valid addresses (such as a P.O. Box).
  - Changes in unemployment rates after you close the quarter in the Payroll System.
  - Missing mid-quarter information from a prior vendor (for new customers/PSIDs).
  - Third-party sick pay (notify us if you have sick pay to report).
- Depending on the reason for the discrepancy, we may ask for your authorization to make adjustments or changes to your QTD information. Some situations might require follow-up after the close of QE (such as an amended return or corrections in the Payroll System).
- Once your figures are finalized and we are ready to prepare your tax returns, you may be sent an "[Authorization to Debit Form](#)", depending on the amount due. Your prompt approval and return of this notification is requested. Our deadline for finalizing any changes/adjustments as well as securing funding is typically around the 11th of the month following the close of the quarter.

## ***Tax Statement/Refund Request Form***

- The Tax Statement is generally available 45 days from the close of the quarter. If there is any tax due that was not collected during the QE time-frame, it will be indicated, along with the date that we will debit your account. If there is a refund reflected, you may return the enclosed "refund request form" and Ceridian will issue you a check. Retain the Tax Statement as it is your cash reconciliation as well as your record of all of the agency filings and tax deposits made on behalf of your company.

*Note: Any amounts paid with the return are subject to penalty and interest.*

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