

November 17, 2008

TO: School District Administrators
FROM: Division of Administration & Finance
SUBJECT: W-2 Adjustment Calendar

Cutoff dates for the 2008 W-2s are as follows:

January 16 (prior to 12:00 a.m.)	Final date to use pay history adjustments to make wage corrections that will be included on the system generated W-2.
January 16 (after 12:00 p.m.)	Begin using W-2 edit screen for adjustments.
January 22 (prior to 7:00 a.m.)	Final date to make any adjustments using W-2 edit screen in order for change to appear on system generated W-2s.
January 22 (after 7:00 a.m.)	W-2 printing begins
February 25, 2009	Final date to make any correction using W-2 edit screen.

W-2 prelist screen in Option 17 on the Payroll Reports screen.

W-2 edit screen is Option 10 on the Payroll Update screen.

W-2s will be printed on January 22, 2009 and will be forwarded to the districts for distribution to employees by the January 31st deadline. The employer's copy will be forwarded to the districts upon completion.

Any adjustments made between the printing of the W-2s on January 22 and February 26, 2009 requires a manually prepared W-2 to replace the original and a correction using the W-2 edit screen in order for the tape submitted to the proper agencies the match the new W-2.

Late changes should also be made as pay history adjustments so that a pay history report will reconcile to the quarterly 941s.

Any adjustments made after February 26 will necessitate the preparation of a Form W2-C. These forms must be completed at the school district office and mailed to the appropriate agencies. These forms may be obtained from the local IRS office, or by download at the IRS Web site at www.irs.gov

Please contact Sue Daniel at (661) 636-4732 or Larry Meier at (661) 636-4733 if you have any questions regarding this process.

SD:mrp