



Statewide Payroll – Year End Process

2018 Timeline

Dates	Activity	Responsibility
11/20/18	Outdate DPT P050 gross pay adjustments effective 11/30/18	OSPS
11/20/18	Outdate Charitable Fund Drive P070 deductions effective 11/30/18	OSPS
11/27/18	ANNLDEC (Deceased Employee Report) available online E260-200 Net Pay Negative Report	OSPS Agencies
12/10/18 (November Run 2)	For months prior to November, the last day for Agencies to: <ul style="list-style-type: none"> Set P010 check dates, except for separating employees Set correctives for the 2018 tax year Request check reversals Enter cash payments for 2018 expense reimbursements for ongoing employees 	Agencies
12/31/18	For tax year 2018, last day for the following actions: <ul style="list-style-type: none"> Pay-off leave balances for employees who separated prior to December Accept payment from employees for the return of a 2018 overpayment without the need for a corrected W-2 Request manual checks for separated employees with net pay positive balances 	Agencies
1/02/19	Remind employees to give updated address information to HR for W-2s	OSPS Agencies
1/09/19 (December Run 2)	For 2018 tax year last day to: <ul style="list-style-type: none"> Request check reversals Enter non-cash expense reimbursements or taxable fringe benefits Correct negative YTD amounts. Use the XREF68N – Employees with Negative Amounts report Request P060 tax adjustments for separated employees Record return of overpayments for tax year 2018 Correct payments reported in 2 tax years – Report B850-01 	Agencies
1/10/19	First date with access to set P010 dates for 2019	Agencies
1/16/19	Approximate date 2017 W-2 documents distributed to Agencies	OSPS
1/23/19	Outdate 2018 Governor's Food Drive P070 deductions effective 2/28/19	OSPS
1/31/19	Deadline to have all W-2 documents mailed/distributed to employees	Agencies

2018 Year End Reports

Report Number	Report Name – Available	Action
ANNLDEC	Deceased Employees Agency Summary Available 11/27/18	Review for accuracy. Notify OSPS of any corrections, so 1099 can be produced
XREF68N	Employees with Negative Amounts Available 12/11/18	Make any necessary corrections to the employee's payroll file to ensure a W-2 will be produced
XREF10A	FICA Mag-File Detail Note of Irregularities Available after each run	Work with the OSPS accountant to correct any errors
E820-1 E820-2 E820-3	Gross Pay Adjustments Outdated Gross Pay Adjustments Beginning after Outdate Duplicate Gross Pay Adjustments Available after each run	Reports showing the termination of DP taxable amounts from P050, termination of Charitable Fund Drive from P070 Review for accuracy
E370-06-1	Income Tax Exemptions Available 11/27/18	List of all agency specific employees claiming exempt on their W-4. Employees need to provide an updated form each year
E560-04-1	List of In/Outdated Deductions	Report showing those deductions that end with the tax year
B850-01	Nov or Dec Pay Reported in Two Tax Years Available 12/27/18	Corrections need to be made to ensure that all wages are reported in the correct tax year. Work with OSPA Accountant
E357-030	Separated Employees with Net Pay Positive Available 12/11/18	List of all employees with a separation date and a positive balance on their payroll file. Review to determine if needs to be paid to the employee or if taxes need to be adjusted for the year.
E492	Terminated Employees Having Leave Balances Available 12/11/18	Employees with a separation date and leave time still on their file. Determine if it needs to be removed, transferred to clearing, or paid to the employee
E381-30-2	W-2 Distribution List Available 1/16/19	List of all employees for the agency that a W-2 has been printed for tax year 2017. Remember that employees who worked for more than one agency, all wages are reported on the last agency's W-2.

Corrections to Employees who Separate Prior to December

- All corrections/payments need to be made on the P050 for November
- Will receive an error message, print the screen and fax to OSPS
- Request OSPS to make the entry