

Procedures for Processing Duplicate W-2 Forms

Access the IMBP region by keying **IMBP** at the APPLICATION prompt and press **ENTER**:

```
10.235.11.62    VIA TCP/IP TO THE NORTH CAROLINA STATE NETWORK --
-- CUSTOMER SUPPORT CENTER: (919) 754-6000 / 1-800-722-3946 --
* * * * *          W A R N I N G          * * * * *
* THIS IS A GOVERNMENT COMPUTER SYSTEM AND IS THE PROPERTY OF THE STATE OF *
* NORTH CAROLINA. USERS HAVE NO EXPECTATION OF PRIVACY. USE OF THIS COMPUTER*
* SYSTEM IS SUBJECT TO MONITORING OR OTHER REVIEW BY THE GOVERNMENT OPERATOR*
* OR OTHERS. UNAUTHORIZED OR IMPROPER USE OF THIS SYSTEM MAY RESULT IN *
* ADMINISTRATIVE DISCIPLINARY ACTION AND CIVIL AND CRIMINAL PENALTIES. *
*      USE OF THIS SYSTEM CONSTITUTES CONSENT TO MONITORING. *
* * * * *          * * * * *          * * * * *
```

APPLICATION: **imbp**

Enter your security information and press **ENTER**:

```
DFS3649A /SIGN COMMAND REQUIRED FOR IMS IMBP
DATE: 03/25/08    TIME: 14:36:42
NODE NAME: ZNS10793
USERID: RACF ID here
PASSWORD: RACF ID password here
USER DESCRIPTOR:
GROUP NAME:
NEW PASSWORD:

    OUTPUT SECURITY AVAILABLE
```


Key the following:

ACCESS CODE>>	Payroll access security code
SELECTION NO>>	01
FUNCTION CODE>>	C
SOC SEC NO>>	The employee's social security number
UNIT CODE >>	Payroll unit number
CYCLE CODE>>	C
P/R NUMBER>>	999
BATCH NUM>>	001

Then press **ENTER** after all data is keyed.

```
IMS 01/04/2008 00 OSC CENTRAL PAYROLL - SYSTEM MAIN MENU

ACCESS CODE>>          SCREEN SELECTION NUMBERS          REQUIRED KEYS
SELECTION NO>> 01      00- ANNOUNCEMENTS                (ENTER BELOW)
                                01- TRANSMITTAL MASTER UPDATE          A B C D G
                                02- TRANSMITTAL TOTAL DISPLAY          B C D E
                                03- COMPLETE EMPLOYEE MASTER          A
                                04- EMP MASTER NAME SEARCH          I (OPTIONAL B J K)
                                05- CHANGE EMPLOYEE ADDRESS          A
                                06- EMPLOYEE AUTO DEPOSIT DATA          B
                                07- CHANGE EMPLOYEE SSN              (NO KEYS REQUIRED)
                                08- EMPLOYEE YTD DISPLAY            A
                                09- BATCH TOTALS                    B C D G
                                10- SPECIAL FUNCTION MENU           (NO KEYS REQUIRED)
                                11- MASTER CONTROL FILE MENU       (NO KEYS REQUIRED)
                                12- BONDS                          A
                                13- WEIGHTED PREMIUM PAYROLL MENU  (NO KEYS REQUIRED)
ENTER KEYS BELOW
FUNCTION CODE>> c (A-ADD, C-CHANGE, D-DELETE, I-INQUIRY)
A- SOC SEC NO>> xxx xx xxxx B- UNIT CODE >> xxx C- CYCLE CODE>> c
D- P/R NUMBER>> 999 E- TRSMTL PAGE>>
G- BATCH NUM>> 001 NAME (MAY KEY PART OR ALL)
I- LAST>> J- FIRST>> K- INITIAL>>
```

Type **PRINT** in the CHG CODE column. The courser will automatically tab to the NEW DATA field, key one of the following choices:

- W0** Prints prior year W-2 (*currently 2007*)
- W1** Prints 2006
- W2** Prints 2005
- W3** Prints all three years of W-2s

More than one option can be entered on this screen. Press **ENTER** after all options have been keyed for the social security number.

IMS 01/04/2008 05 OSC CENTRAL PAYROLL - TRANSMITTAL UPDATE											
SOC	SEC	NUM	LAST NAME	FIRST	INT	UNIT	CYL	PRNO	BATCH	PAGE	LINE
XXX	XX	XXXX	DOE	JANE	A	XXX	C	999	001	1	0 000
NUM	CHG CODE	NEW DATA			OLD DATA			MESSAGES			
1	print	w0									
2											
3											
4											
5											
6											
7											
8											
NEXT SSN>											
ONE-TIME ENTRY> NXT SCRN(T,A,B,S,O)>											
PFKEY: 1=FORM BY UNIT 2=FORM BY SSN 3=EMP HIS 4=LAST FORM 5=APR LAST 6=APR ALL											
** ENTER CHANGES OR NEXT SOCIAL SECURITY NO. OR NEXT SCREEN CODE **											

Look for the message at the bottom of the screen to verify that the request was accepted.

IMS 01/04/2008 05 OSC CENTRAL PAYROLL - TRANSMITTAL UPDATE											
SOC	SEC	NUM	LAST NAME	FIRST	INT	UNIT	CYL	PRNO	BATCH	PAGE	LINE
XXX	XX	XXXX	DOE	JANE	A	XXX	C	999	001	1	0 000
NUM	CHG CODE	NEW DATA			OLD DATA			MESSAGES			
1	PRINT	W0									
2											
3											
4											
5											
6											
7											
8											
NEXT SSN>											
ONE-TIME ENTRY> NXT SCRN(T,A,B,S,O)>											
PFKEY: 1=FORM BY UNIT 2=FORM BY SSN 3=EMP HIS 4=LAST FORM 5=APR LAST 6=APR ALL											
CHGS HAVE BEEN APPLIED/REVERSE CHGS, NEXT SOC SEC NO OR NEXT SCRN CODE											

Press **ENTER** to return to the main menu:

ACCESS CODE>>	SCREEN SELECTION NUMBERS	REQUIRED KEYS
SELECTION NO>>	00- ANNOUNCEMENTS	(ENTER BELOW)
PMIS SWITCH OPTIONS	01- TRANSMITTAL MASTER UPDATE	A B C D G
PF1- FORM BY UNIT B	02- TRANSMITTAL TOTAL DISPLAY	B C D E
PF2- FORM BY SSN A	03- COMPLETE EMPLOYEE MASTER	A
PF3- EMP HISTORY A	04- EMP MASTER NAME SEARCH	I (OPTIONAL B J K)
PF4- LAST FORM	05- CHANGE EMPLOYEE ADDRESS	A
FORM APPROVAL OPTIONS	06- EMPLOYEE AUTO DEPOSIT DATA	B
PF5- LAST FORM	07- CHANGE EMPLOYEE SSN	(NO KEYS REQUIRED)
PF6- ALL FORMS A	08- EMPLOYEE YTD DISPLAY	A
ENTER KEYS BELOW	09- BATCH TOTALS	B C D G
FUNCTION CODE>>	10- SPECIAL FUNCTION MENU	(NO KEYS REQUIRED)
A- SOC SEC NO>>	11- MASTER CONTROL FILE MENU	(NO KEYS REQUIRED)
D- P/R NUMBER>>	12- BONDS	A
G- BATCH NUM>>	13- WEIGHTED PREMIUM PAYROLL MENU	(NO KEYS REQUIRED)
I- LAST>>	(A-ADD, C-CHANGE, D-DELETE, I-INQUIRY)	
	B- UNIT CODE >>	C- CYCLE CODE>>
	E- TRSMTL PAGE>>	
	NAME (MAY KEY PART OR ALL)	
	J- FIRST>>	K- INITIAL>>

Verify the request by reviewing the W2/DEPOSIT field:

```
IMS      01/04/2008 35  OSC CENTRAL PAYROLL - EMPLOYEE Y-T-D          PAGE 1

SOC SEC NUM  FIRST NAME  MI LAST      POSIT  BUDGT  W2/DEPOSIT W0
XXX-XX-XXXX  JANE        A DOE        00XXX  XXXXX

COMPANY:  XXXX ACCOUNT: 531211          CENTER: XXXXXXXXXXXXX
UNIT:  XXX  CYCLE: C      LAST PAYROLL NO: 369  LAST PAYROLL DATE: 12/31/07

SALARY                XX,XXX.XX  GROSS FOR OASDI                XX,XXX.XX
DEFER HOSP            X,XXX.XX  OASDI TAX W-H                   X,XXX.XX
GROSS FOR FED TAX    XX,XXX.XX  GROSS FOR HI                     XX,XXX.XX
FEDERAL TAX W-H     XX,XXX.XX  HI TAX W-H                       X,XXX.XX
EARNED INCOME CREDIT .XX        GROSS FOR MQFE                   .XX
GROSS FOR NC TAX    XX,XXX.XX  MQFE TAX W-H                     .XX
NC TAX W-H          X,XXX.XX
TAX DEFER RETIRE    X,XXX.XX          GR PAY SUBJ      RETIRE DED
UNITED FUND        XXX.XX          T & SE      XX,XXX.XX  X,XXX.XX
HOSPITAL INS DED   X,XXX.XX

NEXT SS NO>>                KEY:  MASTER=(M) ,  PAGE=(2,3) >>
```

To change or delete the selection, return to the TRANSMITTAL MASTER UPDATE (01) screen. Deletions are processed by blanking out the W-2 selection previously keyed.

Press **ENTER** to return to the main menu.

```
IMS      01/04/2008 00  OSC CENTRAL PAYROLL - SYSTEM MAIN MENU

ACCESS CODE>>          SCREEN SELECTION NUMBERS          REQUIRED KEYS
                                00- ANNOUNCEMENTS                (ENTER BELOW)
SELECTION NO>>          01- TRANSMITTAL MASTER UPDATE          A B C D G
                                02- TRANSMITTAL TOTAL DISPLAY          B C D E
PMIS SWITCH OPTIONS     03- COMPLETE EMPLOYEE MASTER          A
  PF1- FORM BY UNIT B   04- EMP MASTER NAME SEARCH          I (OPTIONAL B J K)
  PF2- FORM BY SSN A    05- CHANGE EMPLOYEE ADDRESS          A
  PF3- EMP HISTORY A    06- EMPLOYEE AUTO DEPOSIT DATA      B
  PF4- LAST FORM        07- CHANGE EMPLOYEE SSN              (NO KEYS REQUIRED)
FORM APPROVAL OPTIONS   08- EMPLOYEE YTD DISPLAY            A
  PF5- LAST FORM        09- BATCH TOTALS                    B C D G
  PF6- ALL FORMS A     10- SPECIAL FUNCTION MENU           (NO KEYS REQUIRED)
ENTER KEYS BELOW       11- MASTER CONTROL FILE MENU        (NO KEYS REQUIRED)
                                12- BONDS                            A
                                13- WEIGHTED PREMIUM PAYROLL MENU    (NO KEYS REQUIRED)
FUNCTION CODE>>        (A-ADD, C-CHANGE, D-DELETE, I-INQUIRY)
A- SOC SEC NO>>        B- UNIT CODE >>          C- CYCLE CODE>>
D- P/R NUMBER>>        E- TRSMTL PAGE>>
G- BATCH NUM>>         NAME (MAY KEY PART OR ALL)
I- LAST>>             J- FIRST>>          K- INITIAL>>
```

Press the **PAUSE** or **CLEAR** key to logoff IMBP. Then type **/RCL** on the blank screen and press **ENTER**.

```
/rcl
```

The primary APPLICATION screen is then displayed:

```
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    -- CUSTOMER SUPPORT CENTER: (919) 754-6000 / 1-800-722-3946 --  
  
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* * * * *  
  
APPLICATION:
```