



NON-ESS W-2 REPRINT PROCESS FOR AGENCIES

JOB AID PY-6

PY

The purpose of this job aid is to explain how to process a W-2 reprint request from State Agencies.

The first part of this document describes the process for requesting W-2 reprints for the years 2001-2008; the second part of the document describes the process for requesting W-2 reprints from OSC for the years prior to 2001. OSC contact information is provided at the end of this document.

New Transaction

ZCPW2REPRINT allows agency users to request W-2 reprints for the tax years **2001- 2008 (partial)**.

Background and General Information

Central Payroll State Agency W-2 data for years 2001-2008 (partial) is now available in the Integrated HR-Payroll System.

The W-2 reprint process for agency users to follow depends on which Tax Year is requested and what type of output (W-2 format or not) is required.

The State's report management system, Systemware, does provide W-2 information but is **NOT** presented in the W-2 format.

Please match your employees' needs with how you process their request. Below are options:

Year	(W-2 Format, produced manually)	Integrated HR-Payroll System (W-2 Format)	Systemware (NOT in W-2 Format)	IMBP (W-2 Format)
Prior to 2000	Must contact OSC, provide documentation of Audit	N/A	N/A	N/A
2000	Must contact OSC, provide documentation of Audit	N/A	Available	N/A
2001 - 2007		ZCPW2REPRINT	Available	N/A
2008 (partial)		ESS (Full Year Wave 1) ESS (April – Dec Wave 2) ZCPW2REPRINT (Jan – March only for Wave 2)	Available, same as ZCPW2REPRINT dates	Available, same as ZCPW2REPRINT dates
2009		ESS	Available	N/A
2010		ESS	Available	N/A

Tax Years 2001-2008 Using ZCPW2REPRINT


Agency users will be the point of contact for employees requesting Central Payroll agency W-2 reprints.

Agency users with access to transaction code **ZCPW2REPRINT** (granted through the *role ZPY-W2_REPRINT-MSTR*) will have the ability to produce W-2 Reprints for employees who were paid through OSC Central Payroll during the calendar years 2001 - 2008.

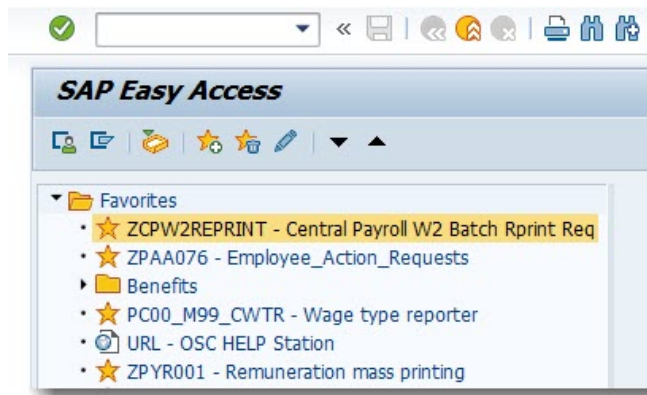
Agency W-2 reprint requests will be printed by DIT on tax-year appropriate W-2 forms, and then sent by DIT to the Mail Service Center address the agency user selects from the drop-down menu.

The agency user will need to know both the **full** Social Security number of the OSC Central Payroll paid employee and the tax year requested.

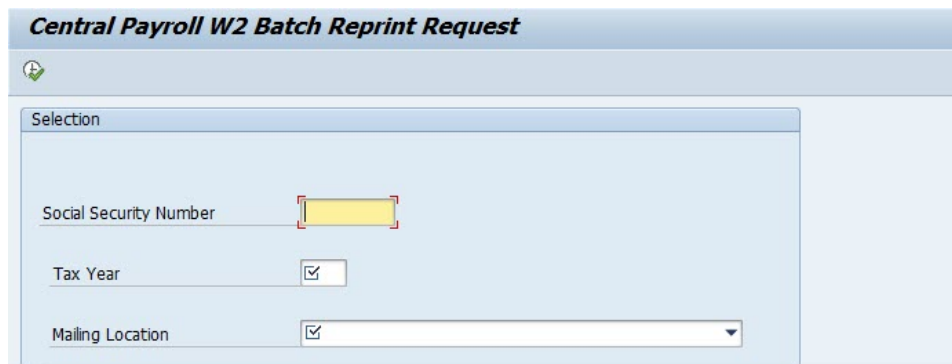
Documentation of audit can be faxed, mailed, or scanned and emailed – to the numbers and addresses listed below.

 **CRITICAL!** Full Social Security Numbers should **NOT** be emailed to BEST – review the documentation before emailing to ensure that it does not contain a **full** Social Security number.

Step 1: Type in transaction code **ZCPW2REPRINT** or double click if a favorite.




Step 2: This transaction screen will display:



Step 3: Populate the transaction screen with:

- FULL “Social Security Number” of employee requesting W-2 (shown blurred below).
- A “Tax Year” that is between 2001 – 2008 selected from the drop-down menu – (2007 shown below).
- A “Mailing Location” selected from the drop-down menu (DENR shown below).

Step 4: Click the execute icon  to continue.



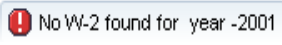
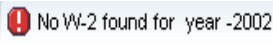
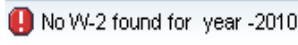
The ZCPW2REPRINT transaction validates only the **Social Security Number** and **Tax Year** fields in the database.

The **Mailing Location** value is not validated because this information did not exist in the original W-2 record.

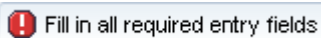
The mailing location that is selected from the drop-down menu will be where DIT mails the W-2 reprint – please select the correct address.

Error Messages and their meanings

Below are the error messages that will display at the bottom left of the screen if the SSN and Tax year do not have both values for the combination that you selected:

  , etc. 

If the SSN and the Tax Year both have data, but you do not select a Mailing Location, then this error message below will display in the bottom left of the screen.



All three values must be populated; the SSN and Tax year combination must be valid to proceed.

Executing the transaction

The screen displayed below will return the values that were entered.

Please review all output to determine if the values are correct.

Central Payroll W2 Batch Reprint Request

W-2 Result

Social Security Number [REDACTED]


Employee Name [REDACTED]

Address [REDACTED]

RALEIGH NC 27606

Tax Year 2007

Mailing Location DENR - MSC# 1606

If the returned values shown are correct, then click on the “save”  icon to request the reprint.

A dialogue box then displays asking the user to confirm or cancel their request (screen shot below).

Central Payroll W2 Batch Reprint Request

W-2 Result

Social Security Number [REDACTED]

Employee Name [REDACTED]


Address [REDACTED]

RALEIGH NC 27606

Tax Year 2007

Mailing Location DENR - MSC# 1606

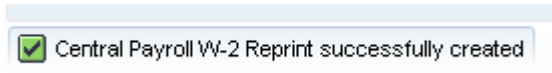
Confirm

 You have requested a W-2 reprint with a distribution location of DENR - MSC# 1606. Please ACCEPT to confirm or CANCEL to return to the selection.

Accept Cancel

“Accept” will send the request to DIT for processing.

The following message displays in the bottom left corner of the screen.




The transaction is now complete.

Tax Years prior to 2001

The process for requesting Central Payroll W-2 reprints for years prior to 2001 remains unchanged. The payroll office will need to contact OSC to create a ticket and submit the documentation of audit along with the request. Documentation of audit can be faxed, mailed, or scanned and emailed – see below for contact information.

Central Payroll W-2 records prior to 2000 are on microfiche and require additional processing time. Please allow 10 business days before OSC provides you with the information or W-2 document.

 CRITICAL!	Full Social Security Numbers should not be emailed to BEST – please call or fax this information.
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OSC BEST Shared Services Call Center Contact Options

Triangle Area Phone: 919-707-0707

Outside Triangle Area Phone: 866-622-3784

Fax: 919-855-6861

Email: BEST@osc.nc.gov

Postal Mail: 1425 Mail Service Center, Raleigh NC 27699-1425