W-2 Reissue	Transaction Code: PU19
Purpose	Use this procedure when you need to reissue an employee's W-2
Trigger	An employee has requested a past W-2
Prerequisites	Department of Personnel has created the W-2 for the current or past years
End User Roles	Tax Processor Role.

Change History	Change Description		
12/13/2010	Created		
Menu Path	Human Resources \rightarrow Americas \rightarrow USA \rightarrow Subsequent activities Period-Independent \rightarrow Payroll supplement \rightarrow PU19 Tax Reporter		
Transaction Code	e PU19		



The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description		
Error	Example : Make an entry in all required fields. Action: Fix the problem(s) and then click (Enter) to validate and proceed.		
Warning	Example: D Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.		
Confirmation	Example: Save your entries. Action: Perform the required action to proceed.		

1. Start the transaction using the above menu path or transaction code **PU19**.

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Tax Reporter	
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Tax Forms Image: Contract on the second se	Tax Company Image: Company Reporting Period End Date Image: Company Consider Payroll Results up to Image: Company
	(PROD. run) (TEST run) Generation/Filing Dates Form Field Definition

2. Perform one of the following:

IF	GO TO
You would like to add Personnel Area Numbers to the Tax Company menu	Step 3
You would like to set the default of the report to Test Run	Step 4
You would like to create a reissued W-2 for an employee.	Step 5



 $_{\ensuremath{\textbf{3}}\xspace}$ To turn on the Personnel Area ID numbers in the drop down list, follow these steps:

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0.2	From the toolbar, click the 💶 (Customizing of local layout) button.
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Tax Reporte	r
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Tax Forms D Quarterly D Quarterly Co D Annual D Annual	Consider Payroll Results up to
0.3	Select Options from the selection list. Options Design Settings Set Color to System Clipboard * Ggnerate Graphic Create Shortcut Activate GuiXT Script Recording and Playback Script Development Tools SAP GUI Scripting Help Default Size Hard Copy Quick Cut and Paste Spell Checker SAP GUI Help
0.4	Use the (arrows) until you reach the Expert tab.



Options 🛛
Cursor Local Data I18N
Controls
Show Keys in All Dropdown Lists
✓ Sort Items by Key
This setting takes effect after you restart the current transaction
Batch Input
Dialog Box for OK Code
Copy and Paste
Copy and Paste as Matrix in a Line
<u>OK</u> <u>Cancel</u> Apply <u>H</u> elp

0.5 Select the boxes as shown in the picture below.



	Options 🛛	
	Local Data I18N Expert	
	Controls Show Keys in All Dropdown Lists Sort Items by Key This setting takes effect after you restart the current transaction	
	Batch Input ☑ Dialog Box for OK Code	
	Copy and Paste ✓ Copy and Paste as Matrix in a Line	
	<u>QK</u> <u>Cancel Apply</u> <u>H</u> elp	
0.6	Click the (Apply) button.	
0.7	Click the OK) button.	
•	After clicking OK you will be taken back to the Tax Reporter. Use the (Back) to return to the SAP Easy Access Screen to reset the Tax Reporter so the Personnel Area's numbers are in numeric order.	-



You can simply type the first two or three numbers of the Personnel Area to make the selection.

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Q All mag. media files ≦ Log Manager Tax Forms □ □ Quarterly ▷ □ Quarterly Correction ▷ □ Annual ▷ □ Annual ▷ □ Annual	Tax Company Reportint 0110 State of WA House of Representatives O120 State of WA Senate 0130 Joint Transportation Committee 0140 State of WA Joint Leg Audit & Review Co 0150 Legislative Transportation 0200 State of WA Leg Eval & Actbly Prgm 0350 Office of State Actuary 0380 Joint Legislative Systems Committee 0400 State of WA Statute Law Committee 0450 Washington State Supreme Court	ield Definition

1. To set the default of the report to **Test Run**, complete the following fields:

Field Name	R/O/C	Description	
Tax Company	R	 Select your agency's Tax Company ID. Agencies that have more than one tax identification number (agencies with sub-areas) have the option to roll them all into one report. To view a specific agency, just enter that agency's tax company information. Example: 1110 (Department of Personnel) 	
Reporting Period End Date	R	The Reporting Period End Date. Enter the Quarter End Date as listed below. Quarter 1 – Period 03/31/20XX Quarter 2 – Period 06/30/20XX Quarter 3 – Period 09/30/20XX Quarter 4 – Period 12/31/20XX	
		Example: 12/31/2010	



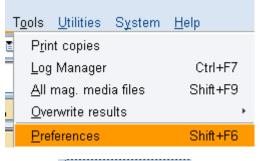
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Consider Payroll Results up to	R	The Consider Payroll Results up to.		The Consider Payroll Results up to.	
		i	Enter the Quarter End Date. (Using the same format above.)		
		Example:	12/31/2010		

All three fields are required and must be filled before moving on to the <u>next step or you will receive the following message</u>:

😣 Make an entry in all required fie	lds	
Image: Tax Reporter Edit Goto Tools Utilities Sys Image: Tax Reporter Edit Edit Goto Tools Utilities Sys Image: Tax Reporter Edit Edit Edit	stem <u>H</u> elp 🞗 🖵 (b) (b) 🎝 (C) (C) 🛒 🗖] 🕲 🖪
Tax Reporter 嗓 All mag. media files 昌 Log Manager		
Tax Forms Quarterly Quarterly Correction Annual Annual Correction 	Tax Company Reporting Period End Date Consider Payroll Results up to (PROD. run) (TEST run) G	1110 State of WA Departr 1 12/31/2010 12/31/2010 12/31/2010 12/31/2010 Form Field Definit

- 1.1 Click 🥙 (Enter) to validate the entry.
- **1.2** From the menu bar, click on **Tools** and select **Preferences** from the selection list.



1.3 Select Tab for test Runs (Tab for test runs) under the Active tab at startup section.



🖻 User Preferences - Tax reporter		\boxtimes
□ Start Tax reporter showing last screen accessed		
Show this form upon Tax reporter startup		Ē
Start Tax reporter showing all available forms expar	Ided	
Use this sort order when downloading mag. media		🔚 Order
Expand details at startup	Active tab at startup	
Show details for Employee Copy	O Tab for productive runs	
Show details for Magnetic Tape	Tab for test Runs	
Show details for Employer Copy	O Tab for Prep/Gen Statistics	
Show details for Summary Copy	O Tab for form Definition	
Disable ALV		
Save X Cancel		

1.4 Click Save (Save) to save the options.
(i) The transaction may need to be restarted in or

The transaction may need to be restarted in order for the change to take effect.

Image: Construction of the second	stem <u>H</u> elp 😵 异 (品) (品) (名) (名) 🛒 👰	
Tax Reporter		
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Tax Forms Image: Quarterly Image: Quarterly Correction Image: Quarterly Correction Image: Quarterly Correction Image: Quarterly Correction	Tax Company Reporting Period End Date Consider Payroll Results up to	1110 State of WA Departr I 12/31/2010 12/31/2010 12/31/2010 12/31/2010
	(PROD. run) (TEST run) G	eneration/Filing Dates Form Field Definition

2. To view and print the employee's **reissued W-**2 complete the following fields:

Field Name	R/O/C	Description
Tax Company	R	Select your agency's Tax Company ID. Agencies that have more than one tax identification number (agencies with sub-



		one report. To v enter that agenc	option to roll them all into iew a specific agency, just y's tax company information. epartment of Personnel)
		Main Tax Compa	ny Included sub-areas
		1110 (Department of Personnel)	1110 and 1111
		2450 (Military Departm	ent) 2450 through 2453
		3105 (Department of Corrections)	3101, 3102, 3103, 3105, 3111, 3117, 3118 & 3119
		3106 (Department of Corrections)	3106, 3110, 3112 & 3115
		3107 (Department of Corrections)	3107, 3109, 3122 & 3123
		3113 (Department of Corrections)	3113, 3114 & 3120
		3121 (Department of Corrections)	3108, 3116 & 3121
		4610 (Department of Ecology)	4610 through 4612
		5401 (Employment See Department)	curity 5401 through 5416
Reporting Period End	R	The Reporting Period E	nd Date.
Date		Example: 12/31/20	10
Consider Payroll	R	The Consider Payroll Re	esults up to.
Results up to		Enter the 0 same form	Quarter End Date. (Using the at above.)
		Example: 12/31/20	10



All three fields are required and must be filled before moving on to the next step or

😣 Make an entry in all required fields

you will receive the following message:



Image: Tax Reporter Edit Goto Tools Utilities System Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Co	tem <u>H</u> elp 🔉 二 仏 協 谷 竹 心 谷 🛒 🗾	0
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Tax Forms Image: Contraction Image: Contraction Image: Contraction Image: Contraction Image: Contraction Image: Contraction	Tax Company Reporting Period End Date Consider Payroll Results up to (PROD. run) (TEST run) Ge	1110 State of WA Departr 3 12/31/2010 12/31/2010 12/31/2010 12/31 12/31/2010 Form Field Defi

2.1 In the **Tax Forms** section, click the arrow next to the Annual folder to open this list.

Tax Reporter Edit Goto Tools Utilities System Help				
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Tax Reporter				
🕵 All mag. media files 🛃 Log Manager				
Tax Forms	Tax Company Reporting Period End Date Consider Payroll Results up to	1110 State of WA Depar 12/31/2010 01/01/2010 · 12/31/2010 12/31/2010		
 ₩-2 - Wage and Tax Statement ₩-2 PR - Wage and Tax Stat. Puerto R 1099R - Distributions From Pensions Form 940 	W-2 - Wage and Tax Statement (PF	ROD. run) W-2 - Wage and Tax Statement (TEST run) G		
 Form 940 Return - FUTA Puerto Rico NY Combined Wages Report (Q4) Texarkana Income Tax 	Employee copy	Generate employee copy ☐ Generate employee copy ☐ Print		
Annual Correction	P Magnetic media P Authority copy	 ✓ Generate magnetic tape ✓ Generate authority copy 		

2.2 Click on the

2.3 Complete the following fields:

Field Name	R/O/C	Description
Generate Magnetic Tape	R	Uncheck this box
Generate Authority Copy	R	Uncheck this box



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Tax Reporter		
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Tax Forms Quarterty Quarterty Correction Quarterty Correction Annual W-2 - Wage and Tax Statement W-2 PR - Wage and Tax State. Puerto R 1099R - Distributions From Pensions Form 940 Form 940 Form 940 NY Combined Wages Report (Q4) Texarkana Income Tax Annual Correction	Tax Company Reporting Period End Date Consider Payroll Results up to W-2 - Wage and Tax Statement (PR Employee copy Magnetic media Authority copy	1110 State of WA Departr 1 12/31/2009 01/01/2009 01/01/2009 12/31/2009 OD run) W-2 - Wage and Tax Statement (TEST run) Ger Image: Comparison of the statement of the state

2.4 Click on 🛅

Employee copy

Field Name	R/O/C	Description
Personnel Numbers	R	An employee's unique identifying number. Enter the Personnel Number of the Employee(s) to be reissued Example: 40000000

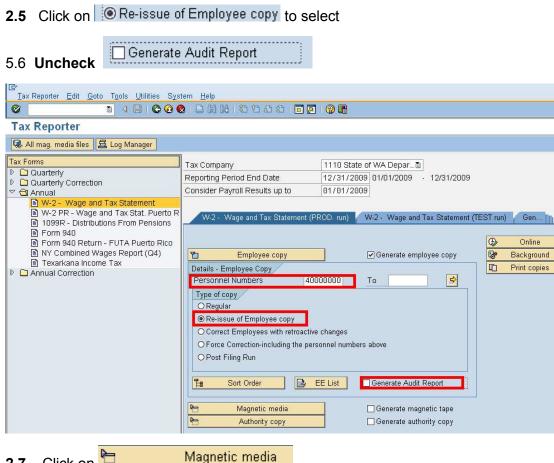
Tax Reporter Edit Goto Tools Utilities System Help

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Tax Reporter
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Tax Forms
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                                             Reporting Period End Date
                                                                                 12/31/2009 01/01/2009 - 12/31/2009
D 🗋 Quarterly Correction
                                             Consider Payroll Results up to
                                                                                01/01/2009
Wage and Tax Statement (PROD. run) 🛛 W-2 - Wage and Tax Statement (TEST run) 👘 Gen... 🍸
     1099R - Distributions From Pensions
     Form 940

    Form 940 Return - FUTA Puerto Rico
    NY Combined Wages Report (Q4)
    Texarkana Income Tax

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                                                                                                                                   Online
                                                                                                                           6
                                                                                                                                Background
                                                                                           Generate employee copy
                                              1
                                                          Employee copy
                                               Details - Employee Copy
                                                                                                                          Print copies
D 🖸 Annual Correction
                                                                           4000000
                                               Personnel Numbers
                                                                                           То
                                                                                                                ⇔
                                               Type of copy
                                                O Regular
                                                Re-issue of Employee copy
                                                O Correct Employees with retroactive changes
                                                O Force Correction-including the personnel numbers above
                                                O Post Filing Run
                                               뭠
                                                        Sort Order
                                                                        🛃 EE List
                                                                                          Generate Audit Report
                                              🗌 Generate magnetic tape
                                                          Magnetic media
                                              Authority copy
                                                                                            Generate authority copy
```





2.7 Click on 🕒

Field Name	R/0/C	Description
Generate form 6559	R	Uncheck this box



EF Tax Reporter Edit Goto Tools Utilities System Help ②			
Tax Reporter 风 All mag. media files			
All mag. media files ▲ Log Manager Tax Forms ● ● Quarterly ● Year ● W-2 ● W-2 ● W-2 ● W-2 ● W-2 ● W-2 ■ Form 940 ■ Texarkana Income Tax ▶ ● ■ Annual Correction	W-2-* Wage and Tax Statement (FROD. fdn) W-2-* Wage and Tax Statement (FROD. fdn) Generate employee copy Employee copy Image: Generate employee copy Image: Generate employee copy Image: Generate employee copy Magnetic media Generate employee copy Image: Generate employee copy Image: Generate employee copy Magnetic media Generate magnetic tape Image: Generate magnetic tape Tax Authority Image: Generate magnetic tape Ak Alaska Image: Generate magnetic tape Ak Alasma Image: Generate magnetic tape Ak Alashama Image: Generata magneta Ak	ne round	
	Authority copy Generate authority copy		

2.7 Click on

Authority copy

Field Name	R/O/C	Description
Generate Form W3	R	Uncheck this box
Generate summary copy	R	Uncheck this box



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Tax Reporter					
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Tax Forms	Tax Company	1110 State of WA Depar			
D Quarterly D Quarterly Correction	Reporting Period End Date	12/31/2010 01/01/2010 - 12/31/2010			
	Consider Payroll Results up to	12/31/2010			
 ■ W-2 - Wage and Tax Statement ■ W-2 PR - Wage and Tax Stat. Puerto R ■ 1099R - Distributions From Pensions ■ Form 940 ■ Form 940 Return - FUTA Puerto Rico ■ NY Combined Wages Report (Q4) ■ Texarkana Income Tax ▶ △ Annual Correction 	W-2 - Wage and Tax Stateme Employee copy Magnetic media Authority copy Details - Authority copy Output local tax authorities Local tax authorities State tax authorities State tax authorities State tax authorities	nt (PROD. run) W-2 - Wage and Tax Statement (Generate employee copy Generate magnetic tape Generate authority copy to \$ to \$	TEST run) C C C C Print		
5.8 Click Print copies to generate the reissued W-2 Choose online or background print Print copies for generation date 12/31/2008 with 'As of date' 12/31/2008					
Donline	Background 🗙	Cancel			

 $5.9\ \text{Click}\ \textbf{Online}$ if only reissuing $\textbf{one}\ \text{W-2}$



⊑ List <u>E</u> dit <u>G</u> oto Extr <u>a</u> s S <u>v</u> stem <u>H</u> elp			
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Tax Reporter			
Explanations Choose Expand all Collapse all Set section Properties			
W-2 - Wage and Tax Statement Tax Reporter output PDF Forms generated SAPScript Forms generated Magnetic Media Reports Reports generated Age Tax Reporter Log Messages for the run			
5.9.1 Click			
5.9.2 Double Click 1110 W-2 Employee custom copy 2009 5.9.3 Double click the text to open the reissued W-2			
년 System Help 같			
Part List of PDF Spool Request 258,325			

Pages

1

From Page

1

Part No. Date

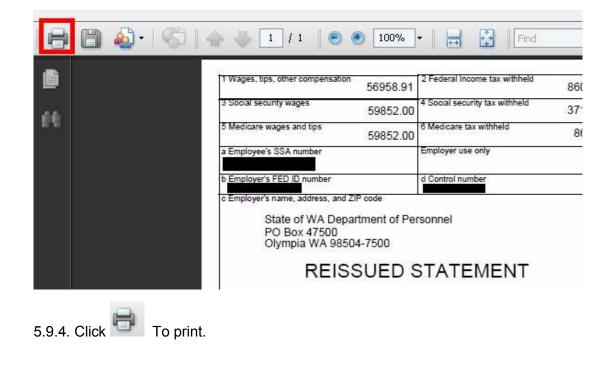
Time

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To F



🖙 Choose online or background print 🛛 🛛 🖾	
 Print copies for generation date 12/31/2008 with 'As of date' 12/31/2008 Online Background X Cancel 	



🖙 Start Time	×			
Immediate Date/Time After job	After event At operation mode >>			
Date/Time				
After job	At operation mode			
After event				
Check 📙 🗙				
5.10.2 The status bar will display				
5.10.3 Access your Spool File to print W-2(s)				

Results You have reissued a W-2

