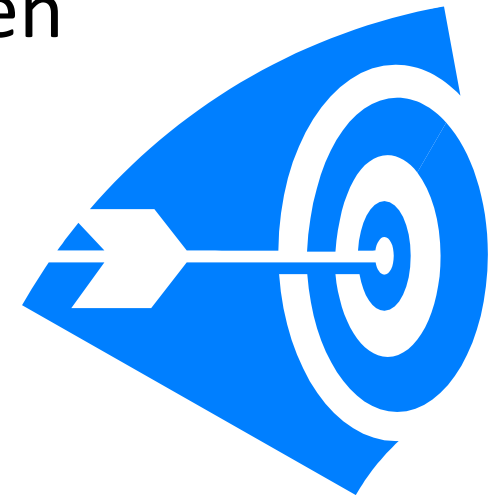


10 Steps to a Seamless Year End

Stephanie Shaw, CPP
EiS Technologies, Inc.

- Introductions
- About EiS
- Approach
- Planning/Organization
- Training
- Patch Testing
- Useful Links
- Balance Adjustments
- SQWL
- Year End Processing
- Summary

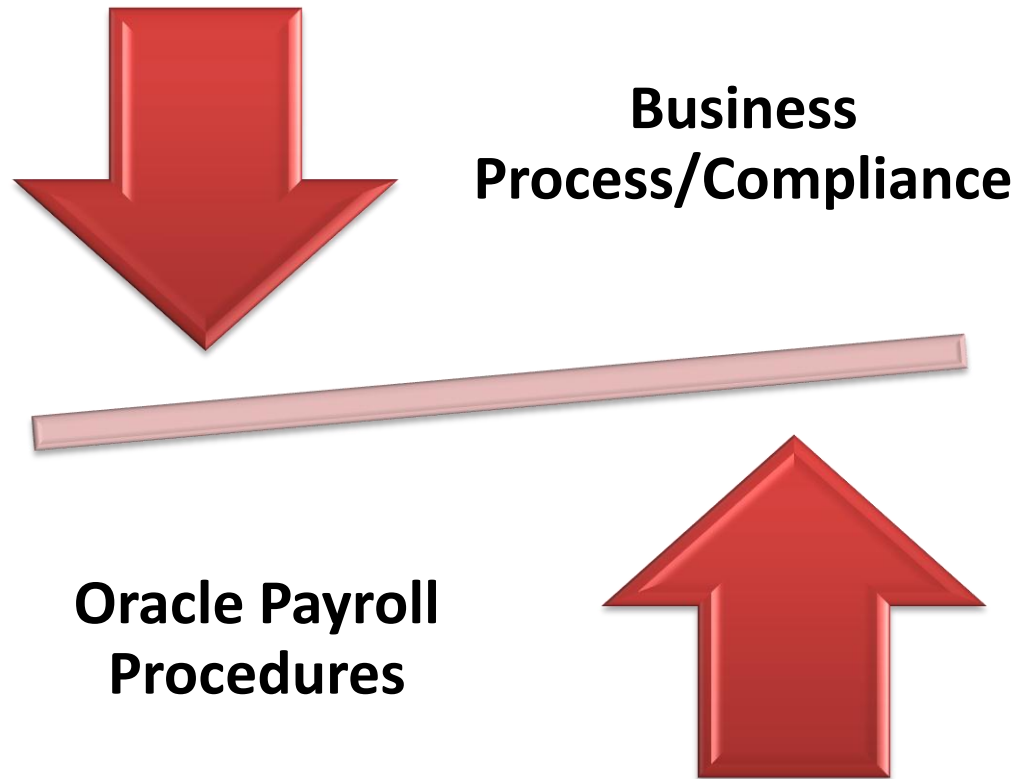
- Provide Tools for Completing a Successful Year End
- Ease Fears and Concerns
- Feasibly Take Time off Between Christmas and New Year's*



Why is this My Cause?

- My Signature Service
- Oracle Payroll Nerd
- 10 Years → and the Saga Continues

Two-Sided Approach



✓ Planning/Organization	✓ Balance Adjustments
✓ Training	✓ SQWL
✓ American Payroll Association	✓ Year End Processing
✓ Practice Makes Perfect	✓ Celebrate and Reflect
✓ Patch Testing	✓ Useful Links

When Does Year End Begin?



FEBRUARY 1ST

Start a Year End File

- Imputed Earnings
- Moving Allowance
- Deceased Employees
- Typical ‘Problem People’
- Entertainment Expenses from AP



Schedule Year End Meeting

- Invite AP, Mail Room, HR, Accounting, IT
- Create an Agenda
- Assess Last Year's Problems
- Assign Roles and Responsibilities
- Verify Relationships with Vendors
- Set a Goal Date to Complete Year End



Create a Project Plan

- Assign Roles and Responsibility
 - Do You Have the Right Resources?
 - Will You Require Year End Assistance?
- Create Accountability
- Measurable
- Leave Buffers for Holidays and Last Minute Issues

ID	Task Name	Duration	Start	Finish
1	Planning Tasks - Assessment	5 days	Mon 12/4/00	Fri 12/8/00
2	Initial Planning Meeting	1 day	Mon 12/4/00	Mon 12/4/00
3	Year End Communications	1 day	Tue 12/5/00	Tue 12/5/00
4	Attend Year End Training	1 day	Wed 12/6/00	Wed 12/6/00
5	Identify and Schedule Year End Processing	1 day	Thu 12/7/00	Thu 12/7/00
6	Identify and schedule Non Tax Related Year End Reports/Processes	1 day	Fri 12/8/00	Fri 12/8/00
7	Order W2 forms	5 days	Mon 12/4/00	Fri 12/8/00
8	Preliminary Year End Testing	25 days	Mon 12/4/00	Fri 1/5/01
9	Refresh Test Environment from Production	5 days	Mon 12/4/00	Fri 12/8/00
10	Apply Year End / Year Begin Phase 1 Patch to Test Instance	2 days	Mon 12/4/00	Tue 12/5/00
11	Test/Run Year End Processes and Balancing Reports (Year End Phase 1 Patch)	5 days	Mon 12/11/00	Fri 12/15/00
12	Identify Adjustments on Test Instance	5 days	Mon 12/11/00	Fri 12/15/00
13	Review and Complete GRE Setup for State W2, Federal W2, Magnetic Media, State Unem	0.25 days	Wed 12/13/00	Wed 12/13/00
14	Apply Year End / Year Begin Phase 2 Patch to Test Instance	1 day	Fri 12/15/00	Fri 12/15/00
15	Test/Run Year End Processes and Diagnostic Reports (Year End Phase 2 Patch) on Test I	2 days	Fri 12/15/00	Mon 12/18/00
16	Re-Identify Adjustments on Test Instance	1 day	Tue 12/19/00	Tue 12/19/00
17	Ensure proper setup to test adjustment process (Adjustment elements need to be create ar	0.5 days	Mon 12/4/00	Mon 12/4/00
18	Process test Adjustment samples on Test Instance	0.5 days	Wed 12/20/00	Wed 12/20/00
19	Rerun Balancing Reports on Test Instance	1 day	Wed 12/20/00	Thu 12/21/00
20	Balance all payrolls to date.	1 day	Thu 12/21/00	Fri 12/22/00
21	Review and re-identify any additional adjustments	0.5 days	Thu 12/21/00	Thu 12/21/00
22	Process any additional adjustments on Test Instance	1 day	Thu 12/21/00	Fri 12/22/00
23	Rerun Balancing Reports on Test Instance	1 day	Fri 12/22/00	Mon 12/25/00
24	Balance all payrolls to date (Repeat steps 10 - 18 until correct)	1 day	Tue 12/26/00	Tue 12/26/00
25	Run YE Preprocessor on Test Instance	1 day	Wed 12/27/00	Wed 12/27/00
26	Run Federal W2 on Test Instance	1 day	Thu 12/28/00	Thu 12/28/00
27	Run Employee W2 Report for active and terminated employees on Test Instance. Verify to	1 day	Fri 12/29/00	Fri 12/29/00
28	Test print files and font on designated hardware.	2 days	Tue 1/2/01	Thu 1/4/01
29	Run paper W2 on Test Instance	2 days	Thu 1/4/01	Fri 1/5/01

- GET AS MUCH DONE AS POSSIBLE DURING THE YEAR!
- DON'T WAIT UNTIL THE LAST MINUTE!



Determine W2 Distribution Method

- Online Self Service Applications
- XML
 - Custom Formatting
 - Extract File for Vendors
- XML .PDF
 - Print on Blank Stock
- **ORDER W2 STOCK AND ENVELOPES!!!!**
 - Oracle Preferred Vendor
 - Evergreen Data Systems
800.248.2898 www.evergrn.com
 - RR Donnelly
1-877-526-3885
– reference Oracle customer
521836

2222		Void <input type="checkbox"/>	a Employee's social security number		For Official Use Only OMB No. 1545-0008		
b Employer identification number (EIN)			1 Wages, tips, other compensation	2 Federal income tax withheld			
c Employer's name, address, and ZIP code			3 Social security wages	4 Social security tax withheld			
			5 Medicare wages and tips	6 Medicare tax withheld			
			7 Social security tips	8 Allocated tips			
d Control number			9 Advance EIC payment	10 Dependent care benefits			
e Employee's first name and initial		Last name	Suff.	11 Nonqualified plans		12a See instructions for box 12	
f Employee's address and ZIP code			13 Statutory employee <input type="checkbox"/>	Retirement plan <input type="checkbox"/>	Third party sick pay <input type="checkbox"/>	12b	
			14 Other			12c	
						12d	
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name	



Form **W-2** Wage and Tax Statement **2010** Department of the Treasury—Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D. Cat. No. 10134D

Copy A For Social Security Administration — Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.

Do Not Cut, Fold, or Staple Forms on This Page — Do Not Cut, Fold, or Staple Forms on This Page

- Get Involved
- Networking
- Wealth of Information
- Fantastic Classes
- Payroll Hotline
- Compliance Made Easy



Sponsor	Course Name	URL
	Oracle HRMS Year End Processing for Payroll	http://ilearning.oracle.com/ilearn/en/learner/jsp/rco_details_find.jsp?srchfor=1&rcoid=403370908
	Preparing for Year End & 2011	www.americanpayroll.org

Always Learn Something New

- Tired of Prior Year W2s? Tell your employees to file IRS Form 4506 and pay \$57.
- When issuing a duplicate Form W-2, you should type or print 'REISSUED STATEMENT'. (Invest in a Stamp.)

Upcoming Payroll Community Advisor Webcasts:

- **Session 2 > October 20, 2010**

Topics: Year End Schedule and Requirements, Year End Checklist,

- **Updates and Changes for 2010**

- **Session 3 > November 10, 2010**

Topics: Year end Application Beginning to End (Year End Concurrent Programs, Year End Pre processor, rollback, retry)

- **Session 4 > December 8, 2010**

Topics: Balance Adjustments, Post Reporting

ORACLE

- **Session 5 > December 15, 2010**

Topics: Setup Year End PDF (US, CA)

- **Session 6 > January 5, 2011**

Topics: Mexico Legislation, Part 2 Year End PDF setup

- **Session 7 > January 26, 2011**

Topics: US Federal and State Magnetic files, CA Federal and Provincial Magnetic files

De-Support Information

Please pay attention to the Oracle E-Business Suite Support dates for your point release. Statutory or regulatory updates are not available beyond the 'Extended Support Date'.

11.5.9 came out of Premier Support in June 2008.

11.5.10 comes out of Premier Support in November 2010

Release 12.0 comes out of Premier Support in January 2012

Extended Support has not been offered for customers on 11.5.9.

Extended Support is being offered for customers on 11.5.10.***

**R11i Americas Payroll Customers must minimally be on 11.5.10 for Year End 2009. (11.5.10.2CU is recommended.)

***R11i Americas Payroll customers who are on 11.5.10 (and who purchase Extended Support) will be supported through Year End 2012. Note: The first year of Extended Support fees have been waived through Nov 2011.

Premier and Extended Support include - Tax legal and regulatory updates. Sustaining Support Does NOT include new tax, legal, and regulatory updates.

For the full definitions of what this means to an 11.5.9, 11.5.10 and R12.0 customer please read the full fact sheet available at: <http://www.oracle.com/support/library/brochure/lifetime-support-applications.pdf>

Stay Abreast on Mandatory Patches

- Register for an Oracle Support Account
support.oracle.com
- Oracle North American Payroll Mandatory Patches
- Join ‘ORACLE US PAYROLL WORLD LIST
MAINTENANCE INFORMATION’ email distribution
list

To subscribe to this email distribution list, send e-mail with your contact name, CSI number, and company name To: cshrdev_uk@oracle.com Subject: Oracle North American Payroll World Contact Update

- Create a Test Plan

Year End Patching Schedule

- Quarterly SQWL Patches Released Quarterly
- September 30 → Year End Phase I
- December 15 → Year End Phase II
- January 7 → Year End Phase III

<u>Organization</u>	<u>Information Type</u>	<u>Location/URL</u>
Oracle	North American Year End 2010 Patch Information and Useful Links	support.oracle.com Note: 1181333.1
Oracle	Oracle HRMS Product Family - Release 11i and Release 12 Information	support.oracle.com Note: 135266.1
Oracle	E-Business Suite 11.5.10 Minimum Patch Level and Extended Support Information Center	support.oracle.com Metalink Note: 1199724.1
Oracle	Minimum Baseline Patch Requirements for Extended Support on Oracle E-Business Suite 11.5.10	support.oracle.com Note: 883202.1
Oracle	End Of Year Processing Using Oracle HRMS (US)	support.oracle.com Note: 255466.1
Oracle	End Of Year Processing Using Oracle HRMS (Canada)	support.oracle.com Note: 260344.1
Oracle	End Of Year Processing Using Oracle HRMS (Mexican)	support.oracle.com Note: 395622.1

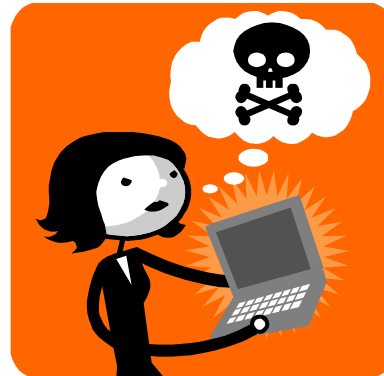
<u>Organization</u>	<u>Information Type</u>	<u>Location/URL</u>
Social Security Administration	Accuwage	http://www.ssa.gov/employer/accuwage/ www.ssa.gov
IRS	Tax Forms and Publications	www.irs.gov
American Payroll Association	Web Links	http://www.americanpayroll.org/weblink/
Oracle	My Oracle Support Communities	<p>Visit the Payroll Support Community now!!</p> <ol style="list-style-type: none"> 1. Log into My Oracle Support. 2. Select the Community tab 3. Select the Payroll – EBS Community 4. Subscribe

Triage-Starting Today?

	Task	20-Nov	27-Nov	4-Dec	11-Dec	18-Dec	25-Dec	1-Jan	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb
1	Clone Instance	█											
2	Apply Pre-Requisite Patches	█											
3	Test Pre-Requisite Patches		█	█	█	█							
4	Apply YE Phase I				█	█							
5	Test YE Phase I				█	█							
6	Migrate Pre-Req and YE Phase I to Production					█							
7	Clone Instance					█							
8	Apply YE Phase II					█							
9	Test YE Phase II						█	█					
10	Migrate YE Phase II to Production								█				
11	Apply YE Phase III								█				
12	Post Year End Payroll Maintenance								█	█			
13	Test YE Phase III								█	█			
14	Migrate YE Phase III to Production								█	█			
15	SQWL Processing									█			
16	Year End Processing										█	█	

DON'T BE AFRAID

When All Else Fails, You Can Always Rollback!



- Prevalent for Years in Which Balance Initialization (Conversion) has Occurred
- US HRMS Balance Adjustment Procedures
 - Support Note:227477.1
 - Jurisdiction Codes Tip
 - Default Jurisdiction Input Values
 - Jurisdiction Input Values Mandatory
- Best Advice: Perform Them as They Occur

- Batch Balance Adjustment Spreadsheet Interface
 - Support Note: 341427.1
 - Can Be Done by Functional User
- Balance Adjustment API
 - Requires Technical Support
- Manual Balance Adjustments

- State Quarterly Wage Listing - Troubleshooting Guide
 - Support Note:113945.1
- Typical Issues
 - Balance Adjustments
 - Weeks/Hours Worked
 - Quarterly Wages Negative (Reversals)

Run Balancing Reports

- GRE Totals Report
- Federal and State Tax Remittance Report
- Local Tax Remittance Report



Run Diagnostic Reports

- Invalid Address Report
- Unacceptable Tax Balance Report (QTD and YTD)
- Over Limit Report



Review GRE (Government Reporting Entity) Level Setups

- Navigation:
 - Work Structures → Organization → Description
- Review GRE SQLW Transmitter Rules
 - SQLW State Trans. Rules
 - SQLW Gen. Trans. Rules
 - SQLW Employer Rules (1)
 - SQLW Employer Rules (2)
 - SQLW Employer Rules (3)

Organization

Additional Organization Information

SQWL Gen. Trans. Rules
Yes||||| **EiS** |||||Balance

Internal Address

Organization Classifications

- Business Group
- GRE / Legal Entity**
- HR Organization

SQWL Gen. Trans. Rules

Transmitter GRE **Yes**

Computer

Internal Label

Density

Recording Code

Number of Tracks

Blocking Factor

Company Name **EiS**

EFW2 Contact Name

Transmitter Contact

Transmitter Contact Phone Number

Telephone Extension

Media Transmitter/Authorization Number

Hours Worked Calculation Method **Balance**

OK Cancel Clear Help

Review GRE State Tax Rules

- SUI Company ID
- SUI Wage Base
- SUI Self Adjust Method
- SUI ER Experience Rate 1
- SUI ER Experience Rate 2

State Tax Rules

State Tax Rules

State Code **TX** Texas

Resident Wage Accumulation **Default** Use the default behavior

Local Income Tax Withholding Rule **All Localities**

SUI Company State ID **ABCDEF**

SUI Wage Base

Quality Jobs Program GRE (LA)

Non Profit GRE (CT)

SIT Company State ID **122333**

SUI Self Adjust Method **Self Adjust**

SDI Self Adjust Method

SUI ER Experience Rate 1

SUI ER Experience Rate 2

Filing Status / Allowance Rate **Single status / zero allowances**

WC Carrier Name

Employer's Liability Rate

Experience Modification Rate

OK Cancel Clear Help

- QTD Balances Negatives due to Post-Termination Reversals
- Negative Hours Worked
- Retro Changes in SUI Rate
- Balancing SS/Medicare Arrearage (941 Reporting)

- State Quarterly Wage Listing Process
 - Formats: .mf, .ao1
- State Quarterly Error Report
 - Only if SQLW Errors
- Quarterly Tax Return Worksheet (Form 941 - PDF)
- Consider Custom Reports Your Organization Has or Requires for Development
- Document the Process

Run Balancing Reports

- GRE Totals Report
- Federal and State Tax Remittance Report
- Local Tax Remittance Report



Run Diagnostic Reports

- Invalid Address Report
- Unacceptable Tax Balance Report
- Over Limit Report



- Verify Balance Feeds for W2 Boxes
 - Total Compensation → Basic → Balance

The screenshot shows a software window titled "Balance". The fields are as follows:

- Name: **W2 401K**
- Reporting Name: **W2 401K**
- Category: (empty)
- Base Balance: (empty)
- Units: **Money**
- Currency: **USD**
- Use For Remuneration
- Gross Up

Below these fields is a section titled "Primary Balance" containing:

- Element: (empty)
- Input Value: (empty)

At the bottom of the window are five buttons: "Feeds", "Classifications", "Dimensions", "Initial Feed", and "Attributes".

- Verify that all GRE information is correct, from EIN to Tax Rules
- Review GRE (Government Reporting Entity) Level Setups
- Navigation:
 - Work Structures → Organization → Description
- Review the W2 Reporting Rules
- Review W2 Employer Rules (1) -MD

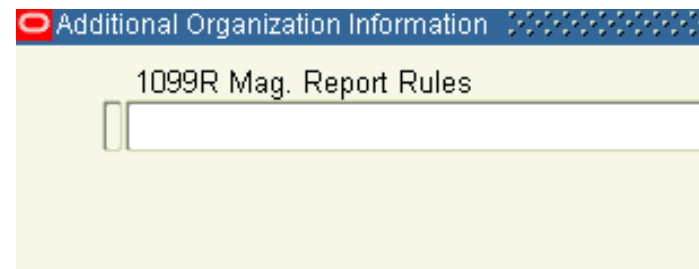
W2 Reporting Rules

W-2 Transmitter	<input type="text" value="Yes"/>	...
2678 Filer	<input type="text" value="No"/>	
Company Name	<input type="text" value="EIS"/>	
Contact Name	<input type="text" value="Shaw, Stephanie Lynn"/>	
Problem Notification Method	<input type="text" value="Email/Internet"/>	
Preparer	<input type="text" value="Self-Prepared"/>	
Tax Jurisdiction	<input type="text" value="All US States and District of Columbia"/>	
Terminated GRE	<input type="text" value="No"/>	
Third Party Sick Pay	<input type="text" value="Yes"/>	
Other EIN	<input type="text"/>	
499R Starting Control Number (PR)	<input type="text"/>	
Disability Insurance Type (CA)	<input type="text"/>	

OK Cancel Clear Help

Typical Issues

- Balance Adjustments
 - Various Tax Balances
 - Missing W2 Box Balance Feeds
- Invalid Addresses
- 1099 Flag
- SSA File not Accepted → Use Accuwage



- Year End Pre-Process
- Year End Negative Balances
- W2 Register
- W2 Exception Register
- Annual FUTA Tax Return (Form 940)

- Consider Custom Reports Your Organization Has or Requires for Development
- Document the Process

Quater	(All)	Year	(All)	GRE Name	(All)	State	(All)
EIN	Total Wages	FWT Withheld	Box 3	SS ER Tax			
111111111	0.00	0.00					
123456	Gre	(All)					
43-4356781	Resident State	GA					
67-2134565	Organization Name	Box17 St W					
94-123456	56 Atlanta Manufacturing	0.00					
95-0091123	12 Engineering R+D	0.00					
95-0098876	100 Grand Total	0.00					
95-223456	45						
97-123312							
97-876123							
(blank)	34,050.00	4,880.32					
Grand Total	755,148.86	90,995.97					

Form 941 Schedule B						
GRE	Quater	Month	Check Date	Run Amount	Count	
[-] Vision ADB		Q1		13,975.00	10	
		[-] 02-February		13,975.00	10	
			15-Feb-2008	7,108.50	5	
			29-Feb-2008	6,866.50	5	
[-] Vision Communications (USA)		Q1		5,595.38	40	
		[-] 02-February		5,595.38	40	
			15-Feb-2008	2,797.70	20	
			29-Feb-2008	2,797.68	20	
[-] Vision Corporation		Q1		110,072.77	1,945	
		[-] 01-January		78,093.68	1,150	
			12-Jan-2008	2,448.12	60	
			26-Jan-2008	2,217.14	55	
			28-Jan-2008	231.00	5	
		[-] 02-February		70,749.28	970	
			9-Feb-2008	3,175.14	105	
			15-Feb-2008	33,431.10	410	
			16-Feb-2008	726.98	45	
			29-Feb-2008	33,416.06	410	
		[-] 03-March		2,448.14	60	
			15-Mar-2008	2,448.14	60	
		[-] 02-February		13,775.92	350	
		[-] 04-April		4,896.24	120	
			5-Apr-2008	2,448.12	60	
			19-Apr-2008	2,448.12	60	

Wages	Box2 Fit Withheld	Box1 Wages
6,191.39	1,127.24	6,191.39
4,153.84	572.12	4,153.84
0,345.23	1,699.36	10,345.23

Celebrate and Reflect

- You Did It!
- Take Time to Celebrate Your Accomplishments
- Note Areas of Process Improvement
- Build Momentum for Next Year's Year End



- Continuous Improvement Process
- Perform Balance Adjustments as in Real-Time
- Run Balancing and Diagnostic Reports Monthly
- Schedule Time to Test Year End/SQWL

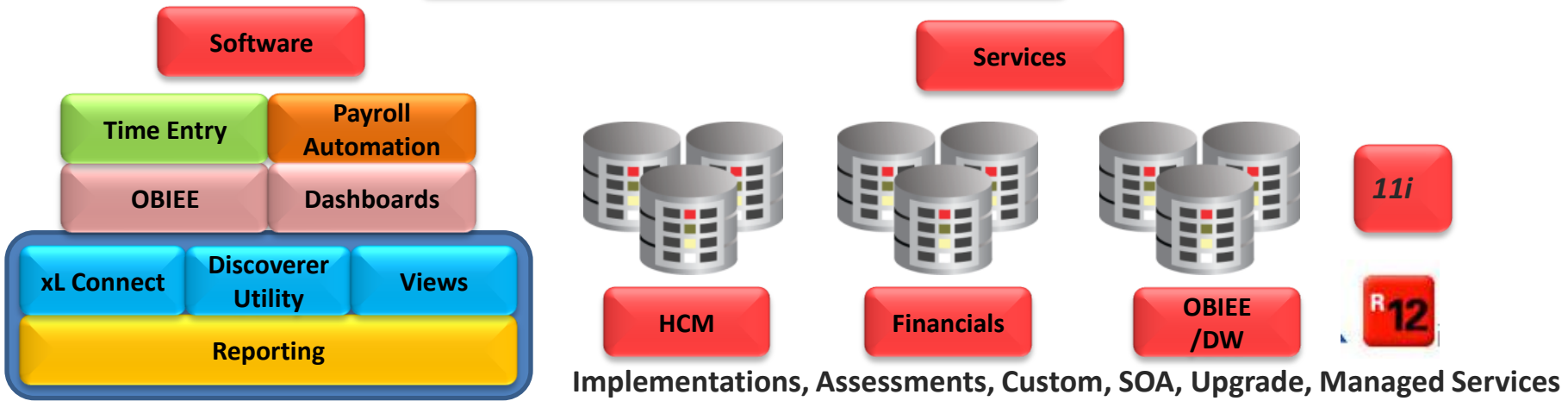


- Founded in 2001
- Offices – Atlanta (HQ), India and UK
- Oracle Certified Partner and ISV
- > 100 Customers
- Oracle Apps experience since 1995
- The Oracle Solutions Company
 - Implementations
 - HCM
 - Financials
 - Supply Chain
 - Software
 - Custom Development
 - SOA specialists

2011

**10 Years Providing
Professional Services and
Software Solutions**

The Oracle Solutions Company



Module Coverage –	
HCM:	HR, PAY, OTL, CWB, SS, iRec, OAB
Financials/Supply Chain:	GL, AP, AR, PO, PSB, Grants, Projects Billing/Costing, EAM, OM
Manufacturing:	BOM, WIP, OPM, ASCP



Industry: Retail, Software, Utilities, K-12, Higher Ed, Financials, Oil and Gas, Defense, Mining, Semi-Conductors, Public Sector

Thank you for attending!

Stephanie Shaw, CPP
EiS Technologies, Inc.
stephanie.shaw@eistech.com

Moscone West Booth #2301