

# HCSS IADT Budgetary System

## End of Year Processing

### W2 Electronic Filing

#### **AFTER PRINTING THE W2 FORMS:**

Filing magnetically you must create a transmission file to be sent to the Social Security Administration (SSA). On the "Payroll W2 Processing Control Screen" Select on the "Create Transmission File" button. This process will create a file named "SSA-W2". This file will be placed on your Server in the "REPORTS" folder, located inside of your "CASI" folder.

#### **AccuWage 2011 Test Software:**

The AccuWage application allows the Annual Wage Report (AWR) submitters to test the format accuracy of wage reports prior to sending them to the Social Security Administration (SSA) for processing. The AccuWage application checks the W-2 wage reports to ensure they comply with Publication 42-007: Specifications for Filing Forms W-2 Electronically (EFW2) and provides reports listing for all errors found in the wage report. The wage report cannot be edited using the AccuWage software. To correct any errors you must change the data located within the employees W2 data section. To create a new "SSA-W2" file you must perform the "Create Transmission File" process. The wage report can be repeatedly retested until all the errors have been corrected.

**IMPORTANT:** The AccuWage application identifies many, but not all, wage submission errors. For example, AccuWage does not verify names and Social Security Numbers (SSNs). The likelihood of submission rejection, though not eliminated, is greatly reduced when using this application.

You must first download the AccuWage 2011 self-installing compressed file.

1. Open Internet Explorer and enter the SSA Web Address:  
" [www.ssa.gov/employer/accuwage/index.html](http://www.ssa.gov/employer/accuwage/index.html) "
2. On the [AccuWage](#) page select the Download AccuWage 2011 link.
3. A Microsoft File Download dialog box opens. Select on "RUN".
4. Message displays "Publisher could not be verified" Select on "RUN".
5. At the Welcome to AccuWage 2011 Setup Screen, Select the "Next" button.
6. "Destination Location" screen opens. Use the default folder, Select the "Next" button.
7. The "Backup Replaced Files" screen opens. This screen provides the option to save a copy of any files that are replaced during installation.
  - a.) Choose "No" to write over all existing files without saving copies.  
Select the "Next" button.
8. The "Start Installation" screen opens. Select the "Next" button.
9. The "Installing" screen appears while the software is being loaded. When installation is complete, an "Installation Complete" screen opens. Select "Finish".
10. An AccuWage icon is created on the Desktop.
11. Exit the Internet Explorer Window.

# Starting the Application

The installation process creates a folder for storing the AccuWage application in the Windows Program Files.

A shortcut icon to the application is created automatically on the desktop and in the Start menu under Programs.

To start the AccuWage application:

- Click on the AccuWage desktop icon for the Welcome screen to appear.

**(or)**

- Click on the Start menu.  
Click on the AccuWage application under Programs. The Welcome screen appears.

## Screen Elements

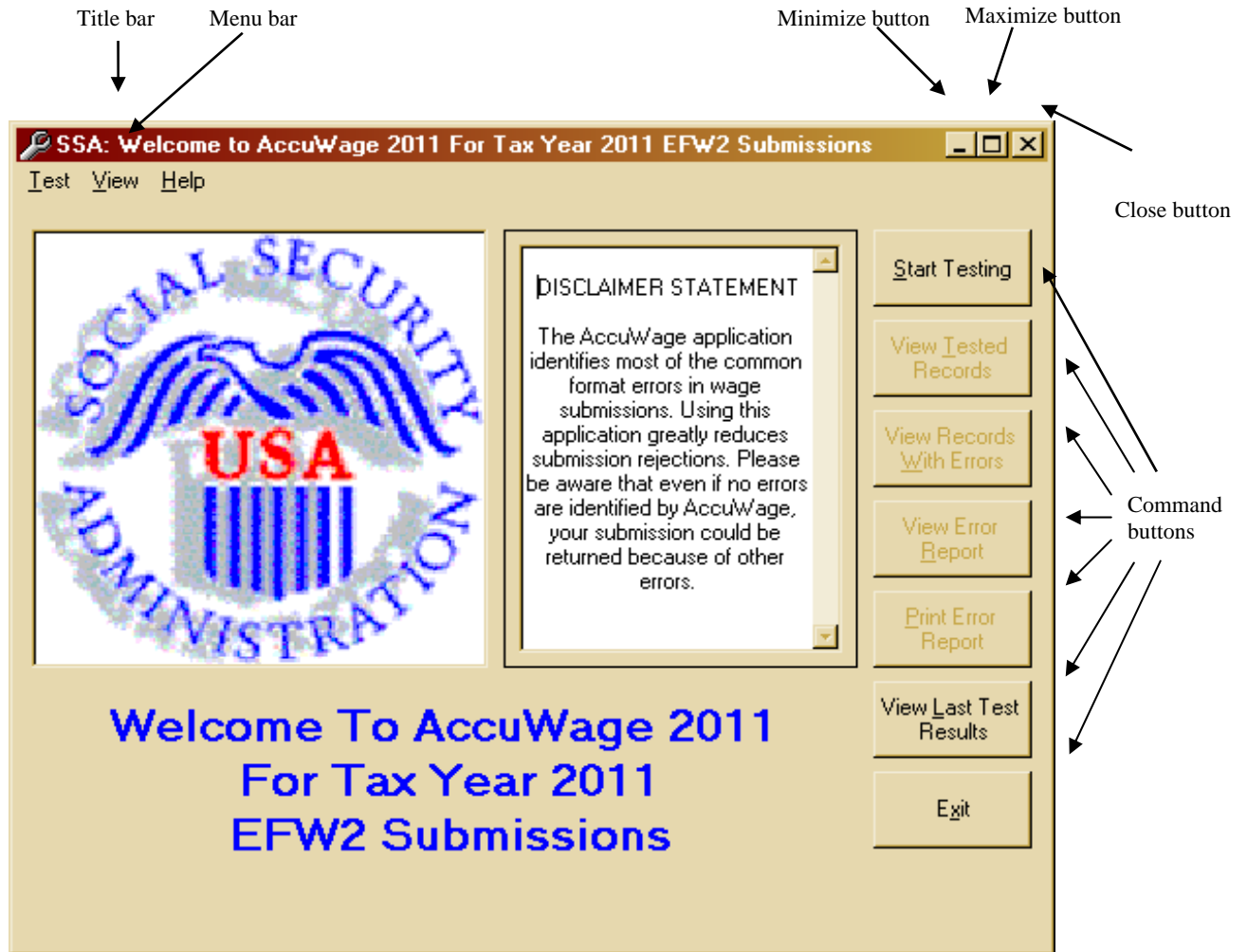


Figure 1: Welcome screen

### Title Bar

The Title bar named AccuWage 2011 is located at the top of the screen. The Title bar identifies the function of the screen and provides access to the Minimize, Maximize and Close buttons.

### Close Button

The Close button closes the application.

### Menu Bar

The Menu bar contains the Test, View and Help options.

### Command Buttons

The Command buttons are located on the right side of the application window.

There are two types of command buttons:

- Enabled – Enabled buttons are available for use and the button text is black; and
- Disabled – Disabled buttons are not available and the button text is light gray.

Command button availability depends on user actions. For example: if wage records have not been tested, the View Tested Records button is disabled.

## Starting the Test

1. Click the Start Testing button
2. The “ Please enter File Name to be Tested “ dialog box appears.
3. Check the Files of type box. If it does not display All Files (\*.\*), click the down arrow next to the option and choose All Files (\*.\*).
4. In the “Look In” Box Select the **DRIVE** on your Server, where the “**CASI**” folder is located.
5. Left mouse double click on “**CASI**” folder and the “**REPORTS**” folder will display.
6. Left mouse double click on the “**REPORTS**” folder
7. Scroll down until you locate the “**SSA-W2**” file.
8. Left mouse single click the “**SSA-W2**” file.
9. Left mouse single click the Open button.

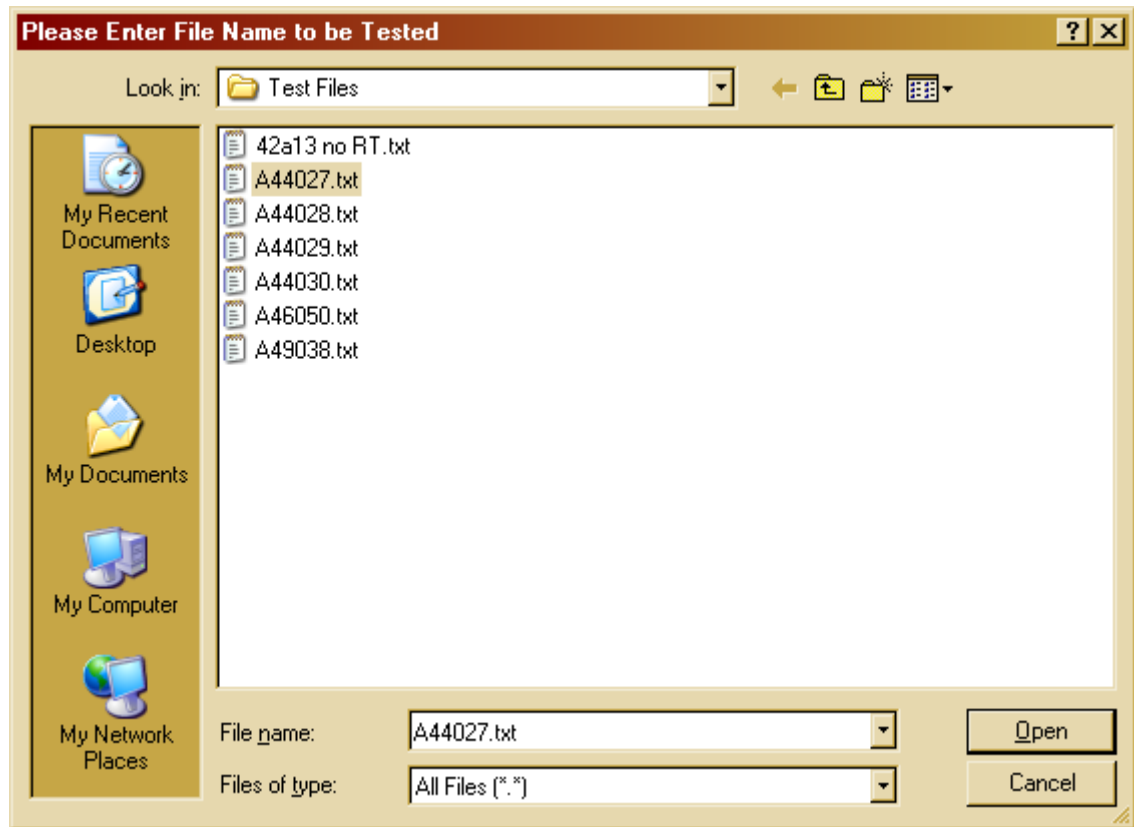


Figure 3: File Dialog box – Choosing the Wage Record to Test

## Testing Process

After the wage report is selected, testing begins automatically and the Status bar will appear on the bottom of the screen. The Status bar displays the record number currently being processed along with a red progress bar. When the red progress bar reaches the end of the box, testing is complete.

## Completed Tests

Once AccuWage has completed testing all records, it indicates whether or not there are errors. If no errors are found, a pop-up message box will appear. The pop-up message box will be titled “Results” and the message will read: “Testing Completed. There were no errors found. Would you like to connect to the Business Services Online (BSO) Web site to submit the wage report?”. There will be the Yes button and the No button on the pop-up message box. If you click the No button, you will be returned to the AccuWage Welcome screen. If you click the Yes button, you will be connected to the BSO Web Page.

## Log into the SSA BSO Web Page

The SSA Business Services Online WEB Screen will display.

Scroll down to the “Log In to Business Services Online” Section

- Click on the “**Log In**” button.

At the “Existing User Window “

- Enter your **SSA User Assigned ID Code**.
- Enter your **Password**.
- Click on the box that reads; “**I have Read & Agree to these Terms** “
- Click on the “**Log In**” Button

At the next Screen Display

- Select on “**REPORT WAGES TO SOCIAL SECURITY**”

At the message “User Certification for electronic wage reporting”

- Select on “**I Accept**”

At the next Screen Display

- Select on “**Upload Formatted Wage File**”

Under the “Upload Formatted Wage File” tab on the Electronic Wage Reporting home (EWR Home) page:

- Select on the “**Submit/Resubmit a Formatted Wage File**” link to submit an appropriately formatted electronic file containing annual wage data.
- Select on the **Continue** button.

### **BEFORE YOU START PAGE**

You should already have a file in EFW2 format generated by the HCSS payroll system. Before sending it:

- The “**SSA-W2**” file has been formatted according to the -  
[Specifications for Filing Forms W-2 Electronically for Tax Year 2011 \(EFW2\)](#).
- Select on the **Continue** button.

## **WHAT'S IN THE FILE PAGE**

- Choose *New W-2s/W-3s for Tax year 2011 or previous tax year (EFW2)* to submit a new W-2 wage file.
- Select the *Continue* button to go to the Submit Your File page.

## **SUBMIT YOUR FILE PAGE**

Click on the *Browse* button to locate the “SSA-W2” file:

Left Click on the Down Arrow.

Select on the drive Letter on the Your Server or Workstation/Server.

Locate the “**CASI**” folder.

Left Double Click on the “**CASI**” folder.

Left Double Click on the “**REPORTS**” folder.

Scroll to the “**SSA-W2**” file.

Left Single Click on the “**SSA-W2**” file.

Select on the **OPEN** button

Select on the *Submit* button to send your file to Social Security.

When the file has been transferred successfully, a confirmation page will be displayed.

## **CONFIRMATION- YOUR FILE WAS SUBMITTED PAGE:**

The confirmation page includes Receipt Date, Wage File Identifier (WFID), Employer Identification Number (EIN), Your File Name, File Size, and Assigned File Name. You will need the WFID to check the status of your submission and processing status.

***Please Save or print the confirmation page for your records.***

**Note:** The file size displayed on the confirmation page should match the size of your original file. To determine the size of your original file in Windows Explorer, right-click on the filename (or tab to it and press Shift + F10) and select Properties. If the sizes do not match, call the [Business Services Online Technical Assistance](#) number at 1-888-772-2970.

## **COMMUNICATION DISRUPTIONS**

If a communication disruption occurs while you are submitting a W-2/W-2c wage file, log in again and select the *View Submission Status* link from the EWR Home page to determine whether the file transfer was successful. If the submission is not displayed, you will have to submit it again. Select the same submission type (New W-2, New W-2c, or Resubmission) that you initially selected.

# Records with Errors Screen

When testing is completed and errors are present, the Records with Errors screen is displayed.

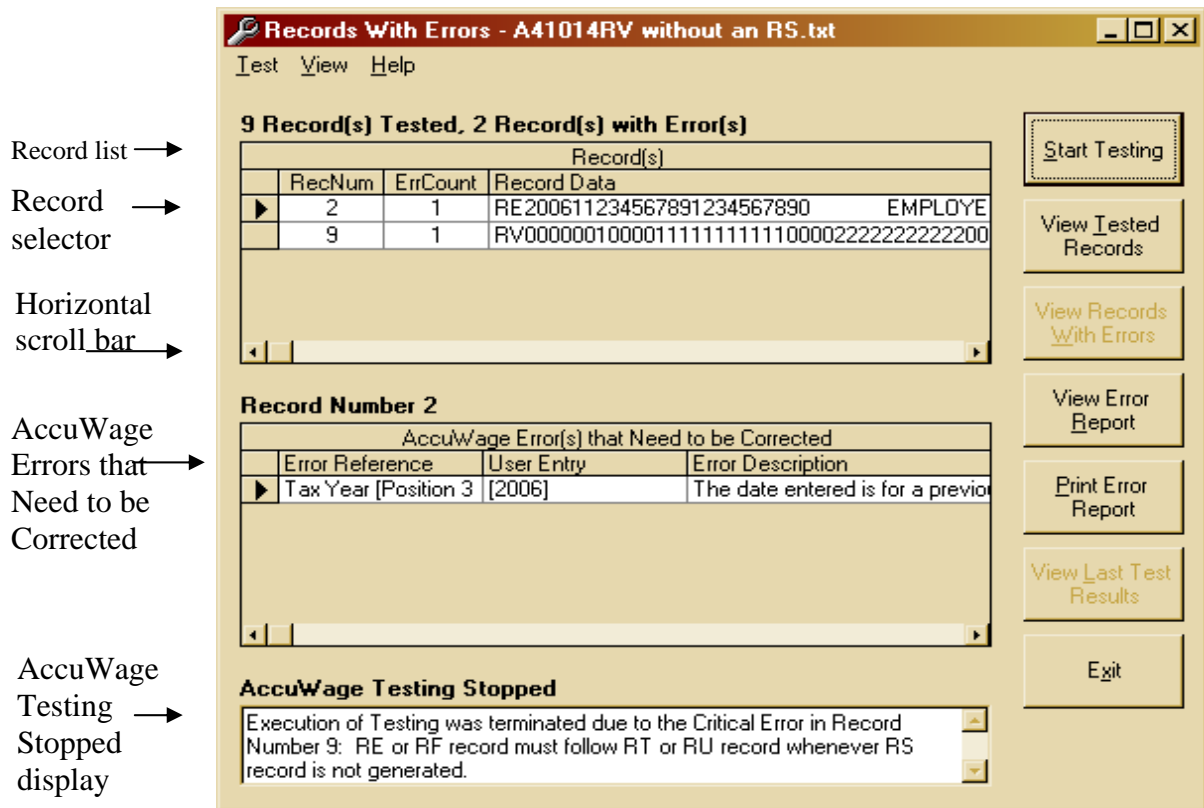


Figure 4: Records with Errors screen

## Record List

The Record list displays tested records that contain errors. It is used to locate and select records that need further examination.

The Record list contains the following columns:

- RecNum – displays the numbers of the records;
- ErrCount – displays the number of errors in each record;
- RecordData – displays the data in the record, starting with the first position
- Record Selector – indicates which record is selected in the Record list.

Details of the selected record appear in the AccuWage Errors that Need to be Corrected grid.

## AccuWage Errors that Need to be Corrected Grid

The AccuWage Errors that Need to be Corrected grid displays detailed error information for the record selected in the Record list. It contains the following columns:

- Error Reference – displays the field name;
- User Entry – displays the field data inside brackets; and
- Error Description – displays the error message and data specifications.

## **Correcting Errors**

The AccuWage application is used for testing wage reports and cannot be used to update or modify the original wage report.

### **- Suggested Steps for Correcting Errors Caused by Missing or Incorrect Data**

1. View error messages in the Error Detail list or Print the error report.
2. Determine which fields need to be changed.
3. Access the Employees W2 Data to correct the original data.
4. Run the W2 Print Process, this step will create a new SSA-W2 file.
5. Test again using the updated Employee W2 data records.

### **- Suggested Steps for Correcting Critical AccuWage Errors**

Critical AccuWage errors are errors that cause testing to terminate. They are shown in the AccuWage Testing Stopped display located at the bottom of the Records with Errors screen. Critical errors can be corrected by following the steps described in the Suggested Steps for Correcting Errors Caused by Missing or Incorrect Data Section.