SUNGARD HIGHER EDUCATION

BANNER HUMAN RESOURCES RELEASE NOTES

Release 8.6.1
December 2011

Trademark, Publishing Statement and Copyright Notice

Prepared by: SunGard Higher Education

4 Country View Road
Malvern, Pennsylvania 19355
United States of America

Customer Support Center Website

http://connect.sungardhe.com

Documentation Feedback

http://education.sungardhe.com/survey/documentation.html

Distribution Services E-mail Address

distserv@sungardhe.com

Revision History Log

Publication Date	Summary
December 2011	New version that supports Banner Human Resources 8.6.1 software.

Contents

1 Introduction

The Release Notes provides an overview of the enhancements made to the year-end reporting functionality of Banner Human Resources 8.6.1. This document also lists technical updates, RPEs, and associated problem resolutions.

The purpose of this release is to keep Banner in compliance with the latest regulatory requirements. These modifications are based on posted publications from the Internal Revenue Service (IRS) and Social Security Administration (SSA).

Year-End regulatory reporting functionality in Banner Human Resources refers to the generation of:

- U.S. W-2 and EFW2 File
- U.S. W-2c 2011 EFW2C File, new process in 8.6.1 release
- Puerto Rico W-2PR and MMW2PR-1 File
- 1099-R forms and electronic file
- 1042-S forms and electronic file

System requirements

Install the following minimum product releases to upgrade to Banner Human Resources 8.6.1.

For HR Release	General	Human Resources	Position Control
8.6.1	8.3	8.4.1	8.4

General patch b_0110_gen80300 must be applied before upgrading to Banner HR 8.6.1

Note

If the version of General installed is 8.3, please read below.
If the General version is 8.3 and you plan to upgrade to General 8.4, after applying this release (HR 8.6.1), the gurcnvb.c will get overwritten with the older version.
The gurncvb.c object delivered with this release will need to be re-migrated into $BANNER_HOME/general/c and all related objects (gurcnvc.pc, pxpwc11.pc) recompiled in order for the 8.5 gurcnvb.c changes to be in place.
Please refer to FAQ 1-110NP8W for more information.

Warning

If you apply Banner Human Resources Release 8.6.1 before applying Release 8. 6, we are supplying a patch, #p1-10x6mz9_pay8060101, that you can use to reapply the 8.6.1 changes for pxpmt42.pc and pxr1099.pc. This patch is only required for a client who upgrades to Banner Human Resources 8.6 after applying the 8.6.1 year-end regulatory release. ■

Banner Human Resources 8.2.X

I am on Release 8.2.X of Banner Human Resources. What do I need to do to install the Banner HR 2011 year end regulatory releases?

- Ensure you are on Release 8.3 or higher of Banner General.
- Ensure you are on Release 8.4 or higher of Banner Position Control.
- Ensure you have previously installed Banner Human Resources Release 8.4.1.
- Ensure you have applied General patch b_0110_gen8030.
- Install Banner Human Resources Release 8.6.1.
- If you license Banner Employee Self-Service:
    - Ensure you are on Release 8.2 or higher of Banner Web General.
    - Ensure you are on Release 8.2 or higher of Banner Web Tailor.
    - Ensure you have previously installed Banner Employee Self Service Release 8.4.1.
    - Install Banner Employee Self-Service Release 8.6.1.

Banner Human Resources 8.3.X

I am on Release 8.3.X of Banner Human Resources. What do I need to do to install the Banner Human Resources 2011 year end regulatory releases?

- Ensure you have previously installed Banner Human Resources Release 8.4.1.
- Ensure you have applied General patch b_0110_gen8030.
- Install Banner Human Resources Release 8.6.1
- If you license Banner Employee Self-Service:
    - Ensure you have previously installed Banner Employee Self Service Release 8.4.1.
    - Install Banner Employee Self-Service Release 8.6.1

Banner Human Resources 8.4

I am on release 8.4 of Banner Human Resources. What do I need to do to install the Banner Human Resources 2011 year end regulatory releases?

- Ensure you have previously installed Banner Human Resources Release 8.4.1
- Ensure you have applied General patch b_0110_gen8030.
- Install Banner Human Resources Release 8.6.1
- If you license Banner Employee Self-Service:
  - Ensure you have previously installed Banner Employee Self Service Release 8.4.1.
  - Install Banner Employee Self-Service Release 8.6.1.

Banner Human Resources 8.5

I am on release 8.5 of Banner Human Resources. What do I need to do to install the Banner Human Resources 2011 year end regulatory releases?

- Ensure you have applied General patch b_0110_gen8030.
- Install Banner Human Resources Release 8.6.1
- If you license Banner Employee Self-Service:
  - Ensure you have previously installed Banner Employee Self Service Release 8.5
  - Install Banner Employee Self-Service Release 8.6.1.

Summary of new Banner process

This section provides an overview of all changes made for Banner Human Resources 8.6.1.

U.S. W-2 2011 EFW2 File (PXPW211)

The process generates the electronic file in EFW2 format for the year 2011 and for future years.

- New field locations have been added to the RW and RT records to report Cost of Employer-Sponsored Health Coverage. These fields relate to Box 12DD of the W-2 form.
- New field locations has been added to the RE record to report Kind of Employer. A new parameter has been added to the process to allow input of this value.

- New field locations have been added to the RO and RU records to report Designated Roth Contributions Under a Governmental Section 457(b) Plan.
- A new parameter for Kind of Employer has been added.
- The Total Report has been modified to better match the W-2 print process (PXRW211) Total Report.
- Added RV Record to PXPW211 process for State Total Record

U.S. W-2c 2011 EFW2C File (PXPWC11)

The PXPWC11 process generates a U.S. W-2c EFW2C electronic file (W2CREPORT) for the year 2011 and for future years. The process allows you to send an electronic file of W-2c corrections to SSA.

United States W-2 2011 (PXRW211)

The process generates and prints U.S. W-2s for the year 2011 and for future years. A new code has been added for reporting Roth Contribution to 457(b).

- New Box 12EE code added for “Roth contributions to 457b”. This code is being delivered in seed data for the Tax Reporting Rules Form (PXAREPT).
- Box 9 for the reporting of Advance EIC payments had been blanked out.
- Parameter values for parameter 08 changed to 1=Employee Name, 2=Nation/Zip Code, 3=Check Distr Org

Note

Code 12DD relates to the proposed 2011 reporting of employer-sponsored health care costs. This code was delivered with the 8.4.1 release for 2010 year-end.

Summary of changes to Banner forms, reports and processes

This section provides an overview of all changes made for Banner Human Resources 8.6.1.

1099-R Form (PXA1099)

The PXA1099 form has been modified.

- Fields 10 through 15 have been renumbered as fields 12 through 17, respectively
- New Boxes 10 and 11 have been defined

Tax Reporting Rules (PXAREPT)

Seed data has been modified for use with the following reporting.

- New W2 Box 12EE code added for “Roth contributions to 457b
- Changes to the 1099 Box Codes for box renumbering
- New W2PR Box Codes added:

Box Codes	Descriptions
6A	“Costo de cubierta de salud auspiciada por el patron - Cost of employer-sponsored health coverage”
6B	“Donativos Charitable Contributions”
16A	“Aportaciones al Programa Ahorra y Duplica tu Dinero – Contributions to the Save and Double your Money Program”
24	Remove box for “Sueldos y Propinal bajo Ley HIRE de 2010 – Wages and Tips under HIRE Act of 2010”.

W-2c Form (PXAW2CC)

The PXAW2CC form is used to view and print W-2 and W-2c information for an employee. The form has been enhanced to allow a Completed status W-2c record to be changed to a Void status.

1099-R Distribution Code Validation (PTV1099)

Seed data has been modified to include all eligible payment codes.

1099-R Load Process (PXP1099)

The PXP1099 process loads data into the PXA1099 form..

- Fields 10 through 15 have been renumbered as fields 12 through 17, respectively
- New Boxes 10 and 11 have been defined.

1042-S Media Transmission (PXPMT42)

The process creates an electronic media file. No modifications have been made.

Foreign Person 1042S Form (PXR1042)

The process prints the 1042-S forms. No modifications have been made.

1099-R Print Process (PXR1099)

The PXR1099 process prints 1099-R forms and generates an electronic file.

- Fields 10 through 15 have been renumbered as fields 12 through 17, respectively
- New Boxes 10 and 11 have been defined.
- The electronic file has been modified for minor changes to adhere to the 2011 IRS file specifications.
    - Payer "A" Record, the Amount Codes field was expanded 2 positions. The field is now positions 28–43.
    - Payer "A" Record, added Amount Code B, Amount Allocable to IRR within 5 years.
    - Payee "B" Record field positions 545–546, deleted distribution code D, Excess contributions plus earnings/excess deferrals taxable in 2008.

2 2011 U.S. W-2c EFW2 File - Functional

This section documents enhancements for generating a W-2c electronic file for the reporting of U.S. W-2 corrections.

Introduction

In Banner Human Resources 8.6.1, a new process has been created to allow the processing of EFW2C electronic files for submittal of United States W-2c forms for 2011 and forward.

New Banner Process

U.S. W-2c 2011 EFW2C File Process (PXPWC11)

A new process, U.S. W-2c 2011 EFW2C File Process (PXPWC11), has been created to generate the electronic EFW2C file (W2CREPORT) for U.S.W-2c's for 2011. Data will be gathered from the tables behind the PXAW2CC form. This satisfies RPE 1-JINFIZ.

Payroll adjustments may be needed after W-2 submissions if an erroneous amount was reported. The W-2c Corrected Wage and Tax Statement necessary to report these adjustments can be created on the W-2c Form (PXAW2CC). Each time a correction is created on PXAW2CC, a unique Sequence Number is assigned. See Changes to Banner forms for more information on W-2c Form (PXAW2CC).

Examples:

- Sequence 0 Original W-2 amounts
- *Completed* Sequence 1 adjusted amounts reported against Sequence 0 (regardless if file sent to SSA or not)
- *Completed* Sequence 2 adjusted amounts reported against *Completed* Sequence 1
- *Completed* Sequence 3 adjusted amounts reported against *Completed* Sequence 2

The PXPWC11 process will select the W-2c Form (PXAW2CC) record with the largest Sequence Number greater than zero (0) with a Completed status and compare to the previous Completed status record. This could be the original W-2 (Sequence 0), or a previous adjustment (Sequence 1, Sequence 2, etc.)

Changes to Banner forms

W-2c Form (PXAW2CC)

This form is used to view and print W-2 and W-2c information for an employee. Corrections can be generated after a payroll adjustment has been processed through the Form (PHAADJT). Individual employee copies of a W-2c form may be printed from PXAW2CC. Banner does not support batch printing of W-2c forms, only creation of the electronic file for submittal to the Social Security Administration.

The PXAW2CC form has been enhanced to allow a Completed status W-2c record to be changed to a Void status. This may be accomplished by using the Option menu to select Void Sequence. Only use the Void status if the PXPWC11 process has not been submitted to SSA. This allows you to control the reporting of the correct Previously Reported values with the newly corrected values in the PXPWC11 process in circumstances where you may have more than one adjustment or W-2c to submit to the Social Security Administration.

The employee will see the W-2c form in Employee Self Service with a Status of Void on the preview page. If the Void W-2c is printed, ***VOID*** VOID*** VOID*** will print across the top of the form to notify the employee that this specific W-2c is not current. Once the Status on a correction has been changed to Void, you cannot change the Status back to Complete or In-progress. This maintains the history and allows multiple payroll adjustment/corrections to be made with the possibility that a previous W-2c had already been created and completed from a prior adjustment.

Examples:

- Sequence 0 Original W-2 amounts
- *Completed* Sequence 1 adjusted amounts reported against Sequence 0 (regardless if file sent to SSA or not)
- *Completed* Sequence 2 adjusted amounts reported against *Completed* Sequence 1
- *Completed* Sequence 3 adjusted amounts reported against *Completed* Sequence 2
- Then, if you …
- *Void* Sequence 2
- *Completed* Sequence 3 adjusted amounts reported against *Completed* Sequence 1

The institution must always be aware of what records have actually been reported for employee W-2c records to the Social Security Administration, as there is no indicator within Banner to track this.

Note

There are fields in the RCE Employer Record of the W2CREPORT file that are not captured as history in Banner. These have been coded with 'blanks' unless designated as a required field in the SSA regulatory specifications. If changes are made to Employer record information on PTREMPR, PXAMTAP, or PXAMMEF, manual entries may be needed in the W2CREPORT file before submission to the Social Security Administration: e.g. Employer EIN, Establishment Number, Employment Code, Third-Party Sick Pay, or Kind of Employer.

Note

There are fields in the RCW Employee Record of the W2CREPORT file that have been coded with 'blanks' as they relate to 'original submission in TIB format'. Manual entries may be needed, if changes relate to these fields.

Specifications for Filing Forms W-2c Electronically (EFW2C) For Tax year 2011 may be found in Social Security Administration Publication No. 42-014 at ***www.socialsecurity.gov***.

3 2011 U.S. W-2 and EFW2 File Enhancements - Functional

This section documents the regulatory changes applied to Banner forms, processes, and reports with regard to generating and printing U.S. W-2s.

Introduction

In Banner Human Resources, the following changes have been made to process 2011 U.S. W-2s:

- A new Banner report, United States W-2 2011 Process (PXRW211), has been created to generate the U.S. W-2s for 2011.
- A new process, W-2 2011 EFW2 File Process (PXPW211), has been created to generate the electronic EFW2 file for U.S.W-2s for 2011.

Banner changes for W-2 2011 (PXRW211)

The following changes have been made in Banner for the W-2 process.

New box codes

Modifications have been made to add new box codes for use in the W-2 process.

Tax Reporting Rules Form (PXAREPT)

A new box code has been added.

12EE

A new *12EE* box code has been added for use with the tax report code of *W2*. The box code *12EE*, description *Roth contributions to 457b*, allows the user to assign a benefit/ deduction to report 457(b) Roth contributions in Box 12 on the W-2 for 2011.

Box Code 9

On the PXAREPT form, you must remove any Benefits/Deductions or Earn Codes from Box 9 *Earned Income Credit* as that box has been grayed out on the W-2 form and should not be reported.

W-2c Form (PXAW2CC)

This form may be used to view and print 2011 W-2 information for an employee by selecting from the Options Menu. Corrections can also be generated by a payroll adjustment. Amounts associated with 457(b) Roth contributions displayed for code 12EE may be viewed.

Provide one sort choice for Nation/Zip Code on United States W-2 2011 Process (PXRW211)

The existing two sort choices of 2 (zip code) and 4 (US/Canada zip code) for parameter 8, have been condensed into one sort choice that consists of the nation code appended by the zip code in ascending order. This satisfies RPE # 1-IBLMMA.

- Parameter values for parameter 08 changed to 1=Employee Name, 2=Nation/Zip Code, 3=Check Distr Org

Sort order 2 will now sort by Nation and then Zip Code within Nation. If you want Canada to be grouped together, outside of the U.S., be sure to enter the Nation code for Canada in the address. Anything without a Nation Code will be assumed to be U.S.

Banner changes for W-2 2011 EFW2 File (PXPW211)

The following are the Banner changes for W-2 2011 EFW2 File:

New field locations

Modifications have been made to add new field locations for use in the W-2 process.

- New field locations have been added to the RW and RT records to report Cost of Employer-Sponsored Health Coverage. These fields relate to Box 12DD of the W-2 form.
- New field locations has been added to the RE record to report Kind of Employer. A new parameter has been added to the process to allow input of this value.
- New field locations have been added to the RO and RU records to report Designated Roth Contributions Under a Governmental Section 457(b) Plan.
- Added RV Record to PXPW211 process for State Total Record. This record is not supported or maintained by Banner and has been added for the convenience of clients for state reporting. The SSA and IRS do not read or process this information.

The following records are required and supported by SunGard Higher Education in an EFW2 file:

Code	Description	Required
RA	Submitter Record	Yes
RE	Employer Record	Yes
RW	Employee Wage Record	Yes
RT	Total Record	Yes
RF	Final Record	Yes

New parameter

Modifications have been made to add a new parameter for use in the W-2 process.

- A new parameter for *Kind of Employer* has been added. A value for Federal Government, State and Local Governmental, Tax Exempt, State and Local Tax Exempt, or None may be selected to populate the new RE record value.

Totals report

The Total Report order and descriptions have been updated to better match the Total Report from the United States W-2 2011 Process (PXRW211). This satisfies problem resolution #1-FHWDN8.

United States W-2 2011 (PXRW211)

Description

Generates United States W-2 form, Form 6559 totals report, and the error/log report `pxrw211.log` for tax year 2011 and greater. You can print totals in the `.lis` file when the Processing Mode parameter is set to *T*. You can view error messages printed on one line after the name and SSN in the `.log` file. When W-2 forms are created, the totals will be printed in the `.log` file.

Note

After you install this release of Banner Human Resources:

- The *2010* version for printing U.S. W-2s, namely PXRW210 and PXPW210 can *no longer be used* for generating U.S. W-2s for *years beyond 2010*.
- PXRW210 and PXPW210 can be used for generating *only 2010 U.S. W-2s*.
- The 2011 versions, PXRW211 and PXPW211 can be used for printing U.S. W-2s for the year 2011 and beyond.

Parameters	Name	Description/Values	Required?	Default	Validation
01	Tax Year	Tax year.	Yes	None	Format must be YYYY or YY.
02	Employer Code	Employer code.	Yes	None	PTREMPR
03	Processing Mode	Select a process mode; (C)reate — Produces W-2s only if Tax Quarter *A* is selected in parameter 04. (R)eprint — May only be used with Tax Quarter A to reprint one, several or all W-2s. (T)otals Only	Yes	None	C, R, or T.

Parameters	Name	Description/Values	Required?	Default	Validation
04	Tax Quarter	Quarters: 1 First 2 Second 3 Third 4 Fourth In each case above, the system generates the Form 6559 totals report only. Quarter-to-date totals are not included. All Quarters: A This is the only value that generates W-2s.	Yes	A	None
05	Specific Employee IDs Indicator	Do you want to process specific employees? Y Prompt for specific employee IDs. (See the Employee ID parameter below.) N Process forms for all employees.	Yes	N	None
06	Employee IDs	Employee ID numbers identifying the employees whose forms are to be processed. This is a repeating parameter. This parameter is required when you enter *Y* for the Specific Employee IDs parameter.	No	None	None
07	W-2 Form Type	W-2 Format: 1 Standard IRS 1-Up 2 Laser 4-Up 3 Laser (pressure sealed) forms This parameter is required when you specify the value, *A* (for all quarters) for the Tax Quarter parameter.	No	1	None

Parameters	Name	Description/Values	Required?	Default	Validation
08	Print Sort Order	This parameter is required when you enter A (for all quarters) for the Tax Quarter parameter. It determines how the Control Number is assigned, and the order in which the W-2s should print. Select any one of the following values: 1 Sort by Employee Name—Sorts according to last name, first name, middle initial/name. 2 Sort by Nation/ZIP Code—Sorts according to the Nation, then ZIP code in ascending order. Within the same ZIP code, W-2s are sorted alphabetically. Records without a Nation will be considered to be United States. 3 By Check Distribution Organization— Sorts according to the Check Distribution value on the Employee Form (PEAEMPL). Within the check distribution value, sorted alphabetically. • Remember, to use this sort feature, populate the MMREF code on the STVNATN for the U.S. and Canada. **Note:** Be sure to read the following information about how the Control Number is assigned to the PXRW2xx report. The value of the Print Sort Order parameter determines the Control Number of the W-2 report. Due to the sort order, the control number may not be printed in an alphabetical order. The Control Number is stored in the `PXRW2FD` table. • In the *Create* mode, for new W-2s, the Control Number is a 1-up number from the maximum value stored in the `PXRW2FD` table. It is a combination of year, quarter, and employer combination.	No	None	None

Parameters	Name	Description/Values	Required?	Default	Validation
		• If a W-2 is re-issued for an employee, the same Control Number originally issued for that employee, will be used from the PXRW2FD table. This enables you track the W-2.			
09	Zero Out Negative Amounts	Do you want to zero out negative box amounts? Y Yes, substitute zeroes for negative amounts N No, display negative amounts	Yes	N	None
10	Print Paper W-2 for all	Print paper W-2s for all employees regardless of their electronic consent. Y Yes, print paper W-2s for all employees. N No, prints paper W-2s for employees who have *not* given their electronic consent.	No	N	None
11	Mark as Reissued W-2	Allows you to designate W-2s as Reissued. Use this parameter when you select the Create Processing Mode. Y Yes, designate W-2s as reissued. N No, do not designate W-2s as reissued.	No	N	None
12	Number of Alignment Pages	Indicates the number (range 0-9) of alignment pages that will precede the actual W-2 Forms.	No	None	None
13	Suppress Zero W-2 Messages	Indicate if printing messages for W-2s with zero tax amounts are to be suppressed. Y Yes, suppress zero U.S. W-2s error messages N No, include zero U.S. W-2s error messages	No	Y N	None

Parameters	Name	Description/Values	Required?	Default	Validation
14	Print W-2 with no address	Indicate if you wish to print W-2s for employees whose address may be missing. Y Yes, print W-2s for employees whose address information is missing. N No, do *not* print W-2s for employees whose address information is missing. Print a warning at the beginning of the file.	No	N	None
15	Population Selection Indicator	Indicate if population selection is to be used: Y Yes, use population selection to generate W-2s. N No, population selection will not be used.	Yes	N	None
16	Population Selection ID	Specify ID of the population selected. Enter this parameter only if you set the Population Selection parameter to *Y*.	No	None	None
17	Creator ID	Creator ID for population selection. Enter this parameter only if you set the Population Selection Indicator parameter to *Y*.	No	None	None
18	Application Code	Application ID for population selection. Enter this parameter only if you set the Use Population Selection parameter to *Y*.	No	None	None

Sort Order

Not applicable

Data Source

Payroll forms and tables

Frequency

On demand

Output

Preprinted form for W-2s. Standard horizontal report format for error report, totals, and control information pages.

Fields	Name	Description
	Box a	Employee's Social Security number.
	Box b	Employer's IRS-assigned identification number (EIN).
	Box c	Employer's full name, address, and ZIP Code.
	Box d	Control number. This number is used as an ordering system to account for all W-2s used for the tax year.
	Box e	Employee's first name, middle initial, last name, and suffix if specified on the Employee Form (PEAEMPL) or the Identification Form (PPAIDEN). If a name is entered on PEAEMPL, it will override the existing name on PPAIDEN. The Employee’s suffix will be printed, if specified on the Identification Form (PPAIDEN) or on the Employee Form (PEAEMPL), in a separate area under **Box e** on the U.S. W-2 form. • The suffix will print up to four characters. If the first and/or last name is too long, it may be truncated in order to print the full suffix. • If the length of employee's last name or suffix exceeds their respective form box, then the employee's full name will be printed as one string across the first name, last name, and suffix boxes disregarding the lines separating the boxes. If the name exceeds the available space, it will be truncated. The following list shows where information is collected for name and address
	Box f	Employee's address and ZIP Code. Up to five address lines can print.
	Box 1	Total wages, tips (except for allocated tips reported in Box 8), and other compensation paid to the employee during the year.

Fields	Name	Description
	Box 2	Amount of federal income tax withheld from the employee's wages for the year.
	Box 3	Total amount of wages subject to the Social Security tax.
	Box 4	Social Security tax withheld.
	Box 5	Total amount of wages and tips subject to the Medicare tax.
	Box 6	Total amount of Medicare tax withheld from the employee's wages and tips for the year.
	Box 7	Total amount of tips subject to the Social Security tax.
	Box 8	Tips allocated to this employee. The amount in this field is not reflected in Box 1.
	Box 10	Amount of dependent care benefits under Section 129 of the Internal Revenue Code paid or incurred for the employee. The amount shown includes any amount in excess of the $5,000 exclusion.
	Box 11	Amount of distributions to the employee from a non qualified plan and/or a Section 457 plan. This amount is also included in the amount in Box 1.

Fields	Name	Description
	Boxes 12	Amounts for one or more of the following codes when applicable to this employee: A Uncollected Social Security tax on employee tips B Uncollected Medicare tax on employee tips C Cost of group-term life insurance coverage provided to this employee in excess of $50,000 D Elective contribution to Section 401(k) plan E Elective contribution to Section 403(b) annuity F Elective contribution to Section 408(k)(6) SEP G Elective and non-elective deferrals to Section 457(b) (state and local government employers) H Pretax deferrals to Section 501(c)(18)(D) plan (tax exempt organizations) I Not in use J Employee sick pay not included as income in Boxes 10, 12, or 14
	Boxes 12 (cont.)	K 20% excise tax on excess “golden parachute” payments L Non-taxable part of business expense reimbursements M Uncollected Social Security tax on taxable group-term life insurance coverage provided to a former or retired employee N Uncollected Medicare tax on taxable group-term life insurance coverage provided to a former or retired employee P Non-taxable relocation reimbursements Q Non-taxable combat pay R MSA contributions S SIMPLE contributions T Adoption benefits V Income from exercise of non-statutory stock option(s) (included in boxes 1, 3 and 5)

Fields	Name	Description
		W Health Savings Accounts Y Deferrals under section 409A Z Income under section 409A AA Designated Roth Contributions to Section 401(k) BB Designated Roth Contributions to Section 403(b) CC Exempt wages and tips relating to the HIRE Act of 2010 DD Employer-sponsored cost of group health plans EE Roth Contributions to 457(b)
	Box 13	Appropriate boxes are checked to indicate the following: Statutory employee: Checked if there are earnings subject to Social Security tax and Medicare tax but not to federal income tax withholding Deferred compensation: Checked if contributions were made on the employee's behalf to a section 401(k), 403(b), 408(k)(6), 457, or 501(c)(18)(D) plan
	Box 14	Additional information provided to employees. Examples include: • Union dues • Health insurance premiums deducted • Moving expenses paid • Educational assistance payments
	Box 15	Employer's state and state ID number.
	Box 16	State wages, tips, and other compensation
	Box 17	State income tax.
	Box 18	Local wages, tips, etc.

Fields	Name	Description
	Box 19	Local income tax.
	Box 20	Locality name.
	UITO	Quarter-to-date Unemployment Insurance total wages. **Note:** This field appears only on the W-2 Summary page, and is only reported when it is run for a specific quarter. It does not appear on W-2s.
	UITX	Quarter-to-date Unemployment Insurance taxable wages. **Note:** This field appears only on the W-2 Summary page, and is only reported when it is run for a specific quarter. It does not appear on W-2s.

The following table shows where information is collected for name and address.

Banner Form	Field Name	Used in PXRW2xx regulatory process
PEAEMPL/PPAIDEN	`SUBSTR(DECODE(pebempl_ssn_last_name, NULL, spriden_first_name, pebempl_ssn_first_name),1,15)`	Box e Employee's first name and initial
PEAEMPL/ PPAIDEN	`SUBSTR(DECODE(pebempl_ssn_last_name, NULL, spriden_last_name, pebempl_ssn_last_name),1,20)`	Box e Employee's Last name
PEAEMPL/ PPAIDEN	`SUBSTR(DECODE(pebempl_ssn_last_name, NULL, spriden_mi, pebempl_ssn_mi),1,15)`	Box e Employee's Suffix
PPAIDEN	`spraddr_street_line1, spraddr_street_line2, spraddr_street_line3, spraddr_city, DECODE(NVL (stvnatn_code,:institution_natn_code), :institution_natn_code,NULL, stvnatn_nation),spraddr_stat_code, spraddr_zip,`	Box f Employee's address and ZIP code

Report Sample—United States W-2 2011 (PXRW211)

```
REPORT : PXRW211          SUNGARD UNIVERSITY of BANNER       RUN DATE 31-OCT-2011
                         United States W-2 2011            RUN TIME 01:59 PM

                       * * * W-2 TOTALS * * *

          Employees selected                                          32
          Employees with errors                                        0
          Employees with no amounts to report                          4
          W-2 records created                                         28

          Printing errors                                              0
          Forms printed (includes multiples per employee)             45
          Electronic W-2s                                              0

        1  Wages, tips, other compensation                    746,069.88
        2  Federal income tax withheld                        231,651.83
        3  Social security wages                              292,488.65
        4  Social security tax withheld                        12,214.27
        5  Medicare wages and tips                            768,953.92
        6  Medicare tax withheld                               11,122.20
        7  Social Security tips                                   234.00
        8  Allocated Tips                                         162.00
        9  Advance EIC payment                                       .00
       10  Dependent care benefits                                747.69
       11  Non-qualified Plans                                 12,299.05
      12A  Uncollected Social Security Tax on tips                234.00
      12B  Uncollected Medicare tax on tips                       234.00
      12C  Cost of Group-term life insurance over $50000          187.23
      12D  Section 401(k) contributions                           350.11
      12E  Section 403(b) contributions                           909.57
      12F  Section 408(k)(6) contributions                      1,700.42
      12G  Section 457 contributions                            1,415.22
      12H  Section 501(c)(18)(D) contributions                    500.00
      12J  Sick pay NOT includible as income                       95.45
12K  Tax on excess golden parachute payments                       .00
      12L  Substantiated mileage allowance reimbursment            35.30
      12M  Uncollected Social Security tax, Group-term life       187.23
      12N  Uncollected Medicare tax, Group-term life              187.23
      12P  Nontaxable relocation reimbursements                      .00
      12Q  Nontaxable combat pay                                1,000.00
      12R  Employer contributions to Medical Savings Accounts     102.79
      12S  SIMPLE retirements accounts                          3,549.08
      12T  Qualified adoption expenses                               .00
      12V  Exercise of nonstatutory stock option(s)                  .00
      12W  Employer contributions to Health Savings Accounts      834.00
      12Y  Deferrals under section 409A                         1,426.92
      12Z  Income under section 409A                            2,500.00
     12AA  Designated Roth contributions to Section 401(k)        350.11
     12BB  Designated Roth contributions under Section 403(B)     909.57
     12CC  HIRE Act                                                  .00
     12DD  Health Plan Costs                                    2,471.72
     12EE  Roth contributions to 457b                           1,415.22
       14  Other items                                          3,134.09
       16  State Wages, Tips, etc.                          1,850,157.34
       17  State Income Tax                                    79,552.85
       18  Local Wages, tips etc.                             751,040.09
       19  Local income tax                                     9,035.38
     UITO  Unemployment Insurance Total Wages  (S record QTD)        .00
     UITX  Unemployment Insurance Taxable Wages(S record QTD)        .00
```

```
        REPORT : PXRW211         SUNGARD UNIVERSITY of BANNER       RUN DATE 31-OCT-2011
                      United States W-2 2011            RUN TIME 01:59 PM

                * * * REPORT CONTROL INFORMATION * * *


Parameter Name                  Value                          Message
________________________________________________________________________________________________________________
Parameter Sequence Number:      273265
Tax Year                        2011
Employer Code                   REG
Processing Mode                 C
Tax Quarter                     A
Specific Employee IDs Ind       N
W-2 Form Type                   1
Print Sort Order                1
Zero Out Negative Amounts       Y
Print Paper W-2 for all         Y
Mark as Reissued W-2            N
Number of Alignment Pages       1
Suppress Zero W-2 Messages      Y
Print W-2 with no address       Y
Population Selection Indicator  N
pxrw211 completed successfully
```

W-2 2011 EFW2 File (PXPW211)

Description

The W-2 2011 EFW2 File (PXPW211) process generates a file (W2REPORT) in EFW2 format for filing United States W-2 information for years 2011 and greater. The `.log` file of this report also shows all errors.

Detailed specifications of the EFW2 file are available and may be downloaded from the following web site: ***www.socialsecurity.gov***

Note

After you install this release of Banner Human Resources:

- The *2010* version for filing U.S. W-2s, namely PXRW210 and PXPW210 can *no longer be used* for generating U.S. W-2s for *years beyond 2010*.
- PXRW210 and PXPW210 can *only* be used for *2010 U.S. W-2s*.
- The 2011 versions, namely, PXRW211 and PXPW211 must be used for generating W-2s for years 2011 and beyond.

- As of tax year 2008, the process converts special characters in Banner flat files, based on values in the General file `gurcnvc.map`. Only those characters included or added to this file will be converted. For example, the word “éclair” would not be acceptable to the IRS. Since internationalization functionality was delivered in Banner 8.0, special characters are now recognized in our database.
- The process checks year-to-date applicable gross for Social Security wages when being run for a quarter. This prevents employees that have reached the SS Old Age maximum from being reported incorrectly as Medicare Qualified Government Employees.
- You can report employees who have retirement plans in place of FICA as regular employees and not as MQGE, as allowed by the SSA.

Parameters	Name	Description/Values	Required?	Default	Validation
01	Tax Year	Tax year for which W-2 information is to be processed.	Yes	None	Format must be YYYY or YY
02	Tax Quarter	Tax quarter for which W-2 information is to be processed: 1 First 2 Second 3 Third 4 Fourth A All quarters	Yes	A	None
03	Resubmit File Indicator	Indicate whether the W-2 file is being resubmitted to the Social Security Administration (SSA): Y(es) N(o)	Yes	N	None
04	Resubmit TLCN	The TLCN displayed on the notice from the SSA that the file must be resubmitted. This parameter must be entered when the Resubmit File Indicator is set to *Y*.	No	None	None
05	Report employees as MQGE?	Y Report employees as MQGE. N Do not report employees as MQGE. When the parameter is set to *Y*, records are reported under a separate RE Employer Record with an employment code of *Q*.	No	N	None

Sort Order

Not applicable

Data Source

Payroll forms and tables

Frequency

Annually on demand following PXRW210

Report Format

Standard horizontal report format for control information page. Primary output is electronic file format.

Fields

Government defined. For a complete listing of the fields, refer to the SSA specifications found at the following web site:

www.socialsecurity.gov

The following table shows where information is collected for name and address.

Banner Form	Field Name	Used in PXPW2xx regulatory process
PPAIDEN/ PEAEMPL	`pxrw2fd_empl_first_name SUBSTR(DECODE(pebempl_ssn_last_name , NULL, spriden_first_name, pebempl_ssn_first_name),1,15)`	"RW" 12-26, Employee First Name
PPAIDEN/ PEAEMPL	`pxrw2fd_empl_mi`	"RW" 27-41, Employee Middle Name or Initial
PPAIDEN/ PEAEMPL	`pxrw2fd_empl_last_name SUBSTR(DECODE(pebempl_ssn_last_name , NULL, spriden_last_name, pebempl_ssn_last_name),1,20)`	"RW" 42-61, Employee Last Name

Banner Form	Field Name	Used in PXPW2xx regulatory process
PPAIDEN/ PEAEMPL	pxrw2fd_empl_suffix SUBSTR(DECODE(pebempl_ssn_last_name , NULL, spriden_mi, pebempl_ssn_mi),1,15)	"RW" 62-65, Suffix
	NULL	"RW" 66-87, Location Address
PPAIDEN	UPPER(spraddr_street_line1||' '|| spraddr_street_line2)	"RW" 88-109, Delivery Address
PPAIDEN	pxrw2fd_empl_first_name SUBSTR(DECODE(pebempl_ssn_last_name , NULL, spriden_first_name, pebempl_ssn_first_name),1,15)	"RS" 19-33, Employee First Name
PPAIDEN	pxrw2fd_empl_mi	"RS" 34-48, Employee Middle Name or Initial
PPAIDEN	pxrw2fd_empl_last_name SUBSTR(DECODE(pebempl_ssn_last_name , NULL, spriden_last_name, pebempl_ssn_last_name),1,20)	"RS" 49-68, Employee Last Name
PPAIDEN	pxrw2fd_empl_suffix SUBSTR(DECODE(pebempl_ssn_last_name , NULL, spriden_mi, pebempl_ssn_mi),1,15)	"RS" 69-72, Suffix
	NULL	"RS" 73-94, Location Address
PPAIDEN	UPPER(spraddr_street_line1||' '|| spraddr_street_line2)	"RS" 95-116, Delivery Address

Report Sample—W-2 2011 EFW2 File (PXPW211)

```
REPORT : PXPW211         SUNGARD UNIVERSITY of BANNER       RUN DATE 31-OCT-2011
                              W-2 2011 EFW2 File            RUN TIME 02:04 PM


                            * * * GRAND TOTALS * * *

     Number of RW records:                                                222
     Wages, tips, other compensation:                            1,624,594.50
     Federal Income Tax Withheld:                                  337,466.33
     Social Security Wages:                                      1,020,511.20
     Social Security Tax Withheld:                                  42,631.05
     Medicare Wages and Tips:                                    1,518,969.02
     Medicare Tax Withheld:                                         21,942.12
     Social Security Tips:                                             234.00
     Allocated Tips:                                                   162.00
     Advance EIC Payment:                                                 .00
     Dependent Care Benefits:                                        1,152.90
     Non-qualified 457:                                              1,415.22
     Non-qualified NOT 457:                                         14,328.42
     Uncollected Social Security Tips:                                 468.00
     Cost of Group-term life insurance over $50000:                    854.90
     Section 401k contributions:                                     2,113.27
     Section 403b contributions:                                    15,791.03
     Section 408k contributions:                                     1,700.42
     Section 457b contributions:                                     1,415.22
     Section 501c contributions:                                    28,988.89
     Uncollected SS Life Ins:                                          854.90
     Uncollected MC Life Ins:                                          854.90
     Nontaxable combat pay:                                          1,000.00
     Employer contributions to Medical Savings:                        102.79
     Simple Retirement Account:                                      3,549.08
     Qualified Adoption Expenses:                                         .00
     Exercise of Nonstatutory Stock:                                      .00
     HSA Employer Contributions:                                       834.00
     Deferred Comp - 409a:                                           1,426.92
     Income Under 409a:                                              2,500.00
     Roth Contribution to 401k:                                      2,113.27
     Roth Contribution under 403b:                                  15,791.03
     HIRE Exempt Wages and Tips:                                          .00
     Health Plan Costs:                                             24,643.65
     Roth Contribution to 457b:                                      1,415.22
     State Taxable Wages:                                        2,144,156.51
     State Income Tax:                                              91,911.66
     Local Taxable Wages:                                          751,040.09
     Local Income Tax:                                               9,035.38
     QTD Unemployment Total Wages:                                        .00
     QTD Unemployment Taxable Wages:                                      .00
     Third Party FIT Withheld:                                       3,333.33
```

```
REPORT : PXPW211         SUNGARD UNIVERSITY of BANNER       RUN DATE 31-OCT-2011
                              W-2 2011 EFW2 File            RUN TIME 02:04 PM


                     * * * REPORT CONTROL INFORMATION * * *

Errors exist; check the log file.

Parameter Name                  Value                 Message
______________________________  ___________________   __________________________________________
Parameter Sequence Number:      273269
Tax Year                        2011
Tax Quarter                     A
Resubmit File Indicator         N
Resubmit TLCN
Report employees as MQGE?       N
Kind of Employer                S
```

U.S. W-2c 2011 EFW2C File (PXPWC11)

Description The U.S. W-2c 2011 EFW2C File (PXPWC11) process generates a file (W2CREPORT) in EFW2C format for filing United States W-2c information for years 2011 and greater. The `.log` file of this report also shows all errors.

Detailed specifications of the EFW2C file are available and may be downloaded from the following web site: ***www.socialsecurity.gov***

You can report employees who have retirement plans in place of FICA as regular employees and not as MQGE, as allowed by the SSA.

Parameters	Name	Description/Values	Required?	Default	Validation
01	Tax Year	Tax year	Yes	None	Format must be YYYY or YY
02	Tax Quarter	Tax quarters: 1 First 2 Second 3 Third 4 Fourth A All quarters This is the only value that generates W-2c.	Yes	A	None
03	Resubmit File Indicator	Indicate whether the W-2 file is being resubmitted to the Social Security Administration (SSA): Y(es) N(o)	Yes	N	None

Parameters	Name	Description/Values	Required?	Default	Validation
04	Resubmit TLCN	The TLCN displayed on the notice from the SSA that the file must be resubmitted. This parameter must be entered when the Resubmit File Indicator is set to *Y*.	No	None	None
05	Report employees as MQGE?	Y Report employees as MQGE. N Do not report employees as MQGE. When the parameter is set to *Y*, records are reported under a separate RE Employer Record with an employment code of *Q*.	No	N	None
06	Kind of Employer	Enter the kind on employer? F Federal Government S State/Local Government T Tax Exempt Y State/Local Tax Exempt N None	Yes	None	None
07	Specific Employee IDs Indicator	Do you want to process specific employees? Y Prompt for specific employee IDs. (See the Employee ID parameter below.) N Process forms for all employees.	Yes	N	None
08	Employee IDs	Employee IDs to be processed	N	N	None

Sort Order

Not applicable

Data Source

Payroll forms and tables

Frequency

On demand following creation of Form W-2c on the PXAW2CC form

Report Format

Standard horizontal report format for control information page. Primary output is electronic file format.

Fields

Government defined. For a complete listing of the fields, refer to the SSA specifications found at the following web site:

www.socialsecurity.gov

Report Sample—U.S. W-2c 2011 EFW2C File (PXPWC11)

```
REPORT : PXPWC11          SUNGARD UNIVERSITY of BANNER       RUN DATE 15-NOV-2011
                           U.S.  W-2c 2011 EFW2C File        RUN TIME 02:55 PM


                               * * * GRAND TOTALS * * *

     Number of RW records:                                                 4
     Wages, tips, other compensation:                              10,650.63
     Federal Income Tax Withheld:                                   1,775.16
     Social Security Wages:                                              .00
     Social Security Tax Withheld:                                       .00
     Medicare Wages and Tips:                                      10,650.63
     Medicare Tax Withheld:                                           154.43
     Social Security Tips:                                               .00
     Allocated Tips:                                                     .00
     Advance EIC Payment:                                                .00
     Dependent Care Benefits:                                            .00
     Non-qualified 457:                                                  .00
     Non-qualified NOT 457:                                              .00
     Uncollected Social Security Tips:                                   .00
     Cost of Group-term life insurance over $50000:                      .00
     Section 401k contributions:                                       61.40
     Section 403b contributions:                                         .00
     Section 408k contributions:                                         .00
     Section 457b contributions:                                         .00
     Section 501c contributions:                                    4,442.46
     Uncollected SS Life Ins:                                            .00
     Uncollected MC Life Ins:                                            .00
     Nontaxable combat pay:                                              .00
     Employer contributions to Medical Savings:                          .00
     Simple Retirement Account:                                          .00
     Qualified Adoption Expenses:                                        .00
     Exercise of Nonstatutory Stock:                                     .00
     HSA Employer Contributions:                                      122.50
     Deferred Comp - 409a:                                               .00
     Income Under 409a:                                                  .00
     Roth Contribution to 401k:                                        61.40
     Roth Contribution under 403b:                                       .00
     HIRE Exempt Wages and Tips:                                         .00
     Health Plan Costs:                                                  .00
     Roth Contribution to 457b:                                          .00
     State Taxable Wages:                                          18,711.78
     State Income Tax:                                                572.97
     Local Taxable Wages:                                          40,277.75
     Local Income Tax:                                              1,208.34
     QTD Unemployment Total Wages:                                       .00
     QTD Unemployment Taxable Wages:                                     .00
```

```
REPORT : PXPWC11         SUNGARD UNIVERSITY of BANNER       RUN DATE 15-NOV-2011
                          U.S.  W-2c 2011 EFW2C File        RUN TIME 02:55 PM


                              Release Number 8.6.1

                     * * * REPORT CONTROL INFORMATION * * *


Parameter Name                   Value                Message
______________________________   ___________________  __________________________________________
Parameter Sequence Number:       274284
Tax Year                         2011
Tax Quarter                      A
Resubmit File Indicator          N
Resubmit TLCN
Report employees as MQGE?        N
Kind of Employer                 N
Specific Employee IDs Ind        Y
Employee IDs                     555111112
Employee IDs                     555111114
Employee IDs                     555111115
Employee IDs                     555227777
Employee IDs                     555111111
```

Process and generate U.S. W-2s

To produce W-2 files, you must first set up required employer information and create the data for the W-2 forms. You can then create an electronic file containing all required W-2 information for submission to the government. Procedures for accomplishing these tasks are outlined below.

1. Access the Employer Rule Form (PTREMPR) and complete all fields.

    1.1. Make sure the **Federal ID** number is correct.

    1.2. In the Employer State Information block, create records for all states that you withhold tax for and specify the correct account number for each state. This information is printed in Box 15 of the United States W-2.

2. Access the Media Transmission Rule Form (PXAMTAP) and enter values in all necessary fields.

    2.1. Complete all three areas of the form (Transmitter Information, Organization Information, and Employer Information).

    In most cases, the **Transmitter Name** and **Address** fields will be the same as the **Organization Name** and **Address** fields.

3. Access the MMREF-1 Electronic Filing Form (PXAMMEF) and enter values in all necessary fields.

    3.1. Complete all three areas of the form (Submitter Information, Company Information, and Employer Information).

    In most cases, the **Submitter Name** and **Address** fields will be the same as the **Company Name** and **Address** fields.

    3.2. Complete the **Third Party FIT Withheld** field in the Employer Information area if applicable.

4. Access the Tax Reporting Rule Form (PXAREPT).

    4.1. In the Key block, enter *W2*.

    4.2. Move to the Box Identification block.

    Each record in this area corresponds to a box on the actual W-2 form.

Warning

All data in this block, except for boxes 16 and 17, is supplied by SunGard Higher Education, and must not be modified without consulting SunGard Higher Education.

Social Security Tips have to be reported separately from Taxable Social Security Wages in Box 3 on PXAREPT. Accordingly, the following fields have been clarified for your convenience, with regard to Social Security Tips:

Box Code	Field Name	Description
1	Wages, tips, Other Compensation	Includes Social Security Tips, but does not include allocated tips.
3	Social Security Wages	Does *not* include Social Security Tips or Allocated Tips. (This is handled in the reporting process to subtract any items identified with Box 7 SS Tips.)
4	Social Security Tax Withheld	Includes Social Security Tips
5	Medicare Wages and Tips	Includes Social Security Tips, but *not* Allocated Tips.
6	Medicare Tax Withheld	Includes Social Security Tips.
7	Social Security Tips	Includes Social Security Tips, but does *not* include Allocated Tips. (Box 3 + Box 7 cannot exceed the maximum social security wage base for the year.)
8	Allocated Tips	Includes Allocated Tips *only.*

Note

If Social Security Tips (SS Tips) are relevant to your reporting, the following items should be noted when reconciling the Social Security Wages amount between the W-2 Totals and the Form 941 Detail Report (PXRP941). SS Tips have only been broken out on the Form 941 Worksheet within the Detail Report. Therefore, when reconciling the amounts from the W-2 Totals page of the PXRW2xx process, compare to the amounts printed on the Form 941 Worksheet only. The monthly and quarter totals within the Detail Report do not break out the SS Tips from the other Social Security Subject Income.

You must set up a Box 16 and a Box 17 for each state for which you deduct state income tax. For each box, enter the box number followed by the two-character state code, as illustrated in the following example.

Box	Description
16NJ	New Jersey state wages
16OH	Ohio state wages
16PA	Pennsylvania state wages
17NJ	New Jersey state tax withheld
17OH	Ohio state tax withheld
17PA	Pennsylvania state tax withheld

For each box record in the Box Identification block, you must list the benefit or deduction codes (from the PTRBDCA **Benefit or Deduction Code** field) and/or the Earn codes (from the PTREARN **Earnings Code** field) associated with the specified box. This selection is made in the Benefit/ Deductions block and the Earnings block as described in the following pages.

The following table provides an example for setting up PXAREPT for Tax Administration purposes:

Box Description	Box #	TDUG	Box #	941	Box #	W-2	Box #	1042
Federal Subject Income			1A	All federal treaty deductions FED	1	Federal Treaty Deductions FED		
Federal non-subject Income			1B	N/A				
Federal Tax Withheld	1	All federal treaty deductions FED	1C	FED	2	FED		
Federal Employer Contribution			1D	N/A				
SS Subject Wages (excluding tips)			2A	FIO	3	FIO		
SS Subject Tips			2ATP	TSS (Earn Code)	7	TSS (Earn Code)		

Box Description	Box #	TDUG	Box #	941	Box #	W-2	Box #	1042
SS Non-subject			2B	n/a				
SS Tax Withheld			2C	FIO	4	FIO		
SS Employer Contribution			2D	FIO				
FICA Tax	2	FIM, FIO						
Medicare Subject Income (including tips)			3A	FIM	5	FIM		
Medicare Non-subject Income			3B	n/a				
Medicare Tax Withheld			3C	FIM	6	FIM		
Medicare Employer Contribution			3D	FIM				
Allocated Tips					8	TAL (earn code)		
Federal Unemployment Tax	3	n/a						
*Earned Income Credit	4	EIC			9	EIC		
*EIC Subject Income			4A	EIC				
*EIC Non-Subject Income			4B	n/a				
*EIC to Employee			4C	EIC				
*EIC Employer Contribution			4D	n/a				

*Earned Income Credit should not be reported after 2010.

Box Description	Box #	TDUG	Box #	941	Box #	W-2	Box #	1042
State Wages, Tips, etc.				n/a	16	16 ST set up box for each state		
State Income Tax	5	All State treaty deductions All regular states. E.g., PA.		n/a	17	17 ST set up Box for each state	23	All state treaty deducti ons
State Disability	6	n/a		n/a		n/a		
State Unemployment Tax	7	n/a		n/a		n/a		
City/Local	8	All Local Taxes. E.g., PA		n/a	18/19	All local taxes, e.g., PA		
Other Taxes	9	n/a		n/a		n/a	8	With holding by other agents

4.3. Choose a box code on PXAREPT and move to the Benefit or Deduction Code block.

The vast majority of W-2 boxes will be specified in the Benefit or Deduction Code block. Very few, if any, will make use of the Earn Codes block.

List the Benefit or Deduction codes that pertain to the box chosen. Often this will be just one code. Also, a box is not usually associated with a benefit or deduction code and an earn code.

Example 1	Box 1	Annual Federal Wages, Tips and Other Compensation	
	FED	Federal Tax	Applicable Gross

Example 2	Box 4	Social Security Tax withheld	
	FIO	FICA—Old age portion	Employee Amount

For each Benefit or Deduction code listed, indicate which of the three deduction amount indicators (Applicable Gross, Employee Amount, or Employer Amount) should be placed in the box. If necessary, you can list more than one.

Note

It is very important not only to list the correct benefit or deduction code(s), but also to specify the right deduction amount indicator(s).

If you are reporting elective deferrals under the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) for a prior year, you must set up box codes in the following format: DXYY where D means Deferred; X is the appropriate Box 12 code e.g. *G* meaning a §457(b) deferred compensation plan; and YY is the tax year e.g. *07* for tax year 2007. For example, *DG07.*

If the box is to contain earnings, move to the Earnings block and list the relevant Earn codes.

5. Access the Crosswalk Validation Form (GTVSDAX) and enter the address type(s) in the **External Code** field for the Internal Code *W2ADDR*.

6. Verify rules on the Installation Rules Form (PTRINST). This rule form allows your enterprise to automatically revoke an employee's W-2 consent when their job is terminated through the electronic approvals process.

   Enter the year to display on Employee Self-Service.

7. Access the Employee Form (PEAEMPL) to perform the following actions:

   7.1. Remove electronic consent for any employees who may have revoked their consent in writing to the institution.

   7.2. Complete the fields in the Social Security Name block in the U.S. Regulatory Information window of the Employee Form (PEAEMPL) if you want to specify a name different from the one appearing on the Identification Form (PPAIDEN) for the W-2 Employee Name on the United States W-2 2009 (PXRW2xx) and on the files produced by the W-2 2009 EFW2 File (PXPW2xx).

Note

If a name is not specified in the Social Security Name block of the Employee Form (PEAEMPL), the name that prints on the W-2 will be taken from the Identification Form (PPAIDEN).

8. Complete payroll processing for the year.

9. Run the United States W-2 2010 Report (PXRW2xx). You can generate W-2s for all quarters (i.e. annual), totals only, or a quarterly file.

Any run of PXRW2xx requires the following parameters at a minimum:

#	Parameter	What to Enter?
01	Tax Year	(Required) Tax reporting year.
02	Employer Code	(Required) Applicable employer code being reported.
03	Processing Mode	(Required) Select either C—Create, R—Recreate, or T—Totals Only.
04	Tax Quarter	(Required) *1*, *2*, *3*, *4*, to identify the quarter being reported, or *A* for the annual report.
09	Zero Out Negative Amounts	(Required) *Y* or *N* depending whether or not you want to replace negative box amounts with zero.
15	Population Selection	(Required) Indicate if W-2s are to be generated for a specific population. Y Yes, use population selection to generate W-2s. N No, do not use population selection.

To generate W-2 totals for a specific quarter, proceed to Step 9.1.

To generate annual W-2s and the electronic file, proceed to Steps 9.2 and 10 respectively.

Warning

Do not re-run this process in the Create mode *after* the W-2s have been reported to the Social Security Administration as it will *recreate* the W-2 data. Running the process in Create mode will regenerate and repopulates W-2 tables. Therefore, make any corrections to the W-2s on the W-2c Form (PXAW2CC). the W-2 tables. Therefore, make any corrections to the W-2s on the W-2c Form (PXAW2CC).

9.1. For *Quarterly Reporting* you must specify each of the following parameters in Job Submissions:

#	Parameter	What to Enter?
01	Tax Year	Tax reporting year.
02	Employer Code	Applicable employer code being reported.
03	Processing Mode	Specify either C—Create, or T—Totals Only.
04	Tax Quarter	Enter *1*, *2*, *3*, or *4* to identify the quarter being reported.
05	Specific Employee IDs Ind	*Y* or *N* depending on the intended output.
06	Employee IDs	If a *Y* was entered for the **Specific Employee IDs Ind** parameter, then enter individual tax IDs.
09	Zero Out Negative Amounts	*Y* or *N* depending whether or not you want to replace negative box amounts with zero.
11	Mark as Reissued W-2	Enter *Y* or *N* depending on whether you wish to flag all reissued W-2s.
13	Suppress Zero W-2 Messages	Enter *Y* or *N* depending on the intended output.
14	Print W-2 with no address	Enter *Y* or *N* depending on whether you wish to print W-2s for employees with missing address information.
15	Population Selection	*Y* or *N* depending on whether W-2s are to be generated for a specific population.

Note

If the Processing mode selected is *Totals Only* for an individual quarter, the totals printed will include records with errors for ease of reconciling to the 941 report worksheet.

9.2. If you select *A* (All quarters), PXRW2xx will produce printed W-2s as well as data for year-end electronic processing.

In this case, employees with errors will not be processed but included in the totals. PXRW2xx can be run multiple times for all quarters. Each time, it will create a hard copy print file (`pxrw2xx.lis`), create a log file (`pxrw2xx.log`) which will include any errors, and populate the W-2 database tables which are used to create an electronic file.

Warning

Do not re-run this process in Create mode *after* the W-2s have been reported to the Social Security Administration as it will *recreate* the W-2 data. Running the process in Create mode will regenerate and repopulate the W-2 tables. Therefore run in the Reprint or Reissue mode or make any corrections to the W-2s on the W-2c Form (PXAW2CC).

For *Yearly Reporting* (and to generate the printed W-2 Forms) you must specify the following parameters:

#	Parameter	What to Enter?
01	Tax Year	Tax reporting year.
02	Employer Code	Applicable employer code being reported.
03	Processing Mode	Specify any one of the following: C—Create W-2s R—Reprint Original W-2s T—Totals Only - Choose this option to print only totals for the whole year. This option will not print individual W-2s.
04	Tax Quarter	Enter *A* to report for the full year.
05	Specific Employee IDs Ind	Enter *Y* or *N* depending on the intended output.
06	Employee IDs	If a *Y* was entered for the **Specific Employee IDs Ind** parameter, then enter individual tax IDs.
07	W-2 Form Type	Format to print W-2s. Enter: *1*—Standard 1-up *2*—Laser 4-up, or *3*—Laser Pressure Sealed

#	Parameter	What to Enter?
08	Print Sort Order	Order in which to sort the printed W-2. Enter: *1*—Employee Name *2*—Nation/ZIP Code *3*—Check Distr Org—Check Distribution Organization or
09	Zero Out Negative Amounts	Enter *Y* or *N* depending on whether you want to reduce negative box amounts to zero.
10	Print Paper W-2 for all	Enter *Y* or *N* depending on whether you want W-2s printed for all employees regardless of their electronic consent.
11	Mark as Reissued W-2	Enter *Y* or *N* depending on whether you want to indicate to the employee that their W-2 was reissued.
12	Number of Alignment Pages	Enter a number between *0* (zero) and *9* (nine) to specify the number of alignment pages that will precede the actual W-2s.
13	Suppress Zero W-2 Messages	Enter *Y* or *N* depending on whether you want error messages printed for W-2s with zero dollars.
14	Print W-2 with no address	Enter *Y* or *N* depending on whether you wish to print W-2s for employees with missing address information.
15	Population Selection	Enter *Y* or *N* depending on whether W-2s are to be generated and printed for a specific population.

In order to create an employee and an employer copy for laser printed forms, print the output file (`pxrw2xx.lis`) two times; once for the employee copies and again for the employer copies.

Note

For employer records, Banner does not support the printing of a laser form with four employees per page.

10. After running the United States W-2 2010 Report (PXRW2xx) to generate W-2s for all quarters, create an electronic file for U.S. W-2s, by running the W-2 2010 EFW2 File (PXPW2xx).

    This process produces two outputs, a print file (`pxpw2xx.lis`) and a log file (`pxpw2xx.log`) which will include any errors. It also places information into a formatted file (W2REPORT) from the data in the `PXRMTW2` table.

Note

The Comment Form (PPACMNT) is not compatible with EFW2 reporting requirements.

Set Up Address Hierarchy for W-2s, 1099-Rs, or 1042-Ss

The method for creating the W-2, 1099-R, or 1042-S mailing addresses based on an address hierarchy is described below. Essentially, this method prioritizes the various address types for each recipient entered on the Identification Form (PPAIDEN) through the use of the Crosswalk Validation Form (GTVSDAX).

Once the hierarchy of address types are prioritized on GTVSDAX, the year-end processes use this information to determine the addresses of recipients.

Example

If on GTVSDAX the *PR* (Permanent) address is given the first priority, a sequence of *1*, and the *BU* (Business) address is given second priority, a sequence of *2*, then the year-end processes (W-2, 1099-R, or 1042-S - whichever you select) prints (or produces an electronic file) all *PR* addresses on file for recipients. If a *PR* address is not available, then the system uses the *BU* address.

To establish an address hierarchy on the GTVSDAX form do the following:

1. Access the Crosswalk Validation Form (GTVSDAX).

2. Select the Record > Insert menu option.

3. Enter *W2ADDR*, *1042ADDR*, or *1099ADDR* in the **Internal Code** field. Make your choice based on the year-end process for which you want to create the hierarchy.

4. Enter the sequence number of the address type being used for the hierarchy.

   For example, if you want the W-2, 1042-S, or 1099-R process to select a *MA* (Mailing) address type as the secondary address, you would enter *2* in the **Internal Sequence** field.

5. Enter *ADDRESS* in the **Internal Group** field.

6. Enter the address type in the **External Code** field, such as PR (Permanent).

7. Enter a description, to identify the type of address entered, in the **Description** field. For example, *W2 Permanent Address*.

8. Save the record.

9. Repeat for all address *types* that are part of the hierarchy used when mailing W-2s, 1099-Rs or 1042-Ss.

10. (Optional) Use the Query feature to display existing address information for specific codes. Enter *W2ADDR*, *1042ADDR*, or *1099ADDR* to query.

Adjust the Laser Print File if W-2s Need Realignment

Follow the instructions below to make adjustments to the laser print file if the W-2s need some alignment. Modifications to the print file should be made by a person who is familiar with the PostScript language.

Note

SunGard Higher Education supports Moore Wallace Laser Printer 4-up forms. Comments made in this section impact these forms.

Default Font

The default font chosen for the W-2s is 10 point New Courier, which is a non-proportional typeface. This means that all letters and spaces use the same amount of print space on a horizontal line, regardless of the width of the letter. If a change to the font is required, it can be found at the beginning of the print file. Its form is:

```
/TextFontCN10 /Courier-New findfont 10 scalefont def TextFontCN10 setfont
```

Postscript Printing

In order for a laser printer to recognize a postscript file when running the United States W-2 2009 (PXRW2xx), the first two characters of the first line must be `%!`. This automatically occurs.

Postscript alignment may be made on the Crosswalk Validation form (GTVSDAX) for the Internal Group *W2 POSTSCRIPT*. The following code defaults are delivered:

Code	External Code
TOPSTART	12.23 inch
LEFTMARGN	.75 inch
RIGHTMARGN	7.875 inch

LINESPACE	9
Double Space	18
Triple Space	27

Note

For the long form, the TOPSTART value must be *10.2* inch.

Adjusting Horizontal Print Positions

The print may vary slightly on printers from different manufacturers. Consequently, if horizontal adjustment is required for the entire form, there is an easy way to make the adjustment. Increasing or decreasing the left margin will cause all printed data on the form to shift either left or right. Only very slight adjustments should be necessary. The applicable parameter can be found at the beginning of the print file and its form is:

```
/LeftMargin .75 inch def
```

Adjusting Vertical Print Positions

The vertical spacing is somewhat tighter and cannot be accommodated in the same manner as horizontal shifts. A vertical alignment problem will be most noticeable on the lower half of the form. The amount of space between lines is called "leading" and the default values are 9 for single spacing and 18 for double spacing.

If the data is printing over the description of each box on the form, the leading should be increased. If the data is printing over the bottom line of each box, the leading should be decreased. The double space value should always be twice that of the single space value.

When adjusting the leading, increment or decrement only one number at a time. For example, increment single and double spacing from 9 and 18 to 10 and 20. Moving up or down by one number should be the maximum adjustment necessary for the supported Moore forms. These parameters can be found at the beginning of the print file and their form is:

```
/LineSpace 9 def
```

```
/DoubleSpace 18 def
```

If all printed data must be shifted up or down, adjusting the top margin is the best method. The default value can be found in the /TopStart command. If an adjustment is required, it should be very slight. The parameter can be found at the beginning of the print file. Its form is:

```
/TopStart 10.125inch def (Laser 4-up)
```

```
/TopStart 12.325inch def (Laser - Pressure Sealed)
```

Banner Support for U.S. Tax Form Vendors

The software has been written so that the placement of each of the characters fits accurately in the lines and check boxes found on the forms supplied by RR Donnelley (Moore Wallace). SunGard Higher Education has selected Moore Wallace as a recognized and recommended business partner.

If your site elects to use a form vendor other than Moore Wallace, the placement of the characters may vary since the form may be different. The existence of this restriction does not imply that you must use Moore forms. You may use any vendor that you choose. However, this may require modifications at your site to obtain the proper alignment.

Other forms vendors will probably require a sample output that can be obtained from running the tax reports PXR1042, PXR1099, and PXRW2xx. The sample output appears at the beginning of the file and is generated when the tax data exists and the rule forms have been set up correctly in Banner. Three alignment forms appear at the beginning of each file generated when running the reports.

Note

The U.S. Government allows variations in the forms as long as the form is approved by the IRS. Forms supplied by Moore-Wallace are federally approved. ■

For tax processing, the following Moore-Wallace form numbers are supported by Banner:

1042S

Form Name	
Moore Wallace #1042S	1042S 5 Pt. Carbonless Continuos

1099R

Form Name	
Moore Wallace #9923862	1099R 6 Pt. Carbonless 2/page Continuos
Moore Wallace #MW253	1099R 5 Pt. Mag Media Undated Mailer

W-2

Form Name	
Moore Wallace #MW275	W2 4 Corner Employee Copy (Laser)
Moore Wallace #MW276	W2 4 Corner Employer Copy (Laser)

Form Name	
Moore Wallace #MW256	W2 5 Pt. Mag Media Mailer
Moore Wallace #2122862	W2 4 Pt. Carbonless One Wide
Moore Wallace #2175862	W2 6 Pt. Carbonless 2/page
Moore Wallace #TT3B	W2 3 Pt. Employee Set 2/page
Moore Wallace #TT3A	W2 3 Pt. Employer Set 2/page
Moore Wallace #MW1280Z	W2 1 Pt. Pressure Seal (Laser)

Process and generate U.S. W-2c

Create W-2 Corrections on the W-2c Form (PXAW2CC)

U.S. W-2 Processing also includes the ability to correct erroneous information that was previously filed for employees on their U.S. W-2s. Corrections to U.S. W-2s can be created in Banner on the W-2c Form (PXAW2CC), and delivered to the employee electronically through Employee Self-Service.

The PXAW2CC form has been enhanced to allow a *Completed* status W-2c record to be changed to a *Void* status. This may be accomplished by using the Option menu to select *Void Sequence*. Only use the *Void* status if the PXPWC11 process has not been submitted to SSA. This allows you to control the reporting of the correct Previously Reported values with the newly corrected values in the PXPWC11 process in circumstances where you may have more than one adjustment or W-2c to submit to the Social Security Administration.

Once the Status on a correction has been changed to Void, you cannot change the Status back to Complete or In-progress. This maintains the history and allows multiple payroll adjustment/corrections to be made with the possibility that a previous W-2c had already been created and completed from a prior adjustment.

Examples:

- Sequence 0 Original W-2 amounts
- *Completed* Sequence 1 adjusted amounts reported against Sequence 0 (regardless if file sent to SSA or not)
- *Completed* Sequence 2 adjusted amounts reported against *Completed* Sequence 1
- *Completed* Sequence 3 adjusted amounts reported against *Completed* Sequence 2

Then, if you …

- *Void* Sequence 2
- *Completed* Sequence 3 adjusted amounts reported against *Completed* Sequence 1

  The institution must always be aware of what records have actually been reported for employee W-2c records to the Social Security Administration, as there is no indicator within Banner to track this.

The employee will see the W-2c form in Employee Self Service with a Status of Void on the preview page. If the Void W-2c is printed, *****VOID*** VOID*** VOID***** will print across the top of the form to notify the employee that this specific W-2c is not current. For more information on the employee's view, refer to the *Employee Self Service User Guide.*

Note

There are fields in the RCE Employer Record that are not captured as history in Banner. These have been coded with 'blanks' unless designated as a required field in the SSA regulatory specifications. If changes are made to Employer record information on PTREMPR, PXAMTAP, or PXAMMEF, manual entries may be needed in the W2CREPORT file before submission to the Social Security Administration: e.g. Employer EIN, Establishment Number, Employment Code, Third-Party Sick Pay, or Kind of Employer. ■

Note

There are fields in the RCW Employee Record that have been coded with 'blanks' as they relate to 'original submission in TIB format'. Manual entries may be needed, if changes relate to these fields. ■

For a detailed description of this form, refer to Chapter 16, "Time Entry & Payroll Processing" of the *Banner Human Resources User Guide.*

To create a W-2c for an employee:

1. Review, correct and process any adjustments to information that was previously reported on a W-2 or W-2c such as the:
   - Employee's Biographic/Demographic information on the Identification Form (PPAIDEN), or the Employee Form (PEAEMPL),
   - Employee's payroll information on the Payroll Adjustment Form (PHAADJT), and/or
   - Previously reported W-2 box code information on the Tax Reporting Rules Form (PXAREPT).
2. Now, access the W-2c Form (PXAW2CC) for the greatest sequence. Use the Options menu to create a new correction and review the new, corrected information and the previously reported information.

3. Update the **Status** in the Employee window of the W-2c form to *Completed* in order to release an electronic copy of the form to the employee.

4. Save the updated information.

5. Select the *Display W2/W2c* option from the Options menu to view and print a completed W-2 or W-2c.

Note

Define a Web Output URL in the Directory Options tab of the General User Preferences Maintenance Form (GUAUPRF) if your institution utilizes the Show Document feature.

Create W-2c EFW2C electronic file

The Banner 8.6.1 version provides a new process, U.S. W-2c 2011 EFW2C File (PXPWC11), which generates an electronic file (W2CREPORT) for submission of W-2c corrections to SSA. For a detailed description of this process, refer to Chapter 16, “*Reports and Processes*” of the *Banner Human Resources User Guide*.

The PXPWC11 process will select the W-2c Form (PXAW2CC) record with the largest Sequence Number greater than zero (0) with a *Completed* status and compare to the previous *Completed* status record. This could be the original W-2 (Sequence 0), or a previous adjustment (Sequence 1, Sequence 2, etc.)

Examples:

- Sequence 0 Original W-2 amounts
- *Completed* Sequence 1 adjusted amounts reported against Sequence 0 (regardless if file sent to SSA or not)
- *Completed* Sequence 2 adjusted amounts reported against *Completed* Sequence 1
- *Completed* Sequence 3 adjusted amounts reported against *Completed* Sequence 2

4 2011 U.S. W-2 and EFW2 File Enhancements - Technical

This section lists the technical updates made for the 2011 U.S. W-2 enhancements.

Changed Tables

This Banner Human Resources table has been altered by modifying the following column:

Holding Area for Output File Records Table (PXROUTF)

The size of PXROUTF_TEXT column has been increased to 2048.

Database	Column Null?	Data Type
PXROUTF_TEXT		VARCHAR2(2048)

New packages

The following packages have been created to generate the 2011 W-2 tax document.

pxk11ts.sql and pxk11t1.sql

This package contains common functions and procedures to create the 2011 U.S. W-2 documents.

Changed packages

The following packages have been modified to support the 2011 W-2 tax document.

pxklibs.sql and pxklib1.sql

This package is modified to print street line 3 and nation on the Electronic W2 form.

New seed data scripts

The following seed data scripts are delivered with this release.

Script	Result
pxrrboxd_080601.sql	Deletes box code 12EE for report code W2 for 2011 W2.
pxrrboxi_080601.sql	Creates new box code *12EE* for 2011 W2.

Note
Unless otherwise noted, new scripts are run as part of the upgrade process for a release.

New Business Process Integration (BPI)

The following BPI has been created for 2011 U.S. W-2s.

BPI Object Name	BPI Entity Name	Associated BPI Package	Associated BPI Scripts	Associated API Packages	Associated Table	Affected Objects
PP_W2_2011	W2_2011	pp_w2_2011	pxkp_w2_20110.sql pxkp_w2_20111.sql	pb_w2_state pb_w2_state_rules pb_w2_state_strings	PXRW2ST	PXAW2CC Employee Self-Service 2011 W-2 Statement PXPW211 PXRW211 PXPWC11
				pb_w2_local pb_w2_local_rules pb_w2_local_strings	PXRW2LC	
				pb_w2_federal pb_w2_federal_rules pb_w2_federal_strings	PXRW2FD	

Changed Business Process Integration (BPI)

The following BPI has been modified for 2011 U.S. W-2s.

pxkp_w2_common1.sql

This package is modified to update the CONST_W2_CURRENT_TAX_YEAR to 2011.

5 2011 Puerto Rico W-2 File Enhancements - Functional

This section documents the regulatory changes applied to Banner forms, processes, and reports with regard to generating and printing Puerto Rico W-2s.

Introduction

In Banner Human Resources, the following changes have been made to process 2011 Puerto Rico W-2s:

- The Puerto Rico W-2 Process (PXRW2PR) has been modified to print Puerto Rico W-2PRs for 2011.

Puerto Rico W-2 2011 Form changes (PXRW2PR)

The following changes have been made to the W-2PR form for new boxes:

- Box 6A for “Costo de cubierta de salud auspiciada por el patron - Cost of employer-sponsored health coverage” has been added to the form.
- Box 6B for “Donativos Charitable Contributions” has been added to the form.
- Box 16A for “Aportaciones al Programa Ahorra y Duplica tu Dinero – Contributions to the Save and Double your Money Program” has been added to the form.
- Box 24 for “Sueldos y Propinal bajo Ley HIRE de 2010 – Wages and Tips under HIRE Act of 2010” has been removed from the form.

Banner changes for Puerto Rico W-2 Report (PXRW2PR)

The following changes have been made in Banner for the Puerto Rico W-2 process.

New box code

New box codes have been added for use on the following form.

Tax Reporting Rules Form (PXAREPT)

New box codes have been added.

- Box 6A for “Costo de cubierta de salud auspiciada-Health Cost” has been added to the form.
- Box 6B for “Donativos-Chartibale Contributions” has been added to the form.
- Box 16A for “Duplica tu Dinero–Contributions to Money Program” has been added to the form.
- Box 24 for “Sueldos y Propinal bajo Ley HIRE de 2010 – Wages and Tips under HIRE Act of 2010” has been removed from the form.

Puerto Rico Form W-2 Wage and Tax Statement (PXRW2PR)

Description Generates the Puerto Rico W-2PR form and the error report `pxrw2pr.err`. The error report generates data only when errors exist on the W-2PRs.

Parameters	Name	Description/Values	Required?	Default	Validation
01	Tax Year	Tax year	Yes	None	Format must be YYYY or YY
02	Employer Code	Employer code	Yes	None	None
03	Process Specific Employees?	Do you want to process specific employees? Y Prompt for specific employee IDs. (See the Employee ID parameter below.) N Process forms for all employees.	Yes	N	None
04	Employee IDs	Employee ID numbers identifying the employees whose forms are to be processed. This is a repeating parameter. **Note:** This parameter is required when you enter Y at Specific Employee IDs' Indicator.	No	None	None
05	Zero Out Negative Amounts	Do you want to zero out negative box amounts? Y Substitute zeroes for negative amounts N Display negative amounts	Yes	N	None
06	W-2PR Format	Puerto Rico W-2 Format: 1 Standard IRS 1-Up 2 Totals only—includes all amounts, even errors	Yes	1	None

Parameters	Name	Description/Values	Required?	Default	Validation
07	W-2PR Sort Order	Order in which the Puerto Rico W-2s should print: 1 Name—Sorts according to last name, first name, middle initial/middle name. 2 ZIP Code—Sorts according to the ZIP Code starting with the lowest number. Within the same ZIP Code, W-2s are sorted alphabetically.	Yes	1	None
08	Initial Control Number	Enter the initial control number for the first employee. The process will one-up the value for each processed employee.	Yes	None	None

Sort Order

According to the W-2PR Sort Order parameter

Data Source

Payroll forms and tables

Frequency

On demand

Report Format

Preprinted form for W-2s. Standard horizontal report format for error report, totals, and control information pages.

Fields	Name	Description
	Box 1	Employee's first name, middle initial, surname, and mailing address (up to five address lines can print). The employee name is from the Identification Form (PPAIDEN).
	Box 2	Employer's full name, address, ZIP Code, and telephone number
	Box 3	Employee's Social Security number
	Box 4	Employer's IRS-assigned identification number (EIN)
	Box 5	Date on which you started to receive the pension
	Box 6	Cost of pension or annuity
	Box 6A	Cost of employer health coverage
	Box 6B	Charitable contributions
	Box 7	Wages paid to the employee during the year
	Box 8	Commissions paid to the employee during the year
	Box 9	Allowances paid to the employee during the year
	Box 10	Tips paid to the employee during the year
	Box 11	Total of the wages, commissions, allowances, and tips for this employee
	Box 12	Reimbursed expenses paid to the employee during the year
	Box 13	Amount of federal income tax withheld from the employee's wages for the year
	Box 14	Retirement fund
	Box 15	Contributions to CODA PLANS
	Box 16	Salaries under Act No. 324 of 2004
	Box 17	Total amount of wages subject to the Social Security tax

Fields	Name	Description
	Box 18	Social Security tax withheld
	Box 19	Total amount of wages and tips subject to the Medicare tax
	Box 20	Total amount of Medicare tax withheld from the employee's wages and tips for the year
	Box 21	Total amount of employee’s tips subject to the Social Security tax
	Box 22	Uncollected Social Security tax on employee tips
	Box 23	Uncollected Medicare tax on employee tips

Report Sample—Puerto Rico W-2 (PXRW2PR)

A sample detail report could not be supplied at this time. A sample report totals page, control page, and error report follow.

```
REPORT : PXRW2PR         SUNGARD UNIVERSITY of BANNER       RUN DATE 17-NOV-2011
                        Form W2 Wage and Tax Statement      RUN TIME 09:19 AM

                           * * * W-2PR TOTALS * * *

       Employees selected                                                   28
       Employees in error                                                    9
       W-2PR Forms printed                                                  19
       Employees written to magnetic media file                             19
       Employees written to snapshot file                                   19

    6  Costo de Pension o Anual-Cost of Pension or Annu              14,432.91
   6A  Costo de cubierta de salud auspiciada-Health Cost                   .00
   6B  Donativos-Charitable Contributions                                  .00
    7  Sueldos-Wages                                                738,552.61
    8  Comisiones-Commissions                                              .00
    9  Concesiones-Allowances                                              .00
   10  Propinas-Tips                                                       .00
   11  Total = 7 + 8 + 9 + 10                                       738,552.61
   12  Gastos Reembolsados-Reimbursed Expenses                           35.30
   13  Cont.  Retenida-Tax Withheld                                 230,328.68
   14  Fondo de Retiro-Retirement Fund                                     .00
   15  Aportaciones a Planes Cualific.-Cont to CODA Plans                  .00
   16  Salarios bajo Ley Num.  324 de 2004-Act No.  324                    .00
  16A  Duplica tu Dinero-Contributions to Money Program                    .00
   17  Total Sueldos Seguro Social Security Wages                   292,722.65
   18  Seguro Social Retenido-Social Security Tax W/H                12,214.27
   19  Total Sueldos y Pro.  Medicare-Wages and Tips                769,731.69
   20  Contrib.  Medicare Retenida-Medicare Tax Withheld             11,133.47
   21  Propinas Seguro Social Security Tips                                .00
   22  Seguro Social no Retenido en Propinas-Uncollected                   .00

   23  Contrib.  Medicare no Retenida en Propinas-Uncoll                   .00
 MM01  Uncollected Social Security tax, Group-term life                 187.23
 MM02  Uncollected Medicare tax, Group-term life                        187.23
 MM03  Exercise of nonstatutory stock option(s)                           .00
```

```
REPORT : PXRW2PR         SUNGARD UNIVERSITY of BANNER       RUN DATE 17-NOV-2011
                        Form W2 Wage and Tax Statement      RUN TIME 09:19 AM


                    * * * REPORT CONTROL INFORMATION * * *

Errors exist; Check the error report

Parameter Name     Value         Source    Message
_________________  ___________   _______   _______________________________________
Parameter Seq No:  274369
Tax Year:          2011          Default
Employer Code:     REG           Default
Specific IDs Ind:  N             Default
Zero Out Neg Amt:  Y             Default
W-2PR Format:      1             Default
W-2PR Sort Order:  1             Default
Control Number:    1234          Default
```

```
REPORT : PXRW2PR         SUNGARD UNIVERSITY of BANNER      RUN DATE 17-NOV-2011
                         Form W2 Wage and Tax Statement     RUN TIME 09:19 AM

                            * * * ERROR REPORT * * *


NAME                  ID         MESSAGE                                   CODE
--------------------  ---------  ----------------------------------------  ----
Alberty, Thomas       042111111  All amounts are zero; W-2PR not printed
Barnes, William       042111112  All amounts are zero; W-2PR not printed
Caballero, Jose       999990001  All amounts are zero; W-2PR not printed
Chan, Yang            999990002  All amounts are zero; W-2PR not printed
DeSantis, Artemis     999990003  All amounts are zero; W-2PR not printed
Dewey, Franklin       555111116  All amounts are zero; W-2PR not printed
Estate of David, Dou  555118888  All amounts are zero; W-2PR not printed
```

6 2011 Puerto Rico W-2 File Enhancements - Technical

This section lists the technical updates made for the 2011 Puerto Rico W-2 enhancements.

Changed tables

The following tables have been changed for this enhancement.

W2 Wage and Tax Statement Magnetic Reporting Table for Puerto Rico (PXRMTPR)

New columns have been added to this table.

Database	Column Null?	Data Type
PXRMTPR_EMPR_HEALTH_PLAN_COST		NUMBER(11,2)
PXRMTPR_CHARITABLE_CONTR		NUMBER(11,2)
PXRMTPR_SALARY_ACT_324_2004		NUMBER(11,2)
PXRMTPR_SAVE_MONEY_PROG_CONTR		NUMBER(11,2)

Puerto Rico W-2 Snapshot Table (PXRW2PS)

New columns have been added to this table.

Database	Column Null?	Data Type
PXRW2PS_EMPR_HEALTH_PLAN_COST		NUMBER(11,2)
PXRW2PS_CHARITABLE_CONTR		NUMBER(11,2)
PXRW2PS_SALARY_ACT_324_2004		NUMBER(11,2)
PXRW2PS_SAVE_MONEY_PROG_CONTR		NUMBER(11,2)

New seed data scripts

The following seed data scripts are delivered with this release.

Script	Result
pxrrbox_080601.sql	Delete box codes 6A, 6B, 16, 16A, and 24 for report code W2PR.
pxrrboxi_80401.sql	Creates new box codes 6A, 6B, 16 and 16A for report code W2PR.

Note
Unless otherwise noted, new scripts are run as part of the upgrade process for a release.

Changed scripts

The following scripts are delivered with this release.

Script	Result
pxrmtpr_080601_01.sql	Adds columns PXRMTPR_EMPR_HEALTH_PLAN_COST, PXRMTPR_CHARITABLE_CONTR, PXRMTPR_SALARY_ACT_324_2004 and PXRMTPR_SAVE_MONEY_PROG_CONTR to the PXRMTPR table.
pxrmtpr_080601_02.sql	Creates column comments for the PXRMTPR_EMPR_HEALTH_PLAN_COST, PXRMTPR_CHARITABLE_CONTR, PXRMTPR_SALARY_ACT_324_2004 and PXRMTPR_SAVE_MONEY_PROG_CONTR columns.
pxrw2ps_080601_01.sql	Adds columns PXRW2PS_EMPR_HEALTH_PLAN_COST, PXRW2PS_CHARITABLE_CONTR, PXRW2PS_SALARY_ACT_324_2004 and PXRW2PS_SAVE_MONEY_PROG_CONTR to the PXRW2PS table.
pxrw2ps_080601_02.sql	Adds column comments for PXRW2PS_EMPR_HEALTH_PLAN_COST, PXRW2PS_CHARITABLE_CONTR, PXRW2PS_SALARY_ACT_324_2004 and PXRW2PS_SAVE_MONEY_PROG_CONTR columns.

Note
Unless otherwise noted, scripts are run as part of the upgrade process for a release.

7 2010 1042-S Enhancements - Functional

There have been no regulatory changes to the 1042-S forms or electronic file layout. Processing notes have been included for your convenience.

Changed reports and processes

Note

There have been no regulatory changes to Banner functionality for filing 1042-S forms. The report notes have been included for your convenience.

This section describes regulatory changes made to Banner functionality for filing 1042-S forms.

To file 1042-Ss, Banner Human Resources uses the following report and process:

- Foreign Person 1042-S Form (PXR1042) and
- 1042-S Media Transmission (PXPMT42)

Foreign Person 1042-S Form (PXR1042)

Description Generates Form 1042-S (Foreign Person's U.S. Source Income Subject to Withholding).

Tip

If running on a Dot Matrix printer, you must set the Character Pitch to 12 and Line Spacing to 6 lines per inch.

Parameters	Name	Description/Values	Required?	Default	Validation
01	Tax Year	Tax year	Yes	None	Format must be YYYY or YY
02	Employer Code	Employer code	Yes	None	PTREMPR
03	Specific Employee IDs Indicator	Identify whether or not you want to process this report for only specific individuals. Y Process the 1042S for a person whose ID is entered in the next parameter. N Do not process the 1042S for specific employee IDs.	Yes	N	None

Parameters	Name	Description/Values	Required?	Default	Validation
04	Employee ID	If processing the 1042S for specific employees, then enter the employee(s') IDs in this parameter.	No	None	None
05	Zero Out Negative Amounts Indicator	Y Zero out all negative amounts. N Do not zero out negative amounts.	Yes	N	None

Sort Order

Not applicable

Data Source

PEAEMPL	PHR1042	PTREMPR	PTRERST	PXRFSTA	PXRMTER	PXVRTOT

Frequency

Annually on demand

Report Sample

Preprinted form

Fields

Government-defined.

The following table shows where information is collected for name and address.

Banner Form	Field Name	Used in PXR1042 regulatory process
PPAIDEN	`SUBSTR (spriden_first_name||' '|| spriden_mi || DECODE (spriden_mi,NULL,NULL,' ')|| spriden_last_name,1,30)`	Box 13a Recipient's name
PPAIDEN	`spraddr_street_line1`	Box 13c Address (number and street)
PPAIDEN	`spraddr_street_line2`	Box 13d Additional address line (room or suite no.)

Report Sample—Foreign Person 1042-S Form (PXR1042)

```
REPORT : PXR1042         SUNGARD UNIVERSITY of BANNER       RUN DATE 20-NOV-2010
                           Foreign Person 1042S Form        RUN TIME 10:40 PM

                           * * * 1042-S TOTALS * * *

    Employees selected                                          9

    Employees in error                                          0

    1042-S Forms printed                                       12

    Employees written to magnetic media file                    9

    Box 2: Gross Income Paid                            75,061.68

    Box 3: Withholding Allowances                             .00

    Box 4: Net Income                                   75,061.68

    Box 7: U.S.  Federal Tax Withheld                   15,289.76

    Box 8: Withholding by other agents                        .00

    Box 10: Amount Repaid to Recipient                     219.17

    Box 23: State Tax Withheld                          15,506.98
```

```
REPORT : PXR1042         SUNGARD UNIVERSITY of BANNER       RUN DATE 20-NOV-2010
                           Foreign Person 1042S Form        RUN TIME 10:40 PM


                    * * * REPORT CONTROL INFORMATION * * *


Parameter Name      Value         Source    Message
_________________   ___________   _______   _______________________________________
Parameter Seq No:   266913
Tax Year:           2010          Default
Employer Code:      REG           Default
Specific IDs Ind:   N             Default
Zero Out Neg Amt:   Y             Default
```

1042-S Media Transmission (PXPMT42)

Tip

Run this process following PXR1042.

The PXPMT42 process is modified as needed to remain in compliance with IRS file specifications. This process provides for the electronic filing and transmission of data for Form 1042-S (Foreign Person's U.S. Source Income Subject to Withholding).

Parameters	Name	Description/Values	Required?	Default	Validation
01	Year	Tax year	Yes	None	Format must be YYYY or YY
02	Prior Year Data Indicator	Indicate if reporting prior year data. Y Prior Year data included N Current year data	Yes	None	None
03	Is this run for test purposes?	The value determines whether or not this is a test run Y This file is for test purposes. N This file is not a test file.	Yes	N	None

Sort Order

Not applicable

Data Source

Payroll forms and tables

Frequency

Annually on demand following PXR1042

Report Format

Standard horizontal report format for totals and control information pages. Primary output is electronic media.

Fields

Government-defined

The following table shows where information is collected for name and address.

Banner Form	Field Name	Used in PXPMT42 regulatory process
PPAIDEN	`SUBSTR(spriden_first_name ||DECODE(spriden_mi,NULL,' ',' '||spriden_mi||' ') ||spriden_last_name,1,40)`	"Q" 94-133, Recipient's name Line-1
PPAIDEN	`SUBSTR(spriden_first_name ||DECODE(spriden_mi,NULL,' ',' '||spriden_mi||' ') ||spriden_last_name,41,40),`	"Q" 134-173, Recipient's name Line-2
	`NULL`	Q" 174-213, Recipient's name Line-3
PPAIDEN	`SUBSTR(spraddr_street_line1||' '||spraddr_street_line2,1,40)`	"Q" 314-253, Recipient's Street Line-1
PPAIDEN	`SUBSTR(spraddr_street_line1||' '||spraddr_street_line2,41,40)`	"Q" 254-293, Recipient's Street Line-2

Report Sample—1042-S Media Transmission (PXPMT42)

```
REPORT : PXPMT42         SUNGARD UNIVERSITY of BANNER       RUN DATE 20-NOV-2010
                           1042-S Media Transmission        RUN TIME 10:41 PM


                          * * * EMPLOYER TOTALS * * *


          Employer Code:                                          REG

          Number of Employees:                                      9

          Gross Income Paid:                                75,063.00

          Withholding Allowances:                                0.00

          Net Income:                                       75,063.00

          Federal Income Tax Withheld:                      15,290.00

          Withholding by other agents:                           0.00

          State Tax Withheld:                               15,507.00
```

```
REPORT : PXPMT42         SUNGARD UNIVERSITY of BANNER       RUN DATE 20-NOV-2010
                           1042-S Media Transmission        RUN TIME 10:41 PM


                     * * * REPORT CONTROL INFORMATION * * *


Parameter Name     Value     Source   Message
_________________  ________  _______  __________________________________________
Parameter Seq No:  266914
Tax Year:          2010      Default
Prior Year Ind:    N         Default
Test Indicator:    Y         Default
```

Process and generate 1042-Ss

This section describes how to generate 1042-S forms and create electronic media using the Banner report and process.

When United States residents and non-resident aliens receive income from U.S. sources, it is subject to U.S. taxation unless it is explicitly exempted by United States code or tax treaty agreements. The United States currently has tax treaty agreements with about forty nations. These treaties typically provide U.S. non-citizens with reduced tax rates or exemption from income taxes on certain types and levels of income received from U.S. sources. For citizens of countries with which there is no tax treaty, the U.S. tax code includes statutory requirements governing different income types.

Warning

The statutory regulations (for citizens of countries with which there is no tax treaty) and the tax treaty regulations are very complex and are subject to site interpretation. Before determining the tax liability of non-citizen employees, give careful study to all applicable tax laws.

Compensation payments which are exempt from taxation under a tax treaty and non-compensation payments made to a non-resident alien must be reported on Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding. In addition, nonresident alien employees may be eligible to receive the standard Wage and Tax Statement (Form W-2) if their earnings are subject to FICA and FICA Medicare taxes or use a graduated tax table.

The Banner Human Resources System supports 1042-S reporting requirements with the following batch report and process:

- The Foreign Person 1042-S Form (PXR1042) extracts relevant data, prints Form 1042-S, and inserts the data into the database tables used in the generation of the electronic media.
- The 1042-S Media Transmission Process (PXPMT42) reads the database table and formats the data for electronic transmission and creates a 1042TAX file.

Refer to *Chapter 13, "Reports and Processes"*, of the *Banner Human Resources User Guide* for additional information on PXR1042 and PXPMT42 processes.

The following forms and modules capture data for 1042-S processing and reporting:

- Tax Administration
- Benefits Administration
- Employment and Compensation (optional)
- Payroll
- Specified rule and validation forms

To set up 1042-S data, follow the steps listed below.

Instructions

1. Access the Media Transmission Rule Form (PXAMTAP) and enter values in all necessary fields.

   Complete all three areas of the form (Transmitter Information, Organization Information, and 1042-S Contact Information).

   In most cases, the **Transmitter Name** and **Address** fields will be the same as the **Organization Name** and **Address** fields.

Note

Continue to use the PXAMTAP form to capture the above information, although beginning from 2009, 1042-S data can no longer be filed using magnetic media.

2. (Optional) Access the Earn Code Rule Form (PTREARN).

   2.1. Specify a non-cash earn code to account for the 1042-S field, Box 8, Withholding by other agents.

   For example, OWH - Federal withholding by other agents.

3. Access the Employee Class Rule Form (PTRECLS) to add the non-cash earn code created in Step 2, if applicable.

4. Access the Tax Code Rule Form (PXATXCD).

   4.1. Enter your password to change information on this form.

   4.2. Follow the steps outlined for PXATXCD in the online help of Banner Human Resources.

   4.3. Define the *1042-S tax codes* applicable to your institution.

   It is not necessary to define all possible 1042-S codes. Define only the ones you expect to need at your site (but be sure they follow the naming conventions shown below).

   You must use the following naming conventions when you establish your 1042-S tax codes.

In this position …	use this convention …	for this designation
1 and 2	FD	All federal treaties
	<XY>	Specific states that honor federal treaties. For example, PA for Pennsylvania, NY for New York.
3 and 4	15	Scholarship/Fellowship Grants
	16	Independent Personal Services
	17	Dependent Personal Services
	18	Teaching
	19	Compensation During Training
	20	Earnings as an Artist or Athlete
5 (Applicable to income code 15 only)	L	Living Expenses
	Q	Qualified Expenses
	N	Subtype not applicable

4.4. Two state tax deduction types may be utilized for recording and reporting state taxes and treaty limits when federal treaties are honored. The following design is suggested for creating the state tax related PXATXCD records:

In this position …	use this convention …	for this designation
1 and 2	XX	All, where XX represents the state abbreviation. E.g. PA - Pennsylvania or NY - New York.
3 and 4	15	Scholarship/Fellowship Grants

In this position …	use this convention …	for this designation
	16	Independent Personal Services
	17	Dependent Personal Services
	18	Teaching
	19	Compensation During Training
	20	Earnings as an Artist or Athlete
5 (Applicable to Income code 15 only)	L	Living Expenses
	Q	Qualified Expenses
	N	Subtype not applicable

5. Access the Tax Filing Status Form (PXAFSTA).

    5.1. At **Tax Code**, enter a 1042-S tax code. The system displays the description defined for this code.

Note

You must complete this form for each 1042-S tax code established on PXATXCD in Step 4.3.

    5.2. At **Filing Status**, enter the country codes applicable to your site.

    A country code is a two-character code defined by the U.S. government. It identifies an employee's country for purposes of determining tax treaty benefits. The rate of tax withheld is determined by this code. The country code you enter at this prompt is used to set up tax exemptions and calculations on the Tax Setup Form (PXATAXS).

    Country codes have been established by the government for use in 1042-S reporting. *You must enter the codes applicable to your employees in **Filing Status**.*

5.3. For **Minimum Year-To-Date Gross**, enter the gross income amount an employee can earn during the year without being taxed.

Warning

The value you enter in this field must comply with statutory and tax treaty regulations. To obtain the most recent requirements for the countries represented at your site, contact the Internal Revenue Service. ■

Once an employee's year-to-date applicable gross (YTD plus applicable gross of payroll being processed) exceeds the amount entered at this prompt for his or her country code, any part of the current payroll's applicable gross that exceeds the amount entered in this field will be taxed according to the tax rules established on PXATAXS.

Example

A nonresident alien employee has an applicable federal gross income of $2,000 per pay. He is a citizen of Austria, and the minimum applicable YTD gross for Austria has been defined on PXAFSTA as $3,000. The employee is taxed on half of his second paycheck and all of his third.

Payroll Number	YTD Appl. Gross	Current Appl. Gross	Current Gross Taxed
1	$0.00	$2,000.00	$0.00
2	$2,000.00	$2,000.00	$1,000.00
3	$4,000.00	$2,000.00	$2,000.00

6. Access the Tax Setup Form (PXATAXS) and enter the appropriate tax rate for every combination of tax code (defined on PXATXCD) and country code (defined on PXAFSTA).

Warning

The values you enter on PXATAXS must comply with statutory and tax treaty regulations. To obtain the most recent requirements for the countries represented at your site, contact the Internal Revenue Service.■

Tax regulations may require that earnings be taxed based on any of the following:

- a fixed percentage (taking into account possible exemptions which, for most countries, total one). Note that a country code of *OC* (Country Unknown) requires a fixed rate of 30%.
- a special treaty rate
- the graduated tax tables that apply to U.S. citizens

These regulations determine which fields to complete and what values to enter on PXATAXS for a given tax code/country code combination. For detailed instructions on the use of PXATAXS, refer to the topic, "*Setup for Tax Exemptions and*

Calculation" in Chapter 8, "*Tax Administration and Regulatory Reporting*" of the *Banner Human Resources User Guide*.

A few supplementary instructions for using PXATAXS during 1042-S setup are listed below.

- To establish a straight percentage without regard to personal exemptions, complete only the Main window of this form. Insert the appropriate rate of **Percentage**.
- To establish a percentage while acknowledging personal exemptions, complete the Main window of PXATAXS. Enter the percentage rate at **Tax Percentage**, the number *2* at **Option Code**, *Multiply* at **Multiply or Add**, and the appropriate exemption amount at **Amount**.
- Beginning in 2006, to establish the additional wage amount, mandated by the IRS when calculating tax for income codes using graduated tax tables, renumber any existing entries to allow the use of Sequence Number 1. Enter the number *1* at **Sequence Number**, the number *3* at **Option Code**, *Multiply* at **Multiply or Add**, and the appropriate additional wage amount at **Amount**. For additional information, see FAQ 1-5CB65.
- To apply the graduated tax tables without regard to personal exemptions, leave the Tax Exemption block (that is, the block below the Key block) blank and go to the Graduated Tax Table window. Enter the appropriate graduated tax table. SunGard Higher Education's interpretation of the tax code suggests that the graduated table used for the Single filing status for federal withholding tax (tax code *FD*) must be repeated in this area.
- To apply the graduated tax tables while acknowledging personal exemptions, enter *2* at **Option Code**, *Multiply* at **Multiply or Add**, and the appropriate exemption amount at **Amount**. Then go to the Graduated Tax Table window and enter the appropriate graduated tax table. SunGard Higher Education's interpretation of the tax code suggests that the graduated table used for the Single filing status for federal withholding tax (tax code *FD*) must be repeated in this area.

7. Access the Crosswalk Validation Form (GTVSDAX) and enter the Address Type(s) in the External Code for Internal Code *1042ADDR*.

8. Set up Citizenship codes for Resident Alien (RA) and Non-resident Alien (NRA) on the Citizenship Type Code Validation Form (STVCITZ).

9. Create or verify 1042-S country codes on the Nation/Country Cross-Reference Rules form (PTRNATN).

10. Access the Benefit/Deduction Type Validation Form (PTVBDTY).

10.1. At **Type Code**, enter *20* to establish a new benefit or deduction type code.

10.2. At **Description**, enter *Foreign Persons Tax - 1042S reportable*.

Similarly, create the following benefit or deduction types:

21 - State Tax-1042S Reportable and
22 - State Treaty Exempted

11. Access the Benefits and Deductions Rule Form (PTRBDCA).

11.1. Define a deduction code for each income type your site expects to use. The deduction definition should match the definition of the Federal Withholding Tax deduction code with the exception of the following fields:

PTRBDCA Field	Federal Withholding	Tax Treaty
Short [Description]	Fed Tax	FD Schlr *(example for Income Type 15)*
Long [Description]	Federal Withholding Tax	Fed Tax Scholarship/ Fellowship *(example for Income Type 15*)
Deduction Type	01	20
Tax Code	FD	FD15, 16, 17, 18, 19 and/or 20
(on the Definition of Options and Amounts window)		
Title [of Option Code] **1**	Filing Status	Country Code
Title [of Option Code] **2**	# Exemptions	# Exemptions
Title [of Option Code] **3**	0 or 1	Additional Gross
Title [of Amount Code] **1**	Additional Withholding	Additional Withholding

11.2. Examine the remaining windows of the Benefits and Deductions Rule Form (PTRBDCA) to complete the calculation rules for these deduction codes. Pay particular attention to the following windows:

- Precluded Benefits/Deductions
- Included Benefits/Deductions

- Benefit/Deduction Labor Distribution Overrides
- Excluded Deductions and Excluded Earnings

Note: Specify the non-cash earn code created on PTREARN in this window.

In most cases, the rules established for the Standard Federal Withholding tax can be duplicated for the Foreign Persons Federal Withholding tax.

Note

Refer to the online help of Banner Human Resources for detailed field descriptions.

11.3. Create new Treaty State Tax deduction records utilizing the new State Tax codes created on PXAFSTA. These will be similar to the State Tax deduction type of *04*.

- Set up the Benefit/Deduction type 21 first with priority lower than that set for Type 22.
- Set up the Benefit/Deduction Type 22 with a higher priority than Type 21.
- Associate Deduction Type 22 to Deduction Type 21. Deduction Type 22 should have no associations.

12. Access the Benefit Category Rules Form (PTRBCAT) and add the newly defined deduction codes to the appropriate benefit categories (that is, the benefit categories to which your 1042-S employees are assigned) on PTRBCAT.

13. Access the Employee Benefit or Deduction Form (PDADEDN).

13.1. Assign the newly defined deduction codes as appropriate. Keep in mind the following points:

- Assign the appropriate deduction code for *each* income type included in the tax treaty with the employee's country.
- Complete **Option Code 1** with the appropriate country code (as established on PXAFSTA).
- **Option Code 2** can reflect the number of exemptions claimed.
- Enter **Option Code 3** to include additional wages for tax calculation. For more information, see FAQ 1-5CB65.
- To avoid payroll processing errors, employees who are subject to non-resident alien tax rules should have a status of *E*(xempt) for the Federal Withholding Tax deduction. (This is not necessary if the employee's benefit category does not include federal withholding tax in its PTRBCAT definition.) At payroll run, the system will acknowledge that the employee has the federal tax deduction (even though it is exempted) and will continue to process the employee through the payroll cycle.

14. Access the U.S. Regulatory Information window of the Employee Form (PEAEMPL).

14.1. At **1042S Recipient** in the U.S. Regulatory Information window, enter a 1042 recipient code for each employee who must receive a 1042-S for the current calendar year. Valid values are listed below.

Code	Recipient
01	*Individual*
02	*Corporation*
03	*Partnership*
04	*Fiduciary*
05	*Nominee*
06	*Government or international organization*
07	*Tax-exempt organization*
08	*Private foundation*
09	*Artist or athlete*
19	*Other*
20	*Type of recipient unknown*

Note

Take special precautions to update the **1042S Recipient** based on the 1042-S reporting year.

For example, if an employee was eligible for 1042-S processing for the first but not the second half of the current calendar year, the **1042S Recipient** must be populated until the 1042-S statement for that calendar year has been produced. After you print the 1042-S report and generate the 1042-S Media Transmission, you should delete the value of the **1042S Recipient** from that employee's record.

15. If an employee has more than one job, and one job is subject to the tax treaty rule and the other is subject to the standard federal withholding tax, do the following:

- On PDADEDN, set up both the federal tax deduction and the appropriate deduction code(s) for the income and country codes applicable to this employee.
- In the Excluded Benefits/Deductions window of the Employee Jobs Form (NBAJOBS), exclude the Federal Withholding Deduction code from the job to be taxed only under nonresident alien tax rules. Standard federal tax will not be withheld from this job's earnings during the payroll process.
- For jobs to be taxed according to the standard federal graduated tax tables, enter the nonresident alien tax code(s) in the Excluded Deductions area of the Employee Jobs Form (NBAJOBS).

16. On the Employer Rules Form (PTREMPR), verify all states being used for payroll taxes have been identified in the Employer State Information block.

17. Run your payroll.

The Payroll Calculation Process (PHPCALC) processes tax treaty deduction information in the 1042 database table, where it remains available for subsequent payrolls.

To review payroll procedures, see Chapter 6, “Payroll Processes” of the *Banner Human Resources User Guide*.

18. Access the Tax Report Setup Rule Form (PXAREPT).

Warning
This form is delivered to you with box identifications as established by SunGard Higher Education for your Banner Human Resources payroll module. Do not revise them unless you are advised to do so by SunGard Higher Education.

18.1. Associate 1042-S boxes by number with appropriate deductions and/or earnings.

For 2009, set up the new Box 8 to report the non-cash earn code.

Refer to the online help of Banner Human Resources for field-by-field instructions on using PXAREPT.

The following items should be reviewed for reporting State Treaty Benefit or Deduction Types 21 and 22.

Tax Report Code	Box #	Box Name
1042	23	State Income Tax withheld
TDUG	5	State Income Tax
W2	16XX	State Gross XX: Represents the characters identifying the state
W2	17XX	State Tax XX: Represents the characters identifying the state

19. Create payroll adjustments for those employee that need withholding by other agents reported (Box 8).

20. Run the Banner report, Foreign Person 1042-S Form (PXR1042), to produce 1042-S forms.

Note

Before running the PXR1042 print process on a Dot Matrix printer, you must set the Character Pitch to 12. The IRS reduced the size of the boxes in the 2008 form layout. This requires a 12 pitch font to prevent overflow of information in the boxes.

Verify the results before proceeding to the next step.

Use the following parameters.

Parameter	What to Enter?
Tax Year	The tax reporting year.
Employer Code	The applicable employer code being reported.
Specific Employee IDs Ind	*Y* or *N* depending on the intended output.
Employee IDs	If a *Y* was entered for the **Specific Employee IDs Ind** parameter, then enter the individual tax IDs.
Zero Out Negative Amounts	*Y* or *N* depending whether or not you want to reduce negative box amounts to zero.

21. Finally, run the 1042-S Media Transmission (PXPMT42) from Job Submissions specifying the following report parameters.

Parameter	What to Enter?
Tax Year	The tax reporting year. Required field.
Prior Year Data Indicator	Yes, if prior data is being included. Optional field.
Is this run for TEST purposes?	Enter *Y* to label this run as a test run. This report then runs and populates positions 133-136 with the word TEST. Enter *N* if this run is the actual run. Required.

8 2011 1099-R Enhancements - Functional

This section describes regulatory changes made to Banner functionality for filing 1099-R forms.

To file 1099-Rs, Banner Human Resources uses the following forms and reports:

- 1099-R Distribution Code Validation Form (PTV1099)
- 1099-R Print Report (PXR1099)
- 1099-R Load Process (PXP1099)
- 1099-R Form (PXA1099)

New distribution codes and changed boxes

All distribution codes allowed by the IRS have been added to the 1099-R Distribution Code Validation Form (PTV1099). This satisfies problem resolution 1-ILOEHA.

Changes to the renumbering of 1099-R Form have been carried to the Tax Reporting Rules Form (PXAREPT). The codes and box changes are delivered as seed data.

1099-R Distribution Code Validation Form (PTV1099)

All IRS allowable 1099-R distribution codes have been added to the validation form. A seed data script has been provided to update the form with this new data.

Tax Reporting Rules (PXAREPT)

A conversion script has been delivered to move existing PXAREPT benefit/deduction and earnings from old boxes to new boxes and also add new boxes.

- Renumbering of old boxes 10 through 15
- Addition of new box 10 “Amount allocable to IRR within 5 years”
- Addition of new box 11 “1st year of designated Roth contribution”

Banner changes to the 1099-R Form (PXA1099)

The PXA1099 form allows for review and entering of 1099-R data for use in the 1099-R Print Report process (PXR1099). This form has been modified to synchronize the form fields to the changed 1099-R boxes.

- Fields 10 through 15 have been renumbered as fields 12 through 17, and
- New fields 10 and 11 have been defined

Banner changes to the 1099-R Load Process (PXP1099)

The PXP1099 process loads payroll history data into the PXA1099 form. Modifications to the process have been made to accommodate the change in Form 1099-R boxes.

- Fields 10 through 15 renumbered as fields 12 through 17, and
- New fields 10 and 11 have been defined.

Banner changes to the 1099-R Print Report (PXR1099)

The PXR1099 process prints 1099-R forms and generates an electronic file. Modifications to the process have been made to accommodate the change in Form 1099-R boxes.

- Boxes 10 through 15 have been renumbered as boxes 12 through 17, and
- New Boxes 10 and 11 have been defined.

Changes to 1099-R Electronic Media File layout (PXR1099)

The PXR1099 process generates an electronic file in addition to printing forms. Modifications to file records have been made to accommodate IRS file specifications.

- Payer “A” Record, the Amount Codes field was expanded to 2 positions. The field is now positions 28–43.
- Payer “A” Record, added Amount Code B, Amount Allocable to IRR within 5 years.
- Payee “B” Record field positions 545–546, deleted distribution code D, Excess contributions plus earnings/excess deferrals taxable in 2008.

Changed report

1099-R Print Report (PXR1099)

PXR1099 generates 1099-R report and magnetic media data. Run this report following 1099-R Load Process (PXP1099).

Parameters	Name	Description/Values	Required?	Default	Validation
01	Tax Year	Tax year	Yes	None	Format must be YYYY or YY
02	Combined Federal/State Filer	Y Data on these forms is forwarded to participating states by the IRS/MCC. N Data on these forms is not forwarded to the states.	Yes	Y	None
03	Create the 1099-R Report	Y Print the 1099-R Report. N Do not print the 1099-R Report.	Yes	Y	None
04	Create the Tape File	Y Create a tape file for your 1099-Rs. N Do not create a tape file.	Yes	Y	None
05	Transmittal for a Prior Year	Y Indicates on the 1099 tape Transmitter “T” record if this data is from a prior year. N This transmittal is for the current year.	Yes	N	None
06	File Type	Identifies the type of 1099-Rs being filed: 1 Original 2 Test 3 Corrected 4 Replacement	Yes	1	None

Parameters (co	Name	Description/Values	Required?	Default	Validation
07	Replacement Alpha Characters	Populates the **Replacement Alpha Character** on the Transmitter “T” Record on the tape file. Use when **File Type** is *4*, otherwise leave blank. Enter the two-character value which appears immediately following the TCC number on the Media Tracking Slip (Form 9267)	No	None	None
08	Electronic File Name	Populates the **Electronic File Name** on the Transmitter “T” Record. Use when the **File Type** is *4*, otherwise leave blank. Enter the original or correction filename that was assigned by the IRP-BBS. Do not enter the replacement filename.	No	None	None
09	Sort Order	Indicate the sort order for 1099-Rs. Choices include: 1 By Employee Name The report sorts by Employer Code, Last Name, First Name, and Middle Name. 2 By Zip Code The report sorts by Employer Code, Zip Code, Last Name, First Name, and Middle Name.	Yes	None	None
10	Mask SSN characters	Y Mask the SSN. N Do not mask the SSN.	No	N	None

Sort Order

Not applicable

Data Source

PPAIDEN	PTREMPR	PTV1099	PXA1099	PXAMTAP

Frequency

On demand following PXP1099

Report Format

Preprinted form, and a tape file (`1099R.dat`).

Fields	*Name*	*Description*
	PAYER's name, street address, city, state, and ZIP code	Name and address of distribution payer.
	PAYER's Federal identification number	Federal Identification number of distribution payer.
	RECIPIENT'S Identification number	Identification number of distribution recipient.
	RECIPIENT'S name	Name of distribution recipient. The following list shows where information is collected for name and address.
	Street address (including apt. no)	Street address of distribution recipient
	City, state, and ZIP code	City, state, and ZIP code of distribution recipient.

Fields	Name	Description
	1st year of desig. Roth contrib.	Enter the first year that the employee made a contribution to their Roth account.
	Account number (optional)	Distribution account number.
	Box 1	Gross distribution The total amount of the distribution before income tax or other deductions were withheld.
	Box 2a	Taxable Amount The amount of the distribution that can be counted as income for tax purposes. This field does not include excludable or tax-deferred amounts reportable in Boxes 5, 6, and 8.
	Box 2b	Taxable amount not determined If the taxable amount of the payment cannot be computed, an *X* appears in this box. Total distribution If the payment shown in Box 1 is a total distribution, an *X* appears in this box. A total distribution is one or more distributions within a single tax year in which the entire balance of the account is distributed.
	Box 3	Amount in Box 2a eligible for capital gain election If this is a lump-sum distribution, this field contains the amount in Box 2a eligible for the capital gain election under section 1122(h)(3) of the Tax Reform Act of 1986.
	Box 4	Federal income tax withheld Federal income tax withheld from this distribution.
	Box 5	Employee Contributions/Designated Roth Contributions or Insurance Premiums Total of employee insurance premiums or contributions to a profit-sharing or retirement plan.

Fields	Name	Description
	not numbered box	1st Year Designated Roth Contribution Date on which the first contribution was made to the employee’s Roth account. **Note:** The date format differs based on the print media. That is, on the Banner 1099-A Form (PXA1099), this date is displayed in the `DD-MMM-YYYY` format whereas on the actual 1099-R form, only the year is printed, and on the media transmission file (`1099RDSK.dat`), this date is specified in the `YYYYMMDD` format.
	Box 6	Net unrealized appreciation in employer's securities This field is used if the distribution includes securities of the employer corporation and you can compute the net unrealized appreciation (NUA) in the employer's securities. If this is a lump-sum distribution, it shows all the NUA. If it is not a lump-sum distribution, it shows only the NUA in employer securities attributable to employee contributions.
	Box 7	Distribution code This field displays an allowed combination of the following distribution types: 1 Early (premature) distribution, no known exception 2 Early (premature) distribution, exception applies (as defined in section 72(q), (t), or (v)) 3 Disability 4 Death 5 Prohibited transaction 6 Section 1035 exchange. This code indicates the tax-free exchange of insurance annuity, qualified long-term care insurance, or endowment contracts under section 1035. 7 Normal distribution 8 Excess contributions plus earnings/excess deferrals (and/or earnings) taxable in 1992

Fields	Name	Description
	Box 7 (cont.)	9 PS 58 costs P Excess contributions plus earnings/excess deferrals taxable in 1991 (when this is the year in which the contribution was made) A Qualifies for 5- or 10-year averaging B Qualifies for death benefit exclusion C Qualifies for both A and B (above) D Excess contributions plus earnings/excess deferrals taxable in 1990 (when this is the year in which the contribution was made) W Charges or payments for purchasing qualified long-term care insurance contracts under combined arrangements These distribution types are maintained on the Distribution Type Validation Form (PTV1099).
	IRA/SEP/SIMPLE	If this distribution is from an IRA (Individual Retirement Account), SEP (Simplified Employee Pension), or SIMPLE (Savings Incentive Match Plan for Employees), an *X* appears in this box.
	Box 8	Other Current actuarial value of an annuity contract that is a part of a lump-sum distribution.
	Box 9	Your percentage of total distribution Percentage of this distribution received by the person whose name appears on the 1099-R report. This field is used when a total distribution is made to more than one person. **Note:** Banner does not populate this field. You must enter this value via the 1099-R Form (PXA1099). For detailed information, refer to the section on PXA1099 in the Chapter 8, “Tax Administration and Regulatory Reporting”.

Fields	Name	Description
	Box 9b	Total employee contributions Total employee contributions remaining to be recovered tax free from a distribution that is payable in the form of a life annuity eligible for the simplified safe harbor method under Notice 88-118.
	Box 10	State income tax withheld State income tax withheld from this distribution.
	Box 11	State/Payer's state number Identification number assigned to the payer by the state.
	Box 12	State distribution Amount of distribution for state taxing purposes.
	Box 13	Local income tax withheld Local income tax withheld from this distribution.
	Box 14	Name of locality Name of local taxing authority.
	Box 15	Local Distribution Amount of distribution for local taxing purposes.

The following table shows where information is collected for name and address.

Banner Form	Field Name	Used in PXR1099 regulatory process
PPAIDEN	`spriden_last_name`	"B" 7-10, Name Control
PPAIDEN	The first 40 characters of the full name: `spriden_last_name||', ' ||spriden_first_name ||' '||substr(spriden_mi,1,1)`	"B" 248-287, First Payee Name Line
PPAIDEN	The next 41 - 80 characters of the full name: `spriden_last_name||', ' ||spriden_first_name ||' '||substr(spriden_mi,1,1)`	"B" 288-327, Second Payee Name Line
PPAIDEN	The first 40 characters of `spraddr_street_line1`	"B" 368-407, Payee Mailing Address

Report Sample—1099-R Print Report (PXR1099)

When the 1099 forms are actually printed for individuals, totals will be included at the end of the printed forms for all amount boxes as shown in the following page:

```
PAGE 1
REPORT : PXR1099        SUNGARD UNIVERSITY of BANNER      RUN DATE: .
                             1099-R Print Report          RUN TIME: report.


                                     * * * 1099-R TOTALS * * *

      1  Gross Distribution                                                    6,153.96
     2a  Taxable Amount                                                        2,700.00
      3  Capital Gain Election                                                   185.90
      4  Federal Income Tax Withheld                                           2,027.14
      5  EE contrib/design.  Roth contrib or ins.  premiums                    1,430.26
      6  Net Unrealized Appreciation in Securities                               800.00
      8  Other Amount                                                             20.00
     9b  Total Employee Contributions                                            150.00
     10  Amount allocable to IRR within 5 years                                  999.99
     12  State tax withheld                                                       75.00
     14  State distribution                                                    6,153.96
     15  Local tax withheld                                                       30.00
     17  Local distribution                                                    6,153.96
```

```
PAGE      2
REPORT : PXR1099        SUNGARD UNIVERSITY of BANNER      RUN DATE: .
                             1099-R Print Report          RUN TIME: report.


                               * * * REPORT CONTROL INFORMATION * * *

                               Errors exist; Check the error report.

Parameter Name                 Value              Source    Message
_____________________________  ________           _______   ___________________________________
Parameter Seq No:              273470
Tax Year                       2011               Default
Combined Federal/State Filer   N                  Default
Create the 1099-R Report       Y                  Default
Create the Tape File           Y                  Default
Transmittal for a Prior Year   N                  Default
File Type                      1                  Default
Replacement Alpha Character                       Default
Electronic File Name                              Default
Sort Order                     1                  Default
Mask SSN characters            N                  Default
Lines per Page:                60                 Default
Forms Count:                   2
```

Process and generate 1099-R forms

`This section describes regulatory changes made to Banner functionality for filing 1099-R forms.

To file 1099-Rs, Banner Human Resources uses the following forms, process, and report:

- 1099-R Distribution Code Validation Form (PTV1099)
- 1099-R Load Process (PXP1099)
- 1099-R Form (PXA1099)
- 1099-R Print Report (PXR1099)

Instructions

The Banner HR System utilizes information from several rule forms to produce 1099-R forms. The 1099-R forms will contain accurate data only if this information is complete and correct. Instructions for providing the required information follow:

1. Complete all fields on the Employer Rule Form (PTREMPR).
2. On the Media Transmission Rule Form (PXAMTAP):

   2.1. Complete the **1099 Contact Name** and **1099 Contact Telephone** fields on the Media Transmission Transmitter Information window of the form. These fields identify the 1099-R contact person at your enterprise.

   2.2. Complete the **1099 Name Control** field on the Employer Information window.

3. On the Tax Code Rule Form (PXATXCD) select a value for the **1099-R Indicator** field.

   This indicator is only applicable to State Tax Codes (for example, GA). It specifies whether the identified state participates in the Combined/Federal State 1099 program. Valid values are *Yes*, *No*, and *None*. (*None* is used when the associated tax type is something other than *State*.)

   If you need to change the value for this indicator, follow the instructions for changing PXATXCD data in the online help of *Banner Human Resources*.

Note

Steps 4-7 are interrelated. Please read these four steps before performing Step 4.

4. Review the information on the 1099-R Distribution Code Validation Form (PTV1099).

This form lists all of the distribution codes needed to report information for 1099-R forms. For 2009, anew 1099 code, *U*, *Dividend distribution from ESOP under sec. 404(k)*, has been added to the validation form. The existing code, *E*, has been modified to change the code description. The codes on this form are delivered as seed data, and must not be changed unless advised by SunGard Higher Education. The usage of these codes is described below.

5. Complete the following two fields on the Regulatory Information window of the Earnings Code Rule Form (PTREARN):

    5.1. Enter a 1099-R distribution code in the **1099-R Code** field if the system should consider the earn code specified in the Key block of PTREARN when processing 1099-R forms. To view a list of valid values, double-click in the **1099-R Code** field.

    5.2. Select the **Taxable Amount not Determined from Earn Code** check box if the taxable amount of the earn code cannot be determined for 1099-R processing. When this field is checked, the 1099-R Load Process (PXP1099), will populate Box 2b on 1099-R.

6. Enter a 1099-R distribution code in the **1099-R Code** field on the Benefits and Deductions Rule Form (PTRBDCA) if the system should consider the benefit or deduction code specified in the Key block of PTRBDCA when processing 1099-R forms. (This field appears on the Benefit and Deduction Rules window of the form.)To view a list of valid values, double-click in the **1099-R Code** field.

7. Complete the following fields on the Tax Reporting Rule Form (PXAREPT):

    7.1. In the Key block, enter *1099* for the **Tax Report Code**.

    7.2. Complete the Box Identification block, Benefit or Deduction Code block, and the Earnings Code block for each box on the 1099-R form. (Refer to the online help of Banner Human Resources for instructions to enter information on the PXAREPT form.)

    Rules for earnings and benefit or deduction codes listed for Box 1 determine what is loaded into the 1099-R form. The 1099-R forms will be completed according to the following rules:

    - An employee will receive one 1099-R form for each distribution code associated with a deduction or earnings type listed for Box 1. The distribution code is specified in Box 7 of each 1099-R form.
    - Only the deductions and earnings defined with the distribution code in Box 7 of a 1099-R form are included in the calculations for the boxes of that form.

- A deduction or earning will be included in the calculations for a particular box for an employee's 1099-R only if the following conditions are true:
    - The benefit or earning has been defined for the employee.
    - The benefit or earning has been listed for the box.
    - The benefit or earning has been defined with the distribution code specified in box 7 of the 1099-R form.

      For example, if *REG* is entered as an earn code for Box 1, and the **1099-R Code** field in the PTREARN form for REG contains a distribution code of *1*, each employee will receive a 1099-R form for distribution code 1. A *1* will appear in Box 7 of each of these forms. The 1099-R Load Process (PXP1099) will populate the `PXR1099` table. In calculating the entry for Box 1 in the forms for distribution code 1, PXP1099 will consider each employee's regular salary as well as each of the employee's other earnings and deductions that has been listed for Box 1 and defined with a distribution code of 1. In calculating the entries for each of the other boxes on the form for a particular employee, PXP1099 will consider each of the employee's earnings and deductions that has been listed for that box and defined with a distribution code of 1.

      Now, if another distribution code has been specified for another deduction or earning listed for Box 1, each employee will receive a 1099-R form for that distribution code also.

      So, for example, if *FED* is entered as a deduction code for Box 1 and the **1099-R Code** field in the PTRBDCA form for FED contains a distribution code of *5*, each employee will receive a 1099-R form for distribution code 5. A value of *5* will appear in Box 7 on each of these forms. In calculating the entry for Box 1 in these forms, PXP1099 will consider each employee's federal tax as well as each employee's other earnings and deductions that has been listed for Box 1 and defined with a distribution code of 5. In calculating the entries for each of the other boxes on the form for a particular employee, PXP1099 will consider each of the employee's earnings and deductions that has been listed for that box and defined with a distribution code of 5.

      The processing described in the above examples is performed for all distribution codes associated with Box 1. As a result, multiple 1099-R forms can be produced for a particular employee. In each case, the distribution code appears in Box 7 of the form.

8. Access the Crosswalk Validation Form (GTVSDAX) and enter the address type(s) in the External Code for the Internal Code *1099ADDR*.

9. Run the 1099-R Load Process (PXP1099) to populate the `PXR1099` table.

   All records created by this process can be viewed online on the 1099-R Form (PXA1099). Use the down-arrow key to display all 1099-R forms for an employee, and note the change in distribution code (shown in Box 7) if there are multiple 1099-R forms. If you find any errors, make the necessary changes on the PXA1099 form.

   Alternatively, you can also create 1099-R records directly on the PXA1099 form without running the PXP1099 Load Process. This functionality might be easier for enterprises that have relatively few 1099-R forms to send.

   Note

   For IRA, SIMPLE, and SEP accounts, it is possible that Box 2a will contain a value and Box 2b will be checked on the 1099-R form. When you save the record or when you scroll through previously created records, you will receive a warning message indicating that this scenario is unlikely. Ignore this message if you need both boxes populated. ■

   Refer to the online help of Banner Human Resources for instructions to enter or change a 1099-R record on the PXA1099 form.

10. Finally, run the 1099-R Print Process (PXR1099).

9 2011 1099-R Enhancements - Technical

This section documents the technical changes made for the 1099-R enhancements.

Changed Tables

The following tables have been changed for this enhancement.

1099-R Data Holding Table (PXR1099)

A new column has been added to this table.

Database	Column Null?	Data Type
PXR1099_IRR_AMT_WITHIN_5_YEARS		NUMBER(11,2)

New seed data scripts

The following seed data scripts are delivered with this release.

Script	Result
pgjbjobsu_080601.sql	Update Job Type indicator to P for PXP1099 and PXR1099 reports.
ptv1099i_080601.sql	Insert codes 9,A,G,E,F,J,L,N,Q,R,S,T, and U to PTV1099.

Note

Unless otherwise noted, new scripts are run as part of the upgrade process for a release.

Changed scripts

The following scripts modify existing tables of Banner Human Resources 8.6.1.

pxr1099_080601_01.sql

This script adds column PXR1099_IRR_AMT_WITHIN_5_YEARS to the PXR1099 table.

pxr1099_080601_02.sql

This script creates a column comment for the PXR1099_IRR_AMT_WITHIN_5_YEARS column.

New conversion script

The following conversion script will be executed during the upgrade.

pxrrbox_080601_conv.sql

This script converts 1099 box codes, 10 through 15 renumbered as 12 through 17, and added new box codes 10 and 11 for PXRRBOX, PXRRDED and PXRRERN tables.

10 RPEs

The following enhancements have been completed in the Banner Human Resource 8.6.1 release.

RPE#	Description
1-JINFIZ	**Request:** Need ability to create an MMREF W2-C file for submission **Resolution:** Created a new w2-c correction process to pick up W-2c's for submission. This new process PXPWC11 included in the 2011 Year-end Regulatory Release 8.6.1.
1-IBLMMA	**Request:** Replace the existing two sort choices of 2 (zip code) and 4 (US/Canada zip code) for parameter 8, with a single sort that consists of the nation code appended by the zip code and state in ascending order. **Resolution:** Parameter 08 sort choices 2 (zip code) and 4 (US/Canada zip code) have been combined into one sort choice 2 for Nation/Zip Code.

11 Problem Resolutions

The following problem resolutions are delivered with this release.

Note

For comprehensive and detailed problem, impact, and resolution information for all defects corrected in this release, refer to the supplemental problem resolutions file (`humres80601resolutions.txt`) delivered along with your release guide. The information in this text file is extracted directly from the Customer Support Center just prior to release of the product and may include additional defects that were resolved after this document was finalized.

Object	Number	Summary
`pxklibs.sql`, `pxklib1.sql`	1-AVYMIA	Box F of the W2 form displays all five address lines on the printed forms. However, the electronic W2, available through employee self-service, was not displaying street line 3 and nation. This has been correct to display the electronic W-2 address via Employee Self-Service the same as the printed W2 form.
`pxpw211.pc`	1-FHWDN8	It was difficult to match the Total Reports for the W-2 print process (PXRW2yy) and the W-2 electronic file process (PXPW2yy) because items were in different order and had different descriptions. This has been correct to bring consistency to the two total reports.
`ptv1099i_080601.sql`	1-ILOEHA	All codes documented by the IRS were not delivered as seed data for use with 1099-R Banner reporting. This has been corrected with the 8.6.1 Year-end Regulatory release. All codes are now delivered as seed data.

SUNGARD HIGHER EDUCATION

4 Country View Road
Malvern, Pennsylvania 19355
United States of America
www.sungardhe.com