

2008 Payroll Year-End Procedures

Magnetic Media Filing vs Paper Filing

FEDERAL WEB SITES

Employer W-2 Filing Instructions & Information

<http://www.ssa.gov/employer/how.htm>

Business Services Online

<http://www.socialsecurity.gov/bs/bsowelcome.htm>

Registration Required and annual password change

Accuwage mag media testing software

<http://www.ssa.gov/employer/accuwage/index.html>

UTAH WEB SITES

Utah State Tax Commission W-2 Online File Transfer

<https://tax.utah.gov/w-2/>

Registration Required and annual password change

Reminder, **8 will not be supported for year-end or tax update/release file**, but these customers still receive support till 2009, so proceed with caution.

2009 US Payroll Tax Update

[US Payroll Tax Update Round 1 \(table change only\) – 12/19](#)

[US Payroll Tax Update Round 2 \(hopefully just tables, but code drop if needed\)– 1/21](#)

[Business Portal W4 form change](#) Versions_3 and 4 - 12/19

2008 Year-End Update from Microsoft Dynamics GP: updates are time consuming and all inclusive of prior Service Packs, and require all users to be out of the system while SQL tables are updated on the server, after which the code needs to be updated on all workstations. The download may take 45 minutes to transfer 185MB.

The year-end update is already available at the following Direct Links:

9.0 US <https://mbs.microsoft.com/customersource/downloads/taxupdates/usgpye9.htm?printpage=false>

****Payroll Year End INCLUSIVE of 9.0 SP 4****

10 US <https://mbs.microsoft.com/customersource/downloads/taxupdates/usgpye10.htm?printpage=false>

****Payroll Year End INCLUSIVE of 10 SP 3****

Without form changes this year, many customers may choose to not install the update. Review the changes below and make this determination, there is also more detail in the documentation.

What's Changed

- W-2 Electronic Filing format changes (Magnetic Media) following:

- The field name for Position Identification Number (PIN) of the Code RA Record (positions 12-19) is now named the User Identification Number (User ID).

- Country Code changes

- The following country codes have been added:

Akrotiri Sovereign Base Area

(AX) and Dhekelia Sovereign Base Area (DX).

- 1099-R changes

- Ability for only Box 14 to be populated and allow a W2 to print

- Direct Deposit pre-note issue (If you installed 9.0 SP 4 or 10 SP 3, no direct deposit pre-notes were sent to the bank in the ACH file). This was fixed in the year end update.

- NO W-2, W3, 1099, 1099-R FORM CHANGES

Position Control is a new module for Microsoft Dynamics GP and will be available for purchase on the November 1, 2008 price lists.

Position Control Summary:

Position Control is a Human Resource and Payroll function that is required by customers in industries such as the Public Sector (i.e. State and Local Government, Education...etc.) The management of labor budgets and human resources based upon specific job functions and a specific head count is a driving force behind Position Control. Constraints are then applied throughout the Human

Resource and Payroll system to enforce the business rules and to manage the movement of human resources throughout the organization.

<https://mbs.microsoft.com/partnersource/newsevents/news/mdgp10addpcf.htm?printpage=false>

Greenshades Year End Forms application. This application is fully integrated in the Greenshades Center that you currently have installed on your system. The Greenshades Year End Forms module will give you the ability to do several things:

- ❖ Greenshades Year End Forms allows your employees to access their W2s online, through a secure website that is hosted by Greenshades Software. Your employees can take advantage of this online access to print their original or necessary reprints of their forms. If you decide to allow online access to your employees, DownloadMyForm.com will track which employees have logged in to retrieve their form electronically, allowing you to only mail the forms to those employees who are not able to retrieve their forms via the internet.
- ❖ In addition to the online access, the Greenshades Year End Forms application will allow you to outsource the printing and mailing of these forms to the Greenshades Team for as little as \$1.00 a piece. This will save you money, by saving you the time that it takes to print and mail those forms to their recipients.
- ❖ Should you decide that you still want to print the forms in house, the Greenshades Year End Forms application will allow you to print your original, as well as reprinted, copies of the W2s and 1099s to blank, perforated paper. We have paper and envelopes available for purchase at \$12.50 per bundle of 100. You will also have the ability to save the forms, to a searchable PDF format, allowing for easy reprints later.

In addition, the following website will give you a step by step overview for processing your W2s with the new software application. If you need additional assistance, our support staff will be glad to assist.

<https://www.downloadmyform.com/demo/dmfoverview.aspx>