

Department of Accounts

Payroll Bulletin

Calendar Year 2024

January 22, 2024

Volume #2024-02

In This Issue of the Payroll Bulletin.....

- ✓ W-2s for Other States
- ✓ Create State W-2 Files
- ✓ Create State W-2 PDF Forms

The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about this bulletin, please send an email to payroll@doa.virginia.gov

State Payroll Operations

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W-2s for Other States

State Tax Reporting

DOA automatically creates and submits the annual W2 file for Virginia withholding to the Virginia Department of Taxation, but agencies are responsible for reporting and submitting all required files/reports to all other states.

To facilitate reporting, instructions on how to create a pdf and an electronic file can be found at the end of this bulletin. Agencies are encouraged to ensure that federal W2s have been finalized before creating state reports.

Reminder to PSB agencies – please co-ordinate with PSB.

State Requirements

Take time to review the individual state requirements before you begin to create the files/reports. Here are links to our neighboring states:

MARYLAND

www.marylandtaxes.gov/forms/23_forms/2023_Maryland_Employer_Reporting_of_W2s_Instructions_and_Specifications.pdf

WEST VIRGINIA

<https://tax.wv.gov/Documents/Withholding/2023/it105.2023.pdf>

NORTH CAROLINA

<https://www.ncdor.gov/ty2023enc3w2pdf/open>

DISTRICT OF COLUMBIA

https://otr.cfo.dc.gov/sites/default/files/dc/sites/otr/publication/attachments/2023%20W2_W2C%20instructions%20v1.0%20Final.pdf

KENTUCKY

<https://revenue.ky.gov/Business/PublishingImages/Pages/Employer-Payroll-Withholding/2023-Specification%20for%20Electronic%20Submission%20of%20Annual%20Wage%20and%20Tax.pdf>

PENNSYLVANIA

<https://www.revenue.pa.gov/TaxTypes/EmployerWithholding/Pages/Electronic-Filing-Requirement-W2-Forms.aspx>

Continued on next page

Create State W-2 Files

This will produce a file for COVA agencies to use for non-VA state W-2 reporting requirements. It can then be uploaded to the respective state’s website or submitted as a file if required by the state

Navigation: Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA Create State W-2 File

Add Run Control

Enter Parameters – See screenshots example and instructions below.



< Cardinal Homepage

COVA Create State W-2 File

Run Control ID STATEFILE Report Manager Process Monitor Run

Report Request Parameter(s)

Reporting Medium: Electronic

States

State	Description	Bulk Filing Method		
MD	Maryland	<input checked="" type="checkbox"/>	+	-

Company Selection

Company	Description		
1 NVA	Northern VA Community College	+	-

MW508 Parameters for Maryland

Company: NVA

Line 2 Amount: \$0.00 Line 3a Amount: \$0.00 Line 3c Amount: \$0.00

Line 3d Amount: \$0.00 Line 4 Amount: \$0.00 Line 5 Amount: \$0.00

Line 6 Amount: \$0.00 Line 7 Amount: \$0.00 NAICS Code: 0

Phone Number: Date: Complete Filing

Signed Name: Submitting Additional W-2(s)

Title:

Save Notify Add Update/Display

Create State W-2 Files, continued

1. Reporting Medium – Leave as ‘Electronic’
2. State - Enter the state code desired for the file.
3. Company Selection - Enter the desired company code for the respective file.
4. Some states have extra parameters at the bottom of the page. Fill in fields according to requirements by each state.
5. Save
6. Click Run
7. Click OK on Process Scheduler Request

Click on the Process Monitor link

Once the process has status of Success, click on Details. Two files are created: 1) PDF containing a summary report. 2) txt file containing employee W-2 file for electronic submission to the state.

Save the files in your desired folder.

View Log/Trace x

[Help](#)

Report

Report ID 2212170	Process Instance 2969078	Message Log
Name VPYR0521	Process Type SQR Report	
Run Status Success		

COVA Create State W-2 File

Distribution Details

Distribution Node hrdly	Expiration Date <input type="text" value="02/15/2024"/>
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File List

Name	File Size (bytes)	Datetime Created
SQR_VPYR0521_2969078.log	2,164	01/16/2024 10:20:59.017555AM EST
VPYR0521WV.txt	12,312	01/16/2024 10:20:59.017555AM EST
vpyr0521_2969078.PDF	2,867	01/16/2024 10:20:59.017555AM EST
vpyr0521_2969078.out	453	01/16/2024 10:20:59.017555AM EST

Create State W-2 Files, continued

Report ID: VPYR0521
 Transmitter Company DOA Department of Accounts
 Federal EIN [REDACTED]

PeopleSoft
 COVA W-2 FILE SUMMARY REPORT
 Tax Year 2021

Totals by State	EIN	Number of W-2 Records	Wages	Income Tax
State: West Virginia				
10338916000000000000		11	112,351.88	5,016.00
23013218000000000000		6	191,633.37	8,872.00
10338922000000000000		43	2,079,628.62	104,580.00
10338936000000000000		16	475,774.53	22,567.00
Totals for all W-2 Companies:			2,859,388.40	141,035.00
Total File Record Count:			167	

The file may also be created as a csv file. On the Process Scheduler select CSV in the Format field.

Process Scheduler Request x

[Help](#)

User ID PPS_CARTER.MORRIS Run Control ID STATEFILE

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	COVA Create State W-2 File	VPYR0521	SQR Report	Web	CSV	Distribution

Click the csv link to open the file. Save as needed.

Create State W-2 Files, continued

View Log/Trace x

[Help](#) ▲

Report

Report ID 2212174	Process Instance 2969082	Message Log
Name VPYR0521	Process Type SQR Report	
Run Status Success		

COVA Create State W-2 File

Distribution Details

Distribution Node hrdly	Expiration Date	02/15/2024
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File List

Name	File Size (bytes)	Datetime Created
SQR_VPYR0521_2969082.log	2,263	01/16/2024 10:56:49.130376AM EST
VPYR0521MD.txt	131,841	01/16/2024 10:56:49.130376AM EST
vpyr0521_2969082.csv	1,339	01/16/2024 10:56:49.130376AM EST
vpyr0521_2969082.out	1,145	01/16/2024 10:56:49.130376AM EST

Create W-2 PDF Forms

Navigation: Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > Create W-2 PDF Forms

Add Run Control

Enter Parameters – See screenshots and instructions below.

Create W-2 PDF Forms

Run Control ID: cart Report Manager Process Monitor

Balances for Year: 2023 Form ID: XMLP

US/Territory: *Copy Type: Process Type:

*Primary Sort: Final Print

Second Sort:

W-2 Reporting Companies

All Companies
 Selected Companies

Companies

Company	Description		
<input type="text" value="DOT"/>	VA Dept of Transportation	<input type="button" value="+"/>	<input type="button" value="-"/>

Employees

All Employees
 Selected Employees

Employees

Employee ID	Name		
<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

States and Localities

All States and Localities
 Selected States and Localities

States/Localities

State	Description	Locality	Locality Name		
<input type="text" value="MD"/>	Maryland	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Create W-2 PDF Forms, continued

Run Control Parameters

1. US/Territory – Leave defaulted value ‘US’
2. Copy Type – Select desired value
3. Primary Sort – Select desired value. None = By Company then Employee Name
4. Second Sort – Select desired value.
5. Process Type – Leave as ‘Original’

- W-2 Reporting Companies

1. Choose radio button = Selected Companies
2. Enter desired company code(s). Use the (+) sign to add a row for multiple companies.

- Employees

1. Select desired option. All Employees will generate PDF W-2s for all employees in the selected company(s). If selected by Employees, enter each Employee ID desired.

- States and Localities

1. **DO NOT Select ‘All States and Localities’.** This will generate Virginia forms and a very large file.
2. Select the radio button for ‘Selected States and Localities’. You can add rows for multiple states or choose one state at a time. **A State code must be entered.**

After all parameters are entered, click Save, then Run. On the Process Scheduler Request page select ‘W-2 for US’ only.

The screenshot shows a 'Process Scheduler Request' dialog box. At the top, it displays 'User ID: PPS_CARTER.MORRIS' and 'Run Control ID: cart'. Below this, there are fields for 'Server Name', 'Run Date' (01/05/2024), 'Run Time' (2:53:54PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is next to the Run Time field. The 'Process List' section contains a table with columns: Select, Description, Process Name, Process Type, Type, Format, and Distribution. The table lists four items: 'W-2 for American Samoa', 'W-2 for Guam', 'W-2 for Virgin Island', and 'W-2 for US'. The 'W-2 for US' row is selected with a checkmark. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	W-2 for American Samoa	PYW2AS	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	W-2 for Guam	PYW2GU	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	W-2 for Virgin Island	PYW2VI	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	W-2 for US	PYYEW2	PSJob	(None)	(None)	Distribution

Click OK. The process will begin.

Once the process Run Status runs to Success the job is complete.

Create W-2 PDF Forms, continued

Process List
Server List

View Process Request For

User ID: Type: Last: 1 Days

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh Report Manager

▼ Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	2833740		PSJob	PYYEW2	PPS_CARTER.MORRIS	01/05/2024 9:35:52AM EST	Success	Posted	Details	▼ Actions

The PDF W-2 forms will be available in Report Manager.

Navigation: Menu > Reporting Tools > Report Manager

Two report files are generated:

1. TAX960US – This provides totals of the W-2 boxes. Click the file link for result.
2. PYW222N_EE.PDF – This is the file containing the PDF W2s. Click the file link for results, then click again on the following Report Index page. The PDF file will open.

List
Explorer
Administration
Archives

View Reports For

Folder: Instance: to

Name: Created On: Last: 1 Days

Reports

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	TAX960US	W-2 US PRINT FILE	General	01/05/24 9:36AM	2094089	2833741
2	PYW222N_EE [00001] - PYW222N_EE.pdf	PYW222N_EE [00001] - PYW222N_EE.PDF	General	01/05/24 9:36AM	2094092	2833743

Create W-2 PDF Forms, continued

[← list](#) [Report Index](#)

Report

Report ID	2094092	Process Instance	2833743	Message Log
Name	XMLP	Process Type	XML Publisher	
Run Status	Success			

PYW222N_EE [00001] - PYW222N_EE.pdf

Distribution Details

Distribution Node	hrsit	Expiration Date	<input type="text" value="02/04/2024"/>
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File List

Name	File Size (bytes)	Datetime Created
PYW222N_EE.pdf	3,991,583	01/05/2024 9:36:25.024130AM EST

Distribute To

Distribution ID Type	-Distribution ID
User	PPS_CARTER.MORRIS
User	PS