

## End of Year Processing (EOY)



This document details the necessary steps to be followed in order to complete the **End of Year Processing (EOY)** in TempWorks Software. It involves the completion of Data Integrity Checks, creating “Mock W2s”, closing the year, printing the W2’s, and creating state and federal magmedia files. There are ten processes to be completed, which are listed in the **PrYear** form in TempWorks. In this document, we will describe all the processes in detail.

### Step 1: Create backup of the database

Please have your administrator create a backup of your database before closing the year. If you have questions on how to do this, please contact Tempworks support.

### Step 2: Data Integrity Check

Once this is completed, open your TempWorks MDE at System level, click on the F11 key and then open the **PrYear** form.

Once the form is open, click on  at the top and choose the correct year. If the appropriate year you are looking for is not found, add one using the  button, and fill in the correct information.

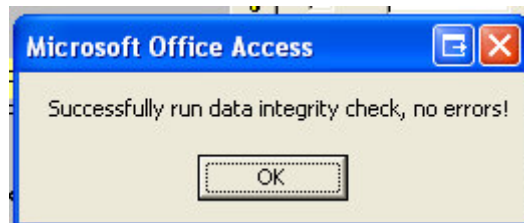
YearRunID	StartDate	YearID	EINC	Check Date	Init Year	MagCheck Data	# W2's	Locked By
1	01/01/95	1995						
2	12/31/95	1996					0	intran
3	01/01/97	1997						
4	01/01/98	1998						intran
5	01/01/99	1999						
6	01/01/00	2000						
7	01/01/01	2001						intran
8	01/01/02	2002						
9	01/01/03	2003					0	
16	01/01/03	2003						
10	01/01/04	2004					0	
11	01/01/05	2005						

Make sure the **YearID**, **StartDate** and **Enddate** fields populate correctly with the correct year information.

EOY Steps	Done	Processed
1. Create backup of the database	<input checked="" type="checkbox"/>	
2. Data Integrity Check.	<input checked="" type="checkbox"/>	12/14/2007
3. Verify Employer Information.	<input checked="" type="checkbox"/>	
4. Initialize New Year. (Point of no Return)	<input checked="" type="checkbox"/>	
5. Create W2's and 1099 Data	<input type="checkbox"/>	
6. Mag Media Data Check.	<input type="checkbox"/>	
7. Create Federal Mag Media File.	<input type="checkbox"/>	
8. Create State Mag Media File(s).	<input type="checkbox"/>	
9. Create Local Mag Media File(s).	<input type="checkbox"/>	
10. Close Year	<input type="checkbox"/>	

Once the form is open and the correct year chosen, go back to the EOY tab and look at the Year End processes that need be completed. **Please refer to the Data Integrity Check document to complete Step 2.**

When all errors in the **ErrorLog** that were discovered by the Data Integrity Check have been corrected, run the **Data Integrity Check** again and the following message box will appear; the **Done** box will be checked by Step 1 as well the **Last Processed** column will be populated with the current date.



**Note:** Please fix all the errors before proceeding. The TempWorks Software is designed to have two years open in the system at the same time, so there is plenty of time to fix errors. We recommend continuing Year End processing in mid-January, after all the previous years adjustments have been completed, like voiding checks. Please call TempWorks Support at 651 452 0366 to set up appointments to assist in running any or all the year end processes.

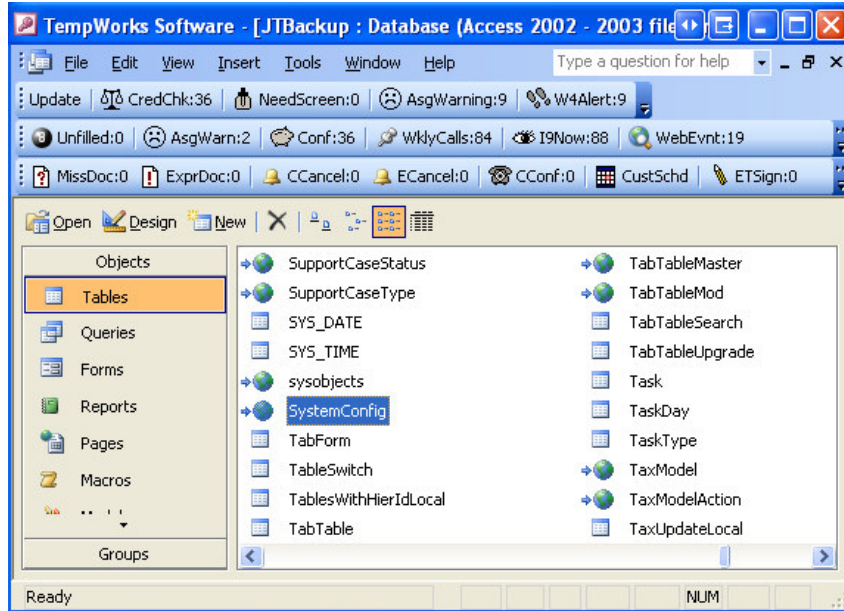
**Step 3: Verify Employer Information**

Click on Step 3 to open up your employer information form. Using the 'View All' button will open up your list of EINC's. You will be able to choose an EINC and verify Address, Federal Employer ID, Mag Pin and contact information.

<b>Company</b> EINC: 542 HierID: 60 Full Name: VIP Placements	<b>Mag Media Contact Info:</b> FedEmployerID: 021212212 MagPin: 1234 Contact Method: [?] Contact: Joe ContactPhone: 651-555-1212 Ext: [?] Fax: [?] Contactemail: [?]	<b>Other Employer Settings:</b> AlwaysUseEmployerTaxState: 0 TaxState: MN WCEExperienceFactor: 1 RequireEmployerID: -1 VMSMaxCandidatesPerReq: 2 InvoiceColumnType: S NextPseudoAIdent: -5013 FlashOtherPct: 1
<b>Company Address:</b> Company: High Tech Staffing Address: 123 Main St Street: 701 Main St. City: Duluth State: MN Zip: 70139	<b>Schema Application Color:</b> OrderColor: 32768 ContactColor: 8388736 CustomerColor: 10040115 EmployeeColor: 128	<b>AssignmentColor:</b> applicantcolor: 8421376 ARColor: 16722680 Workercompcolor: 8421376
<b>Company Mailing Address:</b> Suite: [?] Address: 701 Main St. City: Duluth State: MN Zip: 70139		

**Step 4: Initialize New Year. (Point of no Return)**

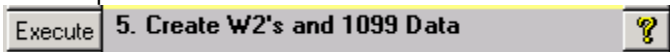
- a) Click on **Execute** next to **Initialize New Year**.
  - **By clicking on this, all the current year’s information is saved off and setting the system up for the New Year is started. We consider this the “Point of No Return.” It is much harder to go back in and change the previous year’s data as it must be done manually in SQL on tables that you cannot see; After this step is done checks for that year can no longer be voided to correct errors.**
- b) To verify the year was successfully closed, press F11 and go to the tables. Double click on the **SystemConfig** table and verify the **YearID** column.



	SiteID	Build	ClientBuildReq	HolidaySkillCod	HolidayPayCod	HolidayWCCod	HolidayHoursRel	RegularPayCod	YearID
▶	GEN	9029	9011	A113	Hol	8810	1200	Reg	2006
*									

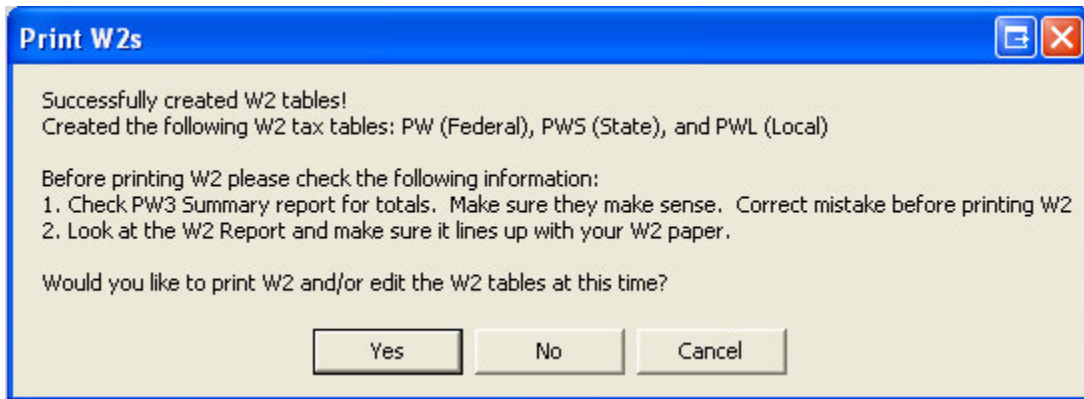
**Step 5: Create W2's and 1099**

- a) This step is the actual creation of the W2 tables. Click on **Execute** next to Step 5.

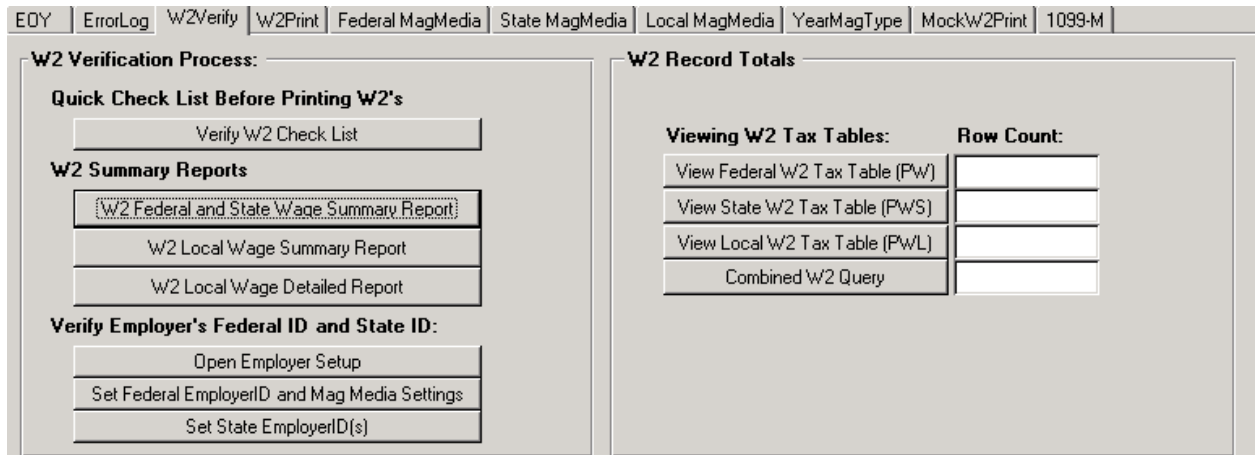


This step will dump the necessary W2 information into three tables. The first one is the **PW** Table, this houses the main W2 information, federal wages, taxes, and any adjustments that appear on the W2. The second table is **PWS**, which stores the employee state wages and taxes. The third table is **PWL**, which stores all the employee local wages and taxes.

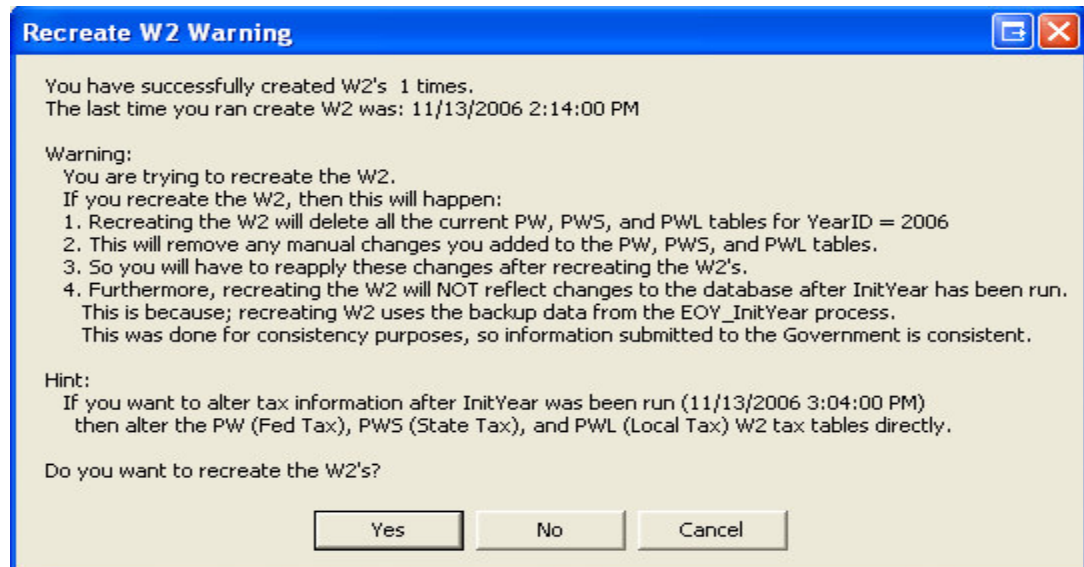
Once Create W2's is Executed, these tables will be populated and the following message will appear. The **Done** box will be checked and the **rocessed** date will populate.



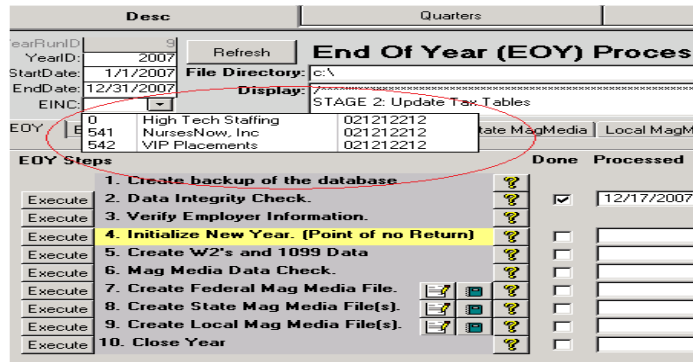
By clicking **Yes** the W2Verify tab will be opened and options to verify W2 tables and information is presented.



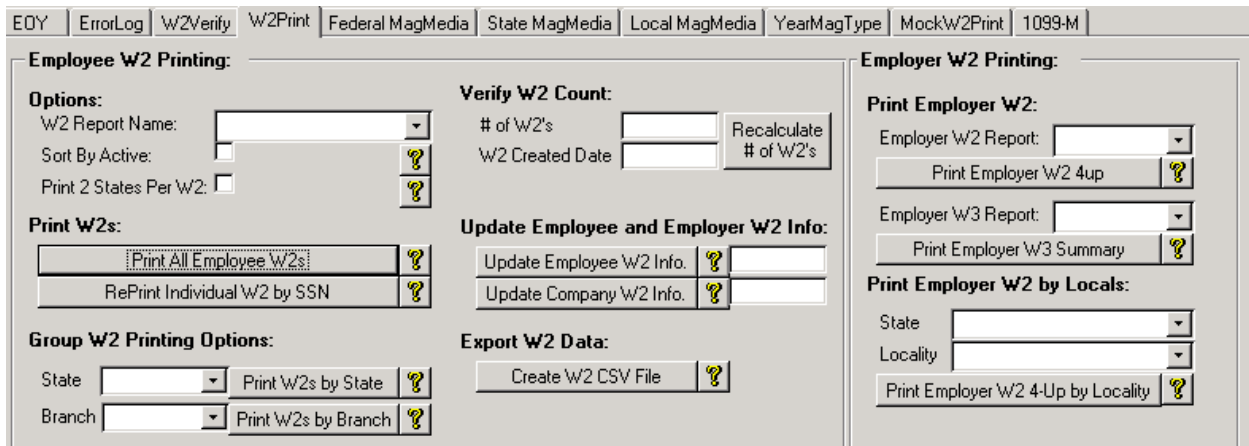
**Note:** By going back to the EOY tab and clicking Execute for the Create W2's again, the following Recreate W2 Warning prompt box will appear. This prompt gives a warning and an explanation of what happens when recreating W2's. Please read the warning box before clicking 'Yes.' If any manual changes have been made to the W2 tables, this will wipe those changes out.



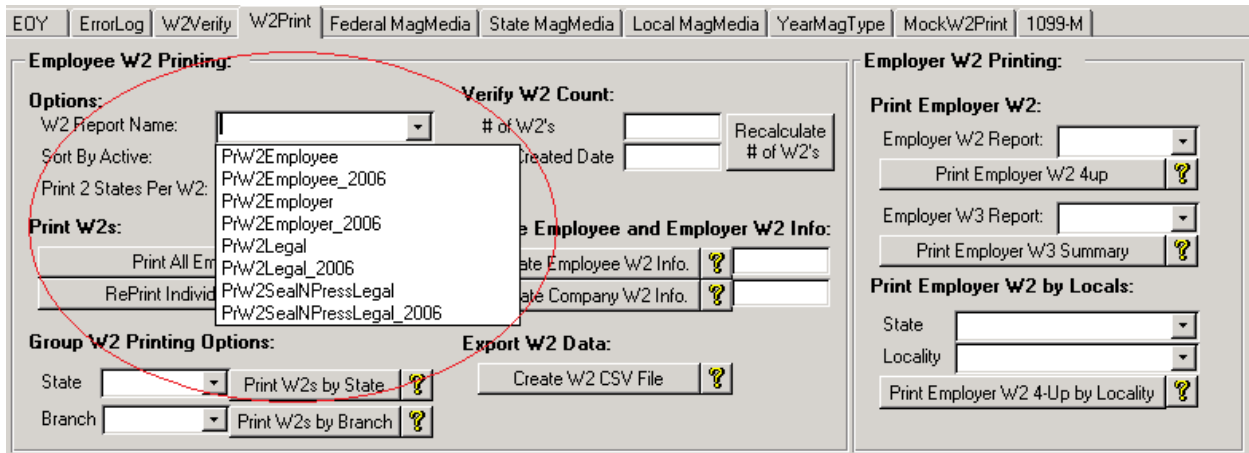
- b) If a company has multiple EINC's, the option is there to choose to print W2's for a particular EINC by selecting the proper EINC in the **PrYear** form. In our example, we are choosing to print EINC 0. Once EINC 0 has been printed, then EINC 1 can be chosen, and those W2's may be printed. If your company has only one entity, leave this field blank.



- c) Once an EINC is specified to print, go to the W2Print tab.

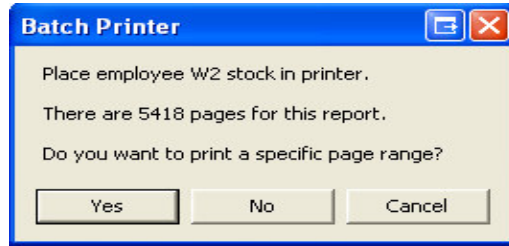


- d) TempWorks provides several reporting options for **Print All Employee W2's**. Simply click on the drop down menu and choose the appropriate reporting option.

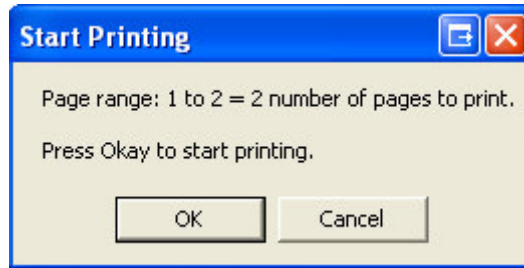
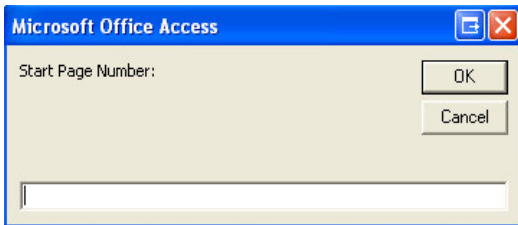


- If needed to determine the number of W2's that are going to print, click on the **Recalculate # of W2's** button to generate a W2 count.
- If you are exporting W2 printing, please use the Create CSV File to create a file to export to the chosen authority.

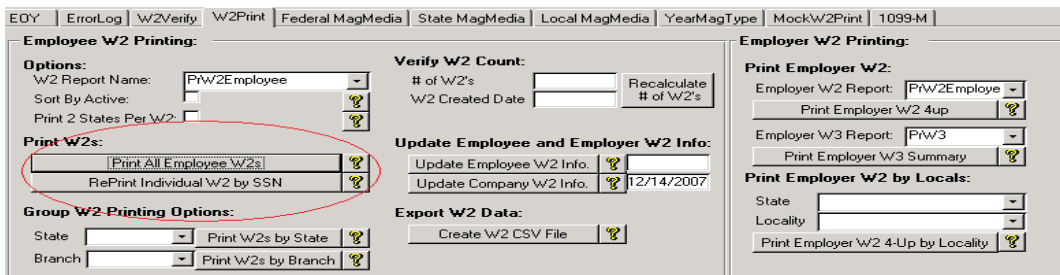
- e) After choosing the correct reporting options, click on **Print All Employee W2's**. This will open the W2 report and the Batch printer prompt box. By clicking **Yes** the option to specify a range will appear; by clicking **No** all pages will print.



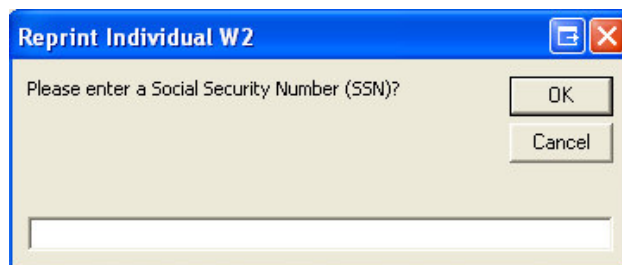
- f) Once the **Yes** button has been clicked, the system prompts the **Start Page Number** and the **End Page Number**. We suggest printing 10 pages to start to verify that the W2's are lined up correctly in the printer.



- g) TempWorks provides the feature to reprint an individual W2. Simply click on **RePrint Individual W2's**.



By clicking on this button, a prompt will ask for the SSN of the employee that needs a reprint.



- h) TempWorks also gives the option to do Employer W2 Printing.

The screenshot shows a dialog box titled "Employer W2 Printing:" with the following sections:

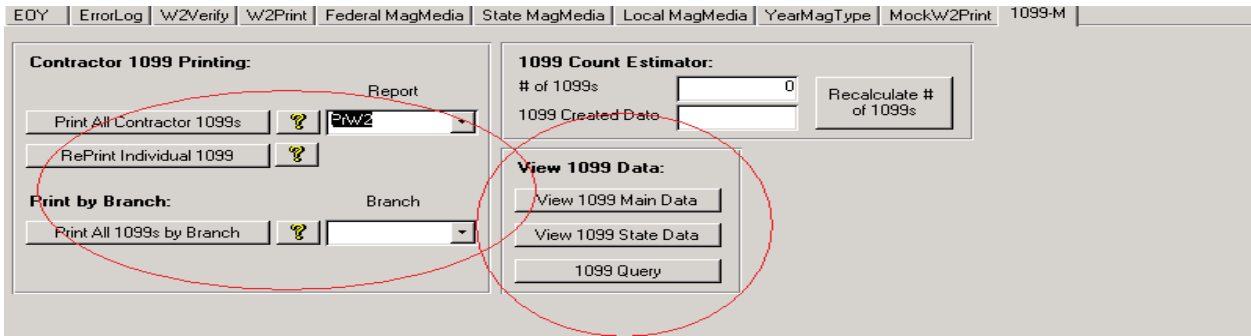
- Print Employer W2:**
  - Employer W2 Report: PrW2Employee (dropdown)
  - Print Employer W2 4up (button with help icon)
- Employer W3 Report: PrW3 (dropdown)
- Print Employer W3 Summary (button with help icon)
- Print Employer W2 by Locals:**
  - State (dropdown)
  - Locality (dropdown)
  - Print Employer W2 4-Up by Locality (button with help icon)

- i) TempWorks Software also provides special W2 printing options, which allow our customers to print W2's for a particular branch. To facilitate this option, choose the appropriate branch under the dropdown menu and then click on **Print All W2's by Branch** button. You can check the **Sort by Active** box option, which will sort W2's by employee active flag. **Note: When using the Sort by Active button it will print all employees that are considered active and ABLE to be assigned in your system. This does not sort out employees that are currently assigned!**
- j) Another special W2 printing option is to print the W2's by tax state. Please select the tax state from the drop down lists and then click on the **Print All W2's by Tax State** button.

The screenshot shows a dialog box titled "Employee W2 Printing:" with the following sections:

- Options:**
  - W2 Report Name: PrW2Employee (dropdown)
  - Sort By Active:  (checkbox with help icon)
  - Print 2 States Per W2:  (checkbox with help icon)
- Print W2s:**
  - Print All Employee W2s (button with help icon)
  - RePrint Individual W2 by SSN (button with help icon)
- Group W2 Printing Options:** (circled in red)
  - State (dropdown) Print W2s by State (button with help icon)
  - Branch (dropdown) Print W2s by Branch (button with help icon)

- k) We are also able to print 1099's from Tempworks at this point. There are options to print by Branch, reprint individual, and view all the main data that is pulled into this information.



**Step 6: Mag Media Data Check.**

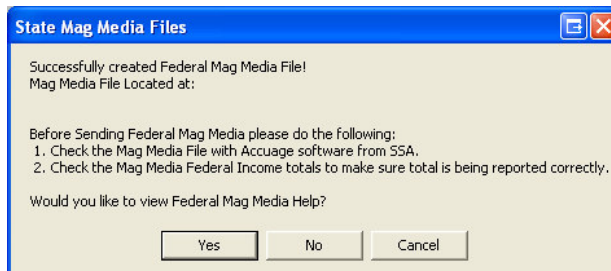
TempWorks will not generate Mag Media files unless the Mag Media Data Check has been run. In order to run the data check for Mag Media, go to the EOY tab and click on **Execute** next to **Mag Media Data Check**. Errors may occur if there is missing Employer information that needs to be included in the Mag Media file. These errors will show under the **ErrorLog** tab and must be corrected. Once the errors are corrected, run the **Mag Media Data Check** again to ensure there are no errors.

**Step 7: Create Federal Mag Media File.**

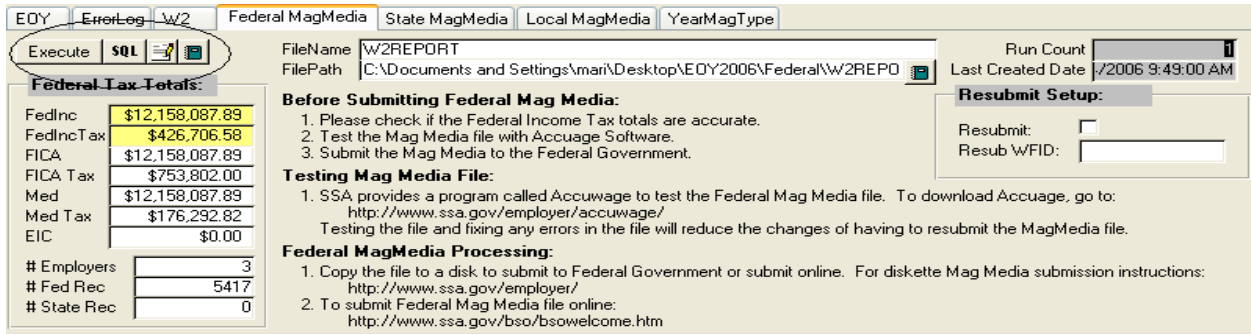
- a) After the Mag Media Data Check has been complete, the Mag Media files can be created. The user must first dictate where the Federal, State, and Local Mag Media files will be saved. Find the label on the **PrYear** form called **File Directory**. The box to the right shows the path where the file is saved. If the path needs to be added or changed, click on the **...** button to the right of the box and then choose where the file is going to be saved.



- b) Now go to the EOY tab and click **Execute** next to **Create Federal Mag Media File**. Verify the location in which you would like the file to be stored to proceed. When complete, the following message will appear stating Success of creating Federal Mag Media file. The **Done** box will be checked and the **Last Processed** date will populate.

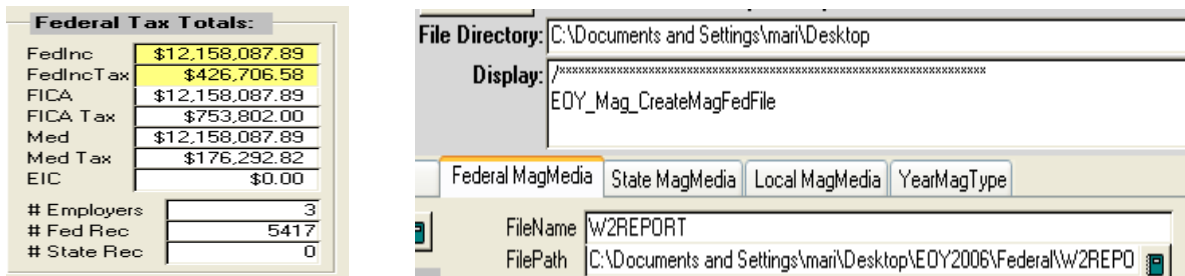


- c) Click **Yes** to view Federal Mag Media. The **Federal MagMedia** tab will now be selected in the **PrYear** form.



- **Execute** This button reruns the Federal Mag Media script.
- **SQL** This button opens up the Federal Mag Media Script in SQL Query Analyzer.
- This button recreates the Federal Mag Media File.
- This button opens the Federal Mag Media File in a text editor.

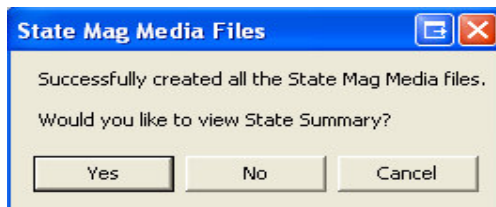
- d) The **Federal MagMedia** tab provides information about the Federal tax total, File Name, and File Path. The File Path should be the same as what is shown on the File Directory. It can be changed if necessary.



- e) To view the Federal Mag Media file, click on the next to the **FilePath**. Please read directions provided in the **Federal MagMedia** tab pertaining to **Submitting, Testing, and Processing Federal Mag Media** files.

**Step 8. Create State Mag Media File(s).**

- a) From the EOY tab, click **Execute** next to **Create State Mag Media File(s)**.  
**8. Create State Mag Media File(s)**. Verify the location in which you would like the file to be stored to proceed. When complete, the following message will appear stating Success of creating State Mag Media file. The **Done** box will be checked and the **Last Processed** date will populate.



- b) Click **Yes** to view State Mag Media. The **State MagMedia** tab will now be selected in the **PrYear** form. There are several buttons in the upper left just like the Federal Mag Media form as well next to each individual state to assist in viewing and editing the State Mag Media. The buttons across the top will summarize all state information while the buttons next to each state will break down the information for each particular state.

State	Year	EINC	Total Count	StateInc	StateIncTax	Local CityTax	Local SchoolTax	Local CountyTax	Local OtherTax	FilePath
MN	2006		3814	9,344,590.56	\$139,387.91					C:\Documents and Settir
WI	2006		1	\$11,565.27	\$694.04					C:\Documents and Settir
<b>Total:</b>			3815	9,356,155.83	\$140,081.95					

**Step 9: Create Local Mag Media File(s).**

- a) Please repeat Step 8 instructions to complete the Local Mag Media file(s). The system will be directed to the Local MagMedia tab when complete just as in the State and Federal file creations. The **Done** box will be checked and the **Last Processed** date will populate.

**End Of Year (EOY) Process:**

YearRunID: 32  
 YearID: 2006  
 StartDate: 1/1/2006  
 EndDate: 12/31/2006  
 EINC: [Dropdown]

File Directory: C:\Documents and Settings\mari\Desktop  
 Display: EOY\_Mag\_CreateMagLocalFile

State	Year	EINC	Local Taxing Entity	Total Count	StateInc	StateIncTax	Local Taxable Tax	Local Tax	FilePath
<b>Total:</b>									

- b) If there are no Local Mag Media files to be created, the system will check the **Done** box and the **Last Processed** date will populate, but there will be no files to view under **Local MagMedia**.

**Note:** When all Steps have been completed, click on the **Directory** tab at the top of the **PrYear** form to verify that all steps have been completed for the current year that is being closed. Please refer to the **AccuWage Check** document on our website to complete checking all Mag Media files before submitting them to the appropriate government offices. Do not hesitate to call Tempworks Support if there are any questions on completing any steps in the Year End process at 651 452 0366.

Desc	Quarters	Directory	Switchboard					
Show all								
YearRunID	StartDate	YearD	EINC	Check Data	Init Year	MagCheck Data	# W2's	Locked By
16	1/1/2004	2004	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3837	ernest
17	1/1/2004	2004	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
18	1/1/2004	2004	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
19	1/1/2004	2004	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
20	1/1/2004	2004	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
40	1/1/2005	2005	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1979	musa
41	1/1/2005	2005	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1260	musa
11	1/1/2005	2005	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1260	musa
31	1/1/2005	2005	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
32	1/1/2006	2006	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5418	mari
12	1/1/2006	2006	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13	1/1/2007	2007	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
33	1/1/2007	2007	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
34	1/1/2008	2008	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14	1/1/2008	2008	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
42	1/1/2010	2010		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Record: 36 of 42

### Step 10: Close Year

Executing this last button will ensure that the triggers are all off and there are no loose ends left to the processes completed above. You will see a done checkmark and Processed date when completed.

Desc	Quarters	Directory	Switchboard
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YearRunID: 9	Refresh	<b>End Of Year (EOY) Process:</b>	Text Editor <input type="text"/>
YearID: 2007	File Directory: c:\	Display: STAGE 2: Update Tax Tables	
StartDate: 1/1/2007	Display: /*****		
EndDate: 12/31/2007	EINC: [dropdown]		

EOY	ErrorLog	W2Verify	W2Print	Federal MagMedia	State MagMedia	Local MagMedia	YearMagType	MockW2Print	1099-M
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EOY Steps		Done	Processed
Execute	1. Create backup of the database	?	
Execute	2. Data Integrity Check.	?	12/17/2007
Execute	3. Verify Employer Information.	?	
Execute	4. Initialize New Year. (Point of no Return)	?	
Execute	5. Create W2's and 1099 Data	?	
Execute	6. Mag Media Data Check.	?	
Execute	7. Create Federal Mag Media File.	?	
Execute	8. Create State Mag Media File(s).	?	
Execute	9. Create Local Mag Media File(s)	?	
Execute	10. Close Year	?	

These are the steps for the Year End Process. Please process them on a slow day when they will not bog the system down.

Make sure you create a backup of the database before closing the year.

Below is the link to download AccuWage from the Social Security Administration website.  
<http://www.socialsecurity.gov/employer/accuwage/>