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Producing External Reports on UAN

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Payroll 101

- Get payroll training
- Do not just follow what the prior clerk was doing
- If anything being done does not match what you have learned or seem right research it
- Ask questions

Payroll 101 (continued)

- The Governing Board does not have the authority to give Bonuses or Checks to employees that are 'tax free'
- No earning is completely tax exempt

UAN Payroll 101

- There is no need to ever create a manual 941, OPERS, OP&FPF or ODJFS report
- There is rarely the need to edit any thing on the UAN external payroll reports
  - You should be reviewing all report amounts for setup and processing mistakes

Employer's Quarterly Federal Tax Return (941)

- Includes: Federal, Medicare (Employer and Employee), Social Security (Employer and Employee), Federal Supplemental in the quarter in which they were paid
- Due Date: Last day of the month following the end of the calendar quarter

941 Important Reminders (continued)

- Wages: Never edit the amount calculated for Medicare or Social Security Tax
  - If it should not be withheld on a portion or all of the earnings stop and edit employee setup
  - If you under or over withheld on a prior warrant contact UAN Support

941 Important Reminders (continued)

- Report: Only edit this report for the following reasons:
  - Third party sick pay
  - Group Term Life Ins that exceeds IRS Limit
  - Overpayments from previous quarter when applied to next quarters return
  - If editing for any other reason call UAN Support

DEMO 941

941 Schedule B

- Required only when entity pays Federal Taxes on a semi-monthly basis
- Corresponds to date employees were paid not date taxes were deposited
- UAN has a report but does not print actual form – manual entry on IRS form is necessary

OPERS Contribution

- Includes: OPERS (Employer and Employee) in the month in which the pay period ended
- Due Date: Last day of the month following the reporting month

OPERS Important Reminders

- Wages: Never edit the amount calculated for OPERS
  - If it should not be withheld on a portion or all of the earnings stop and edit employee setup
  - If you under or over withheld on a prior warrant contact UAN Support

OPERS Important Reminders

- Report: Only edit this report for the following reasons:
  - To add pay period beginning and pay period end codes (new employee, retirement, seasonal)
  - If editing for any other reason call UAN Support

OPERS Setup Items

- If your report is being rejected by OPERS because you are filing the wrong report 00 vs 08 then you have a major setup issue and should stop and call UAN Support immediately

DEMO OPERS

OPERS Remittance

- This report is submitted to OPERS when you are mailing your OPERS Contribution report with the payment
- If you are filing the OPERS Contribution report online you will not need to complete this report

Demo OPERS Remittance

- Must make withholding payment before producing remittance on UAN system

ODJFS (Employers Wage Detail)

- Function: Collects wage data for all Ohio employees on a quarterly basis for the primary purpose of determining claimants eligibility for unemployment
- No withholdings
- Due Date: Last day of the month following the end of the calendar quarter

ODJFS Important Reminders

- Report: Only edit this report for the following reasons.
  - Part Time Employees weeks and months worked (use spreadsheet to track weeks worked for part time employees)
  - If editing for any other reason call UAN Support

ODJFS Setup Items

- Employee Earnings - Unemployment Eligible box
  - Checkmark for hired and appointed employees
  - Do not checkmark for elected officials including someone appointed to fulfill elected positions

ODJFS Setup Items (continued)

- Employee Information – Part Time vs Full Time
  - Always mark full time employees so the report will populate the weeks and months worked fields

Demo ODJFS

- Wages subject for reporting is limited to $9,000 a year
- Most government entities are reimbursing and only will make payments if employee files a claim

Ohio Income Tax

- Every employer doing business within the state of Ohio and making payment of any compensation to an employee must withholding Ohio income tax
  - UAN adds the tax to every earning
- As of January 1st 2015 everyone must file through Ohio Business Gateway

Ohio Income Tax (continued)

- Includes: Ohio and Ohio Supplemental in the period in which they were paid
- Due Date: Quarterly, Monthly or Partial-Weekly
- Print the Ohio Tax Report prior to filing your report and making payment online

School District Tax

- Pay school district tax for where you live not where you work
- Use The Finder on Ohio Department of Taxation website to determine tax on new employees
- As of January 1st 2015 everyone must file through Ohio Business Gateway

School District Tax (continued)

- Includes: School District Income Tax in the period in which they were paid
- Due Date: Quarterly or Monthly
- Print all the School Tax reports prior to filing your report and making payment online

Local Income Tax

- Employees may have an income tax for where they work and where they live.
  - Multiple local income tax withholdings can be attached to an earning
- Use The Finder on Ohio Department of Taxation website to determine local tax on new employees.

Local Income Tax (continued)

- Includes: Local Income Tax in the period in which they were paid
- Due Date: Different by individual local taxing agency
- Print all the Local Tax reports prior to filing your report and making payments

Ohio/School District/Local Income Tax

- Use UAN report to fill in required information online (Ohio & School District) or manual / online (Local)

OP&FPF Contribution

- Includes: OP&FPF (Employer and Employee) in the month in which the pay period ended
- Due Date: Last day of the month following the reporting month

OP&FPF Important Reminders

- Wages: Never edit the amount calculated for OP&FPF
  - If it should not be withheld on a portion or all of the earnings stop and edit employee setup
  - If you under or over withheld on a prior warrant contact UAN Support

OP&FPF Important Reminders

- Report: Only edit this report for the following reasons:
  - Work Codes
  - Comments
  - Base Hours only on 3 pay month
  - If editing for any other reason call UAN Support

OP&FPF Setup Items

- Earning & Leave – OP&FPF Type
- Vendor/Payee – Account #1 (unique 4 digit number)
- Frequency – OP&FPF Agreement Numbers

OP&FPF Setup Items (continued)

- Employees – Information tab – OP&FPF Hours Base & Member Date
- Employee - Earning tab – Pick-up & Frequency

DEMO OP&FPF

- Never edit Regular, Reduction or Fringe
- If you have to break a single earn item into multiple line items and codes call UAN support for advise on setting up the system to handle this automatically

OP&FPF Remitance

- This report is submitted to OP&FPF with your payment regardless of how the OP&FPF Contribution report was submitted (paper or electronic).

Demo OP&FPF Remitance

- Must make withholding payment before producing remittance on UAN system

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