




November 15, 2017

TO: School District Administrators  
 FROM: Division of Administration, Finance and Accountability  
 SUBJECT: W2 Timeline 2017

January 31 is the filing deadline for BOTH electronic and paper form W-2s.

W2 Prelist (W2SB17)	W2Prelist (W2SB17) Report Format – P - Prelist Current Year – Run Option: 1 - Extract and then Print  Report Format – R - Reasonability Check (OASDI/Medicare)
January 8	Final date to use pay history adjustments to make wage corrections
January 9 	*Begin using W2 Data Edit (W2ED17) screen for adjustments W2Prelist (W2SB17) Current Year – Run Option: 2 – Use Existing Extract/W2 Edit File
January 11	*Last day to make adjustments using W2 edit screen in order for change to appear on printed W2s
January 12	<b>KCSOS Print W2s</b>
January 18	Districts pick up W2s for distribution to employees by the January 31 deadline – earlier if possible.
January 19, 26 & 31	Edited W2s will be reprinted by KCSOS 4pm
January 22  Lookups 	W2 PDF images available from within QSS OASIS Districts can reprint lost, destroyed, etc. W2s
January 30	** Final date to make any corrections using W2 edit screen W2-C must be completed by district
February 1	Final version of W2 PDF images available from within QSS OASIS

\* Changes must also be made as pay history adjustments so that pay history will reconcile to the quarterly 941s.

\*\*Any adjustments made after January 30 will necessitate the preparation of a Form W2-C. These forms must be completed by the district and mailed to the appropriate agencies. These forms may be obtained from the local IRS office, or by download at the IRS Web site at [www.irs.gov](http://www.irs.gov).

**Please email [bass@kern.org](mailto:bass@kern.org) or contact Vicki Lueck (661) 636-4706 or Bruce Storer (661) 636-4733 if you have any questions regarding this process.**

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