

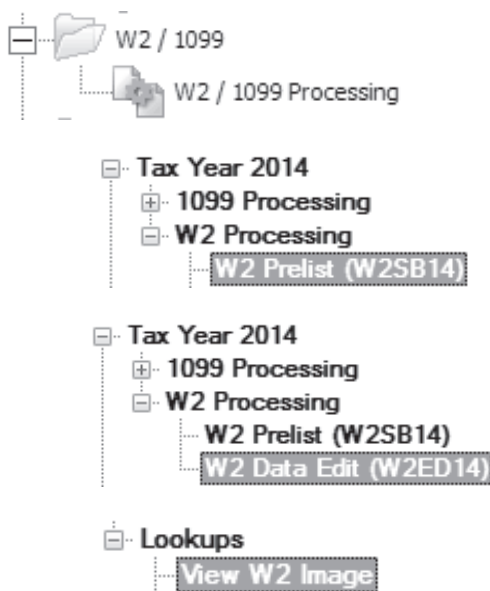
November 21, 2014

TO: School District Administrators  
FROM: Division of Administration, Finance & Accountability  
SUBJECT: Adjustment Calendar

**Cutoff dates for the 2014 W2s are as follows:**

- January 9 Final date to use pay history adjustments to make wage corrections that will be included on the system generated W2.
- January 10 Begin using W2 edit screen for adjustments.
- January 15 Final date to make any adjustments using W2 edit screen in order for change to appear on system generated W2s.
- January 16 W2 printing begins
- February 2 QCC only: W2 PDF images available
- March 13 Final date to make any correction using W2 edit screen.

QCC W2 modules:



W2s will be printed on January 16, 2015, and will be forwarded to the districts for distribution to employees by the January 31st deadline.

Adjustments can be made using the W2 edit screen after January 16. Edited W2s will be reprinted every Friday between January 16, and March 13, 2015.

Changes made using the W2 edit screen must also be made as pay history adjustments so that a pay history report will reconcile to the quarterly 941s.

Any adjustments made after March 13 will necessitate the preparation of a Form W2c. These forms must be completed at the school district office 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).

Lost W2s can be viewed and reprinted by district staff with the proper access.

**Please email [bass@kern.org](mailto:bass@kern.org) or contact Priscilla Quinn at (661) 636-4732 or Robert Canales at (661) 636-4275 if you have any questions regarding this process.**

PQ:mrp