

October 22, 2018

TO: School District Administrators
 FROM: Division of Administration, Finance & Accountability
 SUBJECT: W2 Timeline 2018

January 31 is the filing deadline for BOTH electronic and paper form W2s

W2 Pre-list (W2SB17)	Preliminary Pre-list for 2018 Available NOW – Run W2 Prelist with Next Year Option Set Next Year – Run Option: 1 - Extract and then Print
W2 Pre-list (W2SB18)	W2Prelist (W2SB18) Report Format: P – Pre-list Current Year – Run Option: 1 - Extract and then Print Optional: Report Format – R - Reasonability Check (OASDI/ Medicare)
January 8	Final date to use pay history adjustments to make wage corrections
January 9 W2 Data Edit (W2ED18)	*Begin using W2 Data Edit (W2ED18) screen for adjustments W2Prelist (W2SB18) Current Year – Run Option: 2 – Use Existing Extract/W2 Edit File
January 11	*Last day to make adjustments/additions using W2 edit screen for printed W2s
January 16-18	KCSOS Print W2s
January 22	Districts pick up W2s for distribution to employees by the January 31 deadline – earlier if possible.
January 25 & 31	Edited W2s will be reprinted by KCSOS at 4pm
January 30	** Final date to make any corrections using W2 edit screen W2-C must be completed by district
February 1 Lookups/Uploads View W2 Image	Final version of W2 PDF images available from within QSS OASIS Districts can reprint lost, destroyed, etc. W2s

* 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.

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

PQ:cf