

November 20, 2020

TO: School District Administrators
 FROM: Division of Administration, Finance and Accountability
 SUBJECT: W2 Timeline 2020

December 10	W2 Training – KCSOS via ZOOM 10:00 AM – 11:00 AM Register through OMS: https://kern.k12oms.org/eventdetail.php?id=196175
W2 Prelist (W2SB19)	Preliminary Prelist for 2020 Available NOW – Run W2 Prelist with Next Year Option Set Next Year – Run Option: 1 - Extract and then Print
W2 Prelist (W2SB20)	W2Prelist (W2SB20) 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 (W2ED20)	*Begin using W2 Data Edit (W2ED20) screen for adjustments W2Prelist (W2SB20) Current Year – Run Option: 2 – Use Existing Extract/W2 Edit File
January 13 PRELIST DEADLINE!	*Last day to make adjustments/additions using W2 edit screen for printed W2s PRELIST DEADLINE!
January 14-15	Print W2s - KCSOS
January 19-22	Districts pick up W2s for distribution to employees by the January 31 deadline – earlier if possible.
January 22 & 28	Edited W2s will be reprinted by KCSOS at 4pm
January 28	** Final date to make any corrections using W2 edit screen W2-C must be completed by district
February 1 View W2 Image	W2 PDF images available from within OASIS and ESS Districts can reprint lost, destroyed, etc. W2s

* Must make pay history adjustments so that pay history will reconcile to the quarterly 941s.

**Any adjustments made after January 28 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 requested from the IRS Web site at <https://www.irs.gov/forms-pubs/order-products>

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.

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