

December 9, 2021

TO: School District Administrators
 FROM: Division of Administration, Finance and Accountability
 SUBJECT: W2 Timeline 2021

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|---|---|
| January 5 | W2 Training – KCSOS via ZOOM 10:00 AM – 11:00 AM |
| Available Now W2 Prelist (W2SB20) | Preliminary W2 Prelist for 2021 Available NOW – Run W2 Prelist with Next Year Option Set Next Year – Run Option: 1 - Extract and then Print |
| Mid-December after Tax Year Release is Installed W2 Prelist (W2SB21) | W2 Prelist (W2SB21) Current Year – Run Option: 1 - Extract and then Print Optional: Report Format – R - Reasonability Check (OASDI/Medicare) |
| January 10 | Final date to use pay history adjustments to make corrections |
| January 11 Use W2 Data Edit (W2ED21) | Begin using W2 Data Edit (W2ED21) screen for adjustments Must also make pay history adjustments so that pay history will reconcile to the quarterly 941s. W2 Prelist (W2SB21) 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 18-19 | Print and Seal W2s - KCSOS |
| January 20+ | Districts pick up W2s for distribution to employees by the January 31 deadline – earlier if possible. |
| January 21 & 28 | Edited W2s reprinted by KCSOS |
| January 28 | ** Final date to make any corrections using W2 edit screen NOTE: W2-C must be completed by district |
| January 31 View W2 Image | W2 PDF images available on OASIS and ESS Districts can reprint lost, destroyed, etc. W2s |

**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 requested from the IRS Web site at <https://www.irs.gov/forms-instructions>.

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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