

November 15, 2023

TO: School District Administrators  
FROM: Division of Administration, Finance and Accountability  
SUBJECT: W2 Timeline 2023

December 13	W2 Training – KCSOS Larry E. Reider Building, Room 101 10:00 AM – 11:00 AM
Available Now W2 Prelist (W2SB22)	Preliminary W2 Prelist for 2022 <b>Available NOW</b> – Run W2 Prelist with <b>Next Year</b> Option Set  Next Year – Run Option: 1 - Extract and then Print
Mid-December after Tax Year Release is Installed W2 Prelist (W2SB23)	W2 Prelist (W2SB23) Current Year – Run Option: <b>1 - Extract and then Print</b>  Optional: Report Format – R - Reasonability Check (OASDI/Medicare)
January 8	Final date to use pay history adjustments to make corrections
January 9 Use W2 Data Edit (W2ED23)	Begin using W2 Data Edit (W2ED23) screen for adjustments <b>Must also make</b> pay history adjustments so that pay history will reconcile to the quarterly 941s.  W2 Prelist (W2SB23) Current Year – Run Option: <b>2 – Use Existing Extract/W2 Edit File</b>
January 12 PRELIST DEADLINE!	Last day to make adjustments/additions using W2 edit screen for printed W2s  PRELIST DEADLINE!
January 17-18	<b>Print and Seal W2s - KCSOS</b>
January 22+	Districts pick up W2s for <b>distribution to employees by the January 31</b> deadline – earlier if possible.
January 19 & 26	Edited W2s reprinted by KCSOS
January 26	** Final date to make any corrections using W2 edit screen NOTE: W2-C must be completed by district
February 2 View W2 Image	W2 PDF images available on OASIS and ESS Districts can reprint lost, destroyed, etc. W2s

\*\*Any adjustments made after January 26 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](mailto:bass@kern.org) or contact Vicki Lueck (661) 636-4706 or Joe Salazar (661) 636-4733 if you have any questions regarding this process.**

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