

November 19, 2024

TO: School District Administrators

FROM: Division of Fiscal Support

SUBJECT: W2 Timeline 2024

December 11	W2 Training – KCSOS Larry E. Reider Building, Room 101 9:00 AM – 10:00 AM
Available Now W2 Prelist (W2SB23)	Preliminary W2 Prelist for 2024 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 (W2SB24)	W2 Prelist (W2SB24) Current Year – Run Option: 1 - Extract and then Print Optional: Report Format – R - Reasonability Check (OASDI/Medicare)
January 6	Final date to use pay history adjustments to make corrections
January 7 Use W2 Data Edit (W2ED24)	Begin using W2 Data Edit (W2ED24) screen for adjustments Must also make pay history adjustments so that pay history will reconcile to the quarterly 941s. W2 Prelist (W2SB24) Current Year – Run Option: 2 – Use Existing Extract/W2 Edit File
January 10 PRELIST DEADLINE!	Last day to make adjustments/additions using W2 edit screen for printed W2s PRELIST DEADLINE!
January 15-16	Print and Seal W2s - KCSOS
January 22+	Districts pick up W2s for distribution to employees by the January 31 deadline – earlier if possible.
January 17 & 24	Edited W2s reprinted by KCSOS
January 23	** Final date to make any corrections using W2 edit screen NOTE: W2-C must be completed by district
February 3 View W2 Image	W2 PDF images available on OASIS and ESS Districts can reprint lost, destroyed, etc. W2s

**Any adjustments made after January 23 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 Joe Salazar (661) 636-4733 if you have any questions regarding this process.

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