
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6306	SPAHRs PR File Tax Reports	Revision Date: 11/26/2019
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Objective

Develop an understanding of the File Tax Reports process.

Outcome

An understanding of the process, key concepts, and menus is obtained.

Overview

The File Tax Reports process compiles and produces required quarterly and annual state and federal tax reports and also provides on-line access to the data for review by SPAHRS agencies. Reports can be requested for workers compensation, state taxes, unemployment insurance and other types of tax information. Each agency is responsible for actually filing the LBO & 5500C reports that are listed on the Submit Agency Batch Reports screen; additionally, they are responsible for reviewing the Audit W-2 Information following the last pay period in the calendar year.

The control agency reports can be accessed in the File Tax Reports process. DFA will run W-2's and file the 941's and MS State Income Tax Quarterly Report for all employees and workers processed through SPAHRS using the State's tax identification number; agencies are not responsible for producing these reports.

Several display options are provided for agencies to view W-2 detail and summary information and quarterly fiscal year and calendar year information. This display will only report the information for one agency number and will not be cumulative if the employee worked for more than one SPAHRS agency.

Menus

The File Tax Reports process includes its own menu that can be accessed from the Payment menu.

Users may display these reports. The reports are updated as payrolls are processed and/or updated for the given period. The Display Accumulated W-2 Info by Fiscal Quarter report only displays retirement information.

File Tax Reports

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/25/2019
PHIMAINU PHIMAINM Payment Menu 01:44 PM

Code Description FastPath
CP Calculate Pay CALC
GS Generate SAAS Transactions SAAS
RD Remit Taxes and Deductions Menu REMD
DP Distribute Pay DISP
PA Approve/Release Pay RPAY
FT File Tax Reports FIAX
AP Adjust Pay ADJP
PT Earnings, Tax, and Deduction Tables ETDT
OT Other Payroll Tables PAYT
PR Payroll Reports

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
2. Choose FT (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.

```

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/25/2019
PHIMAINU PHIMAINM File Tax Reports Menu 01:50 PM

```

Code	Description	FastPath
PF	Display Accumulated W-2 Info by Agency	
QC	Display Accumulated W-2 Info by Calendar Qtr	
QF	Display Accumulated W-2 Info by Fiscal Qtr	
WS	Display Accumulated W-2 Info by SSN	
SQ	Display Payroll Summary by Qtr	
SB	Submit Agency Batch Reports	SBR1
SC	Submit Control Batch Reports	SBR2
W2	Actual W-2 Detail Information	
SR	Submit 941 Reports By Run Number	
TI	OASDI Wages Transferred Into SPAHRS	
WA	W2 Adjustments	

Code: __

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Main End Quit

Browses

The File Tax Reports process includes five options to view payroll information including W-2 figures, calendar year and fiscal year totals. Three options are available to on-line SPAHRS agencies for viewing and two options are for DFA-only viewing.

Display Accumulated W-2 Info by Agency

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose FT (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose PF (Display Accumulated W-2 Info by Agency) from File Tax Reports Menu and press ENTER.	The Display Accumulated W-2 Info by Agency screen will appear.

```

PFNC10 PAVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/26/2019
PHPFDW2D PHPFDW1M Display Accumulated W-2 Info by Agency 10:55 AM
2 more >
Action: _ (B,D,N) Agency: ____ Year: ____
Employee Name:
Issue Date :
-----
a. Control Number: I -----
-----I Wages, tips: I Fed Tax withheld:
Employer ID: _____ I I
-----I -----I-----
c. Employer Name, Address & ZIP: I SSN Wages: I SSN tax withheld:
_____ I I
_____ I-----I-----
_____ I MED wages, tips:I MED tax withheld:
_____ I I
-----I-----
d. Employee's SSN: I SSN tips: I Allocated tips:
Employee SSN: _____ I I
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
4. Choose Display and enter the following: Agency: The 4-digit agency code. Year/Fiscal Year: The calendar year or fiscal year of record. SSN: The social security number of employee.	
5. Press ENTER.	Information displayed includes Wages, Taxes and all W-2 detail information.
6. Press PF11 to access the second Panel of this screen.	

```

PHFNC10 PHVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/26/2019
PHPFDW2D PHPFDW2M Display Accumulated W-2 Info by Agency 10:58 AM
< 1 more 1 more >
Action: _ (B,D,N) Agency: Year:
Employee Name:
-----
d. Employee's SSN: I Advance EIC: I Dep care benefit:
  - - _____ I I
-----
Employee Name, Address & ZIP: I Nonqualified plans:
_____ I-----
_____ I Benefits included:
_____ I-----
_____ I Codes A thru DD: I ___
I - I -
I - I -
I - I Other:
I - I _____
I - I _____
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
7. Press PF11 to access the third Panel of this screen.	

```

PHFNC10 PHVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/26/2019
PHPFDW2D PHPFDW3M Display Accumulated W-2 Info by Agency 11:01 AM
< 2 more
Action: _ (B,D,N) Agency: Year:
Employee Name:
-----
d. Employee's SSN: I Statutory employee: _
- - - - - I Deceased -
----- I Pension plan -
Employee Name, Address & ZIP: I Legal Rep -
----- I Deferred Comp. -
----- I -----
----- I State: I Employer's State ID:
----- I - I -----
----- I -----
----- I Locality name: I Local wages:
State Wages: I State Tax: I ----- I
I I -----
I I Local income tax:
-----
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Display Accumulated W-2 Info by Calendar Qtr

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose FT (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose QC (Display Accumulated W-2 Info by Calendar Qtr) and press ENTER.	The Display Accumulated W-2 Info by Calendar Qtr screen will appear.


```

PHFNC10 PHVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/26/2019
PHPFQC1D PHPFQC1M Display Accumulated W-2 Info by Calendar Qtr 11:04 AM
2 more >
Action: _ (B,D,N) Agency: ____ Year: ____ Quarter: _
Employee Name:
Issue Date :
-----
a. Control Number: I -----
-----I Wages, tips: I Fed Tax withheld:
Employer ID: _____ I I
-----I -----I-----
c. Employer Name, Address & ZIP: I SSN Wages: I SSN tax withheld:
_____ I I
_____ I-----I-----
_____ I MED wages, tips:I MED tax withheld:
_____ I I
-----I-----
d. Employee's SSN: I SSN tips: I Allocated tips:
Employee SSN: _____ I I
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Left Right Quit
    
```

Your Action ...	System Response ...
4. Choose Display and enter the following: Agency: The 4-digit agency code. Year/Fiscal Year: The calendar year or fiscal year of record. SSN: The social security number of record.	
5. Press ENTER.	Information displayed includes Wages, Taxes and all W-2 detail information for the specified calendar quarter.
6. Press PF11 to access the second Panel of this screen.	

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/04/2018
PHPFQC1D PHPFDW2M Display Accumulated W-2 Info by Calendar Qtr 01:04 PM
< 1 more 1 more >
Action: _ (B,D,N) Agency: Year:
Employee Name:
-----
d. Employee's SSN: I Advance EIC: I Dep care benefit:
- - I I
-----
Employee Name, Address & ZIP: I Nonqualified plans:
I
I Benefits included:
I
I Codes A thru DD: I
I I
I - I
I - I
I - I Other:
I - I
I - I
-----
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Left Right Quit
    
```

Your Action ...	System Response ...
7. Press PF11 to access the third Panel of this screen.	

```

FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/18/2012
PHPFQC1D PHPFDW3M Display Accumulated W-2 Info by Calendar Qtr 10:45 AM
< 2 more
Action: _ (B,D,N) Agency: Year:
Employee Name:
-----
d. Employee's SSN: I Statutory employee: _
- - I Deceased _
----- I Pension plan _
Employee Name, Address & ZIP: I Legal Rep _
I Deferred Comp. _
I
I State: I Employer's State ID:
I I
I
----- I Locality name: I Local wages:
State Wages: I State Tax: I I
I I
I I Local income tax:
-----
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Left Right Quit
    
```

Display Accumulated W-2 Info by Fiscal Qtr

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose FT (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose QF (Display Accumulated W-2 Info by Fiscal Qtr) and press ENTER.	The Display Accumulated W-2 Info by Fiscal Qtr screen will appear.

```

FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/18/2012
PHPFQF1D PHPFQF1M Display Accumulated W-2 Info by Fiscal Qtr 11:03 AM
2 more >
Action: _ (B,D,N) Agency: ____ Fiscal Year: ____ Quarter: _
Employee Name:
Issue Date :
-----
a. Control Number: I -----
-----I Wages, tips: I Fed Tax withheld:
Employer ID: _____ I I
-----I -----I
c. Employer Name, Address & ZIP: I SSN Wages: I SSN tax withheld:
_____ I I
_____ I -----I
_____ I MED wages, tips: I MED tax withheld:
_____ I I
-----I -----I
d. Employee's SSN: I SSN tips: I Allocated tips:
Employee SSN: _____ I I
-----I -----I
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Left Right Quit
    
```

Your Action ...	System Response ...
4. Choose Display and enter the following: Agency: The 4-digit agency code. Year/Fiscal Year: The calendar year or fiscal year of record. SSN: The social security number of record.	
5. Press ENTER.	Data for the "Display Accumulated W-2 Info by Fiscal Qtr" report only includes the retirement information. It does not include Wages, Taxes and all W-2 detailed information for the specified fiscal quarter.
6. Press PF11 to access the second Panel of this screen.	

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/04/2018
PHPFQF1D PHPFDW2M Display Accumulated W-2 Info by Fiscal Qtr 01:10 PM
< 1 more 1 more >
Action: _ (B,D,N) Agency: Year:
Employee Name:
-----
d. Employee's SSN: I Advance EIC: I Dep care benefit:
- - I I
-----
Employee Name, Address & ZIP: I Nonqualified plans:
I
I Benefits included:
I
I Codes A thru DD: I
I I
I I
I I Other:
I I
I I
-----
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Left Right Quit
    
```

Your Action ...	System Response ...
7. Press PF11 to access the third Panel of this screen.	

```

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/17/2015
PHPFQF1D PHPFDW3M Display Accumulated w-2 Info by Fiscal Qtr 10:33 AM
< 2 more
Action: = (B,C,D,N) Agency: Year:
Employee Name:
-----
d. Employee's SSN: I Statutory employee: -
- - I Deceased -
I Pension plan -
Employee Name, Address & ZIP: I Legal Rep -
I Deferred Comp. -
I
I State: I Employer's State ID:
I I
I
-----
State Wages: I State Tax: I Locality name: I Local wages:
I I
I I
-----
Local income tax:
-----
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Left Right Quit
    
```

Display Accumulated W-2 Info by SSN (DFA USE ONLY)

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose FT (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose WS (Display Accumulated W-2 Info by SSN) and press ENTER.	The Display Accumulated W-2 Info by SSN screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/18/2012
PHPFSW2D PHPFSW1M Display Accumulated W-2 Info by SSN 11:13 AM
2 more >

Action: _ (B,D) Year: ____
Employee Name:
Issue Date :
-----
a. Control Number: I -----
-----I Wages, tips: I Fed Tax withheld:
Employer ID: _____ I I
-----I -----I
c. Employer Name, Address & ZIP: I SSN Wages: I SSN tax withheld:
_____ I I
_____ I -----I
_____ I MED wages, tips: I MED tax withheld:
_____ I I
-----I -----I
d. Employee's SSN: I SSN tips: I Allocated tips:
Employee SSN: _____ I I
-----I -----I

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Left Right Quit
    
```

Your Action ...	System Response ...
4. Choose Display and input the following: Year/Fiscal Year: The calendar year or fiscal year of record. SSN: The social security number of record.	
5. Press ENTER.	Information displayed includes Wages, Taxes and all W-2 detail information.
6. Press PF11 to access the second Panel of this screen.	

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/04/2018
PHPFSW2D PHPFDW2M Display Accumulated W-2 Info by SSN 01:16 PM
< 1 more 1 more >
Action: _ (B,D) Agency: Year:
Employee Name:
-----
d. Employee's SSN: I Advance EIC: I Dep care benefit:
- - ___ I I
-----
Employee Name, Address & ZIP: I Nonqualified plans:
_____ I
_____ I Benefits included:
_____ I
_____ I Codes A thru DD: I ___
I - I -
I - I -
I - I Other:
I - I ___
I - I ___
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Left Right Quit
    
```

Your Action ...	System Response ...
7. Press PF11 to access the third Panel of this screen.	

```

PFNC10 PAVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/26/2019
PHPFSW2D PHPFDW3M Display Accumulated W-2 Info by SSN 11:08 AM
< 2 more
Action: _ (B,D) Agency: Year:
Employee Name:
-----
d. Employee's SSN: I Statutory employee: _
- - - - - I Deceased -
----- I Pension plan -
Employee Name, Address & ZIP: I Legal Rep -
----- I Deferred Comp. -
----- I -----
----- I State: I Employer's State ID:
----- I - I -----
----- I -----
----- I Locality name: I Local wages:
State Wages: I State Tax: I - - - - - I
I I
I I
----- I Local income tax:
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
Help Main End Note Left Right Quit
    
```

Display Payroll Summary by Qtr (DFA USE ONLY)

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose FT (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose SQ (Display Payroll Summary by Qtr) and press ENTER.	The Display Payroll Summary by Qtr screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/18/2012
PHPFWI1D PHPFWI1M Display Payroll Summary by Qtr 11:23 AM
1 more >
Action: = (B,C,D,N) Year: ____ SSN: _____

```

	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	TOTAL
Gross Wages :	I	I	I	I	I
EIC :	I	I	I	I	I
Federal Tax :	I	I	I	I	I
FICA Tax :	I	I	I	I	I
Medicare :	I	I	I	I	I
Retirement :	I	I	I	I	I
State Tax :	I	I	I	I	I
MCARE Wages :	I	I	I	I	I
FICA Wages :	I	I	I	I	I
Defer Pay :	I	I	I	I	I
Taxable Life:	I	I	I	I	I

```

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End           Note           Left Right Quit

```

Your Action ...	System Response ...
4. Choose Display and input the following: Year: The calendar year record. SSN: The social security number of record.	
5. Press ENTER.	Information displayed includes Wages, Taxes and a summary of all W-2 detail information by quarter.
6. Press PF11 to access the second Panel of this screen.	


```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/18/2012
PHPFWI1D PHPFWI2M Display Payroll Summary by Qtr 11:24 AM
< 1 more
Action: _ (B,C,D,N) Year: ____ SSN: _____

```

	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	TOTAL
TPSC1 :	I	I	I	I	I
TPSC2 :	I	I	I	I	I
Vehicle :	I	I	I	I	I
House :	I	I	I	I	I
Child Care :	I	I	I	I	I
Cafe Plan :	I	I	I	I	I
Taxable Wages:	I	I	I	I	I

```

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End           Note                               Left Right Quit

```

Reports

Users may display these reports. These reports are updated as payrolls are processed and/or updated for the given period.

Agencies run some of these reports, and submit them to the control agencies.

Submit Agency Batch Reports

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose FT (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose SB (Submit Agency Batch Reports) from the File Tax Reports Menu and press ENTER.	The Submit Agency Batch Reports screen will appear.

FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	07/18/2012
PHPFBS1D PHPFBS1M Submit Agency Batch Reports	12:48 PM
Ju1 18,12	12:48 PM

Workers Compensation Report: = (A)ctual or (E)stimate
 State Tax Deposit Report: _
 Additional State Tax Report per Agency: _
 5500C on Requirement Report: _
 Audit W-2 information: _
 LBO Report: _
 Special Exemption and EIC: _
 MESC Quarterly Wage Report: _
 Federal Tax Deposit Report: _

Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Main End Quit

Your Action ...	System Response ...
<p>4. Select only 1 of the following reports at a time:</p> <p>Workers Compensation Report: (A)ctual or (E)stimate: Enter A for Actual or E for Estimate to request the Worker's Compensation Report.</p> <p>State Tax Deposit Report: Enter "Y" to request the state tax report in the file tax segment.</p> <p>Additional State Tax Report per Agency: Enter "Y" to request the report for the additional state tax in file tax segment.</p> <p>5500C on Requirement Report: Enter "Y" to request 5500-C report in file tax segment.</p> <p>Audit W-2 information: Enter "Y" to request the audit W-2 information report.</p> <p>LBO Report: Enter "Y" to request the LBO report.</p> <p>Special Exemption and EIC: Enter "Y" to request the special exemption and EIC report.</p> <p>MESC Quarterly Wage Report: Enter "Y" to request the MESC quarterly wage report.</p> <p>Federal Tax Deposit Report: Enter "Y" to request the Fed Tax Deposit Report.</p>	

Your Action ...	System Response ...
5. Press ENTER.	
6. Enter the following information: SPAHRS Agency: Enter the SPAHRS Agency number(s). Year: Enter the Year for the reports to be requested.	
7. Press ENTER.	The Batch Job Submission Screen will appear.
8. Press ENTER.	Job processed successfully.

Submit Control Batch Reports (DFA USE ONLY)

Submit Control Batch Reports

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose FT (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose SC (Submit Control Batch Reports) from the File Tax Reports Menu and press ENTER.	The Submit Control Batch Reports screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/18/2012
PHPFBS2D PHPFBS2M Submit Control Batch Reports 01:39 PM
1 more >

Year: ____ Quarter: _

Generate W-2s: N
Issue W-3/W-3 Cs: N
941s earnings quarterly Register : N
941s Tax Liability Report : N Total Page Only: _ (Y)
941s Tax Deposit Report : N
Special Exemption and EIC : N
941s Tax Deposit Report by Run Number : N
-----
Print W-2 forms N
Print corrected W-2 forms N

All Agency: N BY Run Number: N Run Number: _____
Agency : _____
* To generate the original IRS tape ask operator to run PHIRSOR
* To generate the correction IRS tape ask operator to run PHIRSCOR
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Left Right Quit

```

our Action ...	System Response ...
<p>4. Enter the following:</p> <p>Year: Enter the Year for the reports to be requested. Quarter: Enter the specific quarter requested on the report.</p> <p>Generate W-2s: Enter "Y" to request a generated W-2s report.</p> <p>Issue W-3/W-3 Cs: Enter "Y" to request an issue W-3/W-3 Cs report.</p> <p>941s earnings quarterly Register: Enter "Y" to request 941 reports.</p> <p>941s Tax Liability Report: Enter "Y" to request 941 tax liability reports.</p> <p>Total Page Only: Enter "Y" to request only the page total.</p> <p>941s Tax Deposit Report: Enter "Y" to request 941 tax deposit reports.</p> <p>Special Exemption and EIC: Enter "Y" to request the special exemption and EIC report.</p> <p>Tax Deposit Report by Run Number: Enter "Y" to request the tax report by run number report.</p> <p>Print W-2 forms: Enter "Y" to print the W-2 forms.</p> <p>Print corrected W-2 forms: Enter "Y" to print the corrected W-2 forms.</p> <p>All Agency: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>BY Run Number: Enter "Y" to run the report by payroll run number.</p> <p>Run Number: Enter the payroll run number.</p> <p>Agency: Enter the SPAHRS Agency number(s).</p>	
5. Press ENTER.	The Batch Job Submission Screen will appear.
6. Press ENTER.	Job processed successfully.

W2 Balancing Reports

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose FT (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose SC (Submit Control Batch Reports) from the File Tax Reports Menu and press ENTER.	The Submit Control Batch Reports screen will appear.
4. Press PF11 to access the W-2 Balancing Reports screen.	The W2 Balancing Reports screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/04/2018
PHPFBS2D PHPFBS4M W2 Balancing Reports 01:34 PM
< 1 more

01 - Combined Wage Base Difference 02 - Employee FICA Max(Combined)
03 - Death Benefits 04 - Incorrect Addresses
05 - Child Care 06 - Taxable Life/Deferred Comp
07 - Trans Audit(HOSTX,VEHIC,ect) 08 - W2 Box Summary - By Agency
09 - W2 Box Summary - Statewide 10 - W2 w/Negative Amt's Zeroed Out
11 - W2 w/Zero In All Boxes - Drop 12 - W2 Difference in Box1 & Box17
13 - Expired FICA w/Active FIT 14 - W2 w/Negative in Box1 & Box17
15 - Retirement Max By Fiscal Year 16 - Employees 90% of FICA Max
17 - Employees Receiving W2 & 1099 18 - W2 Difference In MCARE/FICA Wages
19 - Workers in More than One Agency 20 - Deduction Codes w/W2 Rptg Class
Report Number: ___ Wage Base Amt: _____ (Opt 19)
Calendar/Fiscal Year: ___
Transaction Code: ___
Starting Pay Date: _____ (MMDDYYYY)
Ending Pay Date: _____ (MMDDYYYY)
Print File:

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Left Right Quit

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Your Action ...	System Response ...
<p>5. Enter the following information:</p> <p>Report Number: Enter the number of the report being requested.</p> <p>Wage Base Amt: (Opt 19): Enter the wage base amount if report #19 is being requested</p> <p>Calendar/Fiscal Year: Enter the calendar or fiscal year for which the report being requested.</p> <p>Transaction Code: Enter the transaction code for which the report is being requested.</p> <p>Starting Pay Date: Enter the starting pay date for which the report is being requested.</p> <p>Ending Pay Date: Enter the ending pay date for which the report is being requested.</p> <p>Print File: Will be generated once the report has been submitted.</p>	
6. Press ENTER.	The Batch Job Submission Screen will appear.
7. Press ENTER.	Job processed successfully.

Actual W-2 Detail Information

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose FT (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose W2 (Actual W-2 Detail Information) from the File Tax Reports Menu and press ETNER.	The Actual W-2 Detail Information screen will appear.

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FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/24/2012
PHPFW21D PHPFW21M Actual W-2 Detail Information 11:04 AM
2 more >

Action: _ (B,C,D,N) Agency: ____ Year: ____ SSN: _____
Employee Name:
Issue Date :

-----
a. Control Number: I-----
-----I Wages, tips I FED tax withheld
b. Employer ID No.: _____ I I
-----
c. Employer's name and address: I SSN wages I SSN tax withheld
I I
____ I-----
____ I MED wages & tips I MED tax withheld
____ I I
-----
d. Employee's SSN: I SSN tips I Allocated tips
- - I I
-----
Direct Command: _____ P
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
4. Enter the following information: Agency: Enter the agency four-digit number. Year: Enter the specific tax year. SSN: Enter the social security number of the employee.	
5. Press ENTER.	The requested employee's information is displayed.
6. Press PF11 to access the second panel of this screen.	

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PHFNC10 PHVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/26/2019
PHPFW21D PHPFW22M Actual W-2 Detail Information 11:13 AM
< 1 more 1 more >
Action: _ (B,C,D,N) SSN: _____ Year: ____
Employee Name:
-----
d. Employee's SSN: I Advance EIC I Dep care benefit
   - - I I
-----
e. Employee's name & address: I Nonqualified plans:
   _____ I-----
   _____ I Ben. included in box 1:
   _____ I-----
   _____ I Codes A thru DD: I _
   _____ I _ I _
   _____ I _ I _
   _____ I _ I others:
   _____ I _ I ____
   _____ I _ I ____
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
7. Press PF11 to access the third panel of this screen.	

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FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/24/2012
PHPFW21D PHPFW23M Actual W-2 Detail Information 11:11 AM
< 2 more
Action: _ (B,C,D,N) SSN: _____ Year: ____
Employee Name:
-----
d. Employee's SSN: I Statutory employee : _
   - - I Deceased : _
-----I Pension plan : _
e. Employee's name & address: I Legal Rep : _
   _____ I Deferred Comp. : _
   _____ I-----
   _____ I State I Employer's state I.D
   _____ I _ I ____
   _____ I-----
-----I locality name I Local wages
State Wages I State tax I ____ I
I I-----
I I Local income tax :
-----
Direct Command: _____ P
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Bkwd Fwd Left Right Quit
    
```


Submit 941 Reports By Run Number

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose FT (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose SR (Submit 941 Reports By Run Number) from the File Tax Reports Menu and press ENTER.	The Submit 941 Reports By Run Number screen will appear.

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FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/25/2012
PHPFBS3D PHPFBS3M Submit 941 Reports By Run Number 10:21 AM
Jul 25,12 10:21 AM

Audit W-2 information: =
941s earnings Register: _

All Agency: N
Agency : _____
Payroll run numbers: Starting Run Number: _____
Ending Run Number: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>Audit W-2 information: Enter "Y" to request the audit W-2 information report.</p> <p>941s earnings Register: Enter "Y" to request the audit 941 information report</p> <p>All Agency: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>Agency: Enter the 4-digit agency number.</p>	

Your Action ...	System Response ...
Continue enter the following information. Payroll run numbers: Starting Run Number: Enter the starting payroll run number. Ending Run Number: Enter the ending payroll number.	
5. Press ENTER.	The Batch Job Submission Screen will appear.
6. Press ENTER.	Job processed successfully.

OASDI Wages Transferred Into SPAHRS

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose FT (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose TI (OASDI Wages Transferred Into SPAHRS) from the File Tax Reports Menu and press ENTER.	The OASDI Wages Transferred Into SPAHRS screens will appear.

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FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/25/2012
PHPCWBTP PHPCWBTM OASDI Wages Transferred Into SPAHRS 10:41 AM

Report Date Range from: __ __ ____ To: __ __ ____
All Agencies: N OR Specify
*Agency: ____
____
____
____
____
____
____
____
____
____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
4. Enter the following information: Report Date Range from & to: Enter the From and To dates for which the report is being requested. All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies. Agency: Enter the 4-digit agency number.	
5. Press ENTER.	The Batch Job Submission Screen will appear.
6. Press ENTER.	Job processed successfully.

W-2 Adjustments (DFA ONLY)

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose FT (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose WA (W-2 Adjustments) from the File Tax Reports Menu and press ENTER.	The W-2 Adjustments Menu will appear.

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/25/2012
PHIMAINU PHIMAINM W2 Adjustments Menu 11:13 AM
Code Description FastPath
AW Adjust W2 Record
A1 ACE W2 Adjustment
A2 Upload W2 Changes to the ACE Application
Code: __
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit

Adjust W2 Record (DFA ONLY)

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose FT (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose WA (W2 Adjustments) from the File Tax Reports Menu and press ENTER.	The W2 Adjustments Menu will appear.
4. Choose AW (Adjust W2 Record) from the W2 Adjustments Menu and press ENTER.	The Adjust W2 Record screen will appear.

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PHPFW26D PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/26/2019
PHPFW26D PHPFW26M Adjust W2 Record 21:11 AM

*Action (A,C,D,M,N,P) _ Name:
State Code: _ State Id: _____ Modified:
Year: ___ Agency: ___ *SSN: _____ SeqNumberComp: ___ PID:
WagesTipsCompens.. _____ Life Over 50000 Cd/Amt _
Fed Income Taxes.. _____ Deferred 457B Cd/Amt _
SSA Wages..... _____ Shelter 403B Cd/Amt _
SSA Taxes..... _____ 3rd Party Sick Cd/Amt _
MCare Wages..... _____ ROTH-403B Cd/Amt _
MCare Taxes..... _____ Health Savings Cd/Amt _
Advanced EIC..... _____ Cost of Ins. Cd/Amt _
Dependent Care.... _____ Tax Deferred Retire... _
Nonqualified Plan. _____ Ins Unreim Medical.... _
Benefits In Wages. _____ Statutory Emp Flag..... _
State Wages..... _____ Deceased Emp Flag..... _
State Income Tax.. _____ Pension Plan Flag..... _
Deferred Comp Flag..... _

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
5. Enter the following information: Agency: Enter the 4-digit agency number. Year: Enter the calendar year. *SSN: Enter the employee's SSN.	
6. Press ENTER.	The employee's W2 information will be display.
7. Choose Modify and make the necessary adjustments to the record.	

Your Action ...	System Response ...
8. Press ENTER.	The system will generate the following message: W2 YYYY-XXXXXXXXXX-AAAA-XXX modified successfully

ACE W2 Adjustment (DFA ONLY)

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose FT (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose WA (W2 Adjustments) from the File Tax Reports Menu and press ENTER.	The W2 Adjustments Menu will appear.
4. Choose A1 (ACE Adjustment) from the W2 Adjustments Menu and press ENTER.	The ACE Adjustment screen will appear.

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FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/25/2012
PHPFDW3D PHPFDW5M ACE W2 Adjustment 12:32 PM
2 more >
Action: _ (A,C,D,M,N) Year: ____ Reissued: _ Opt-In:
First Name: Middle Initial: Last Name:
Issue Date :
-----
a. Control Number: |-----|
Employer ID: | Wages, tips: | Fed Tax withheld: |
|-----| |-----| |-----|
c. Employer Name, Address & ZIP: | SSN Wages: | SSN tax withheld: |
State of Mississippi |-----| |-----|
MS Dept. of Finance & Admin | MED wages, tips: | MED tax withheld: |
P.O. Box 1060 |-----| |-----|
Jackson, Mississippi 39215 |-----|
d. Employee's SSN: | SSN tips: | Allocated tips: |
Employee SSN: _____ |-----| |-----|
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Left Right Quit
    
```

Your Action ...	System Response ...
5. Choose Modify and enter the following information: Year: Enter the calendar year. Employee SSN: Enter the employee's SSN.	

Your Action ...	System Response ...
6. Press ENTER.	The employee's ACE W2 information will be display.
7. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

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PHFNC10 PHVK STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2018
PHPFDW3D PHPFDW6M ACE W2 Adjustment 10:11 AM
< 1 more 1 more >
Action: _ (A,C,D,M,N) Year:

-----
d. Employee's SSN: | Advance EIC: | Dep care benefit:
  - - | _____ | _____

-----
Employee Name, Address & Zip: | Nonqualified plans: _____
(make any necessary demo changes here)
-----
Name: _____ PID: _____ | Benefits included: _____
      _____ Suffix: _____ |
Address: | Codes A thru DD: | BB _____
          | C _____ | DD _____
          | G _____ |
          | E _____ | Other:
          | J _____ | Ret _____
          | W _____ | Cafe _____

-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Left Right Quit
    
```

Your Action ...	System Response ...
8. Press F11 to access the third panel of this screen.	The third panel of this screen will appear.

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PHFNC10 PHVK STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2018
PHPFDW3D PHPFDW7M ACE W2 Adjustment 10:16 AM
< 2 more
Action: _ (A,C,D,M,N) Year:
-----
d. Employee's SSN: Statutory Employee: _
- - Pension Plan: _
Third Party Sick Pay: _
-----
Employee Name, Address & ZIP:
-
State: | Employer's State ID:
-----
Local Wages: _____
-----
State Wages: | State Tax: Local Income Tax: _____
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Left Right Quit
    
```

Your Action ...	System Response ...
9. Press ENTER.	The system will generate the following message: W2 YYYY-XXXXXXXXXXXX-AAAA-XXX modified successfully

Upload W2 Changes to the ACE Application (DFA ONLY)

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose FT (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose WA (W2 Adjustments) from the File Tax Reports Menu and press ENTER.	The W2 Adjustments Menu will appear.
4. Choose A2 (Upload W2 Changes to the ACE Application) from the W2 Adjustments Menu and press ENTER.	The Upload W2 Changes to the ACE Application screen will appear.

FMSAS23 PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	07/25/2012
PHPFDW4D PHPFDW8M	Upload W2 Changes to the ACE Application	12:47 PM

Please enter 'Y' in the submit field to upload W2 change information from the SPAHRS Mainframe to the ACE Employee Portal.

Please allow about five minutes for your changes to be effective on the ACE Employee Portal.

Submit: =

Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Main End Quit

Your Action ...	System Response ...
5. Press ENTER.	The Batch Job Submission Screen will appear.
6. Press ENTER.	Job processed successfully.