



2024 W2 Agenda

Welcome

W2 Processing Instructions

Items to Review before Producing W2s

- Box 12 and Box 14 Setup
- Third Party Sick Pay Setup
- Employee Year to Date Adjustments
 - Activate the Employee YTD Adjustment Option
 - Making Employee YTD Adjustments
 - What Happens When an Employee's YTD is Adjusted?
- W2 Email Setup
 - Activate W2 Email Delivery Option
 - Enter Email Information for the Person Sending W2s by Email
 - Set up the Verification to Allow W2s to be Emailed to the Employee

W2 Production

- How to Print W2s with Pre-printed Forms/Blank Forms
- Sending W2s via Email
- Magnetic Media and Electronic Filing to the Federal Government
- Magnetic Media and Electronic Filing to the State
- Where the W2 Data Originates in SDS

Running the First Payroll for 2025

- Update Federal and FICA tax tables – red button before doing your first payroll in January.
- Update FR (matching FICA) benefit code with the \$176,100.
- IL needs to update IMRF benefit code with new percentage for January 2025.
- SSP/403/457/retirement codes contribution limit max needs to be updated to \$23,500.
- All other states need to check for any updates for state tax table.

