

Year End Checklist

Overview

Who should be reading this and what is required of the reader?

If you are responsible for updating the yearly tax calculations or printing your company's W2s and you are running Temps Plus JKM series for Windows then this document is for you. Temps Plus must be installed on your system and you must have supervisory rights in the Temps Plus program.

You must have Internet access and you must know the UserId and Password set up for your company to access the BridgewareGold website. If you do not know this information, give Bridgeware a call at 800-533-8367.

Tax Updates

You should download the appropriate math packet libraries needed for your system. For instance, everyone will need the federal tax updates, as well as the appropriate state(s) tax updates (assuming your state(s) requires state withholding of taxes and they have changed from the previous year. It is your responsibility to know which tax updates you need. We will provide them for you on the web site for the states we are aware of already (which will be most of them). ***If you don't see the tax libraries you need for your state(s), you should contact us immediately with the information so we can add it to the web site for you.***

The instructions provided here will allow you to download the library ahead of time, then install the tax tables at the exact moment you need them to take effect - before performing the first payroll of the new year.

Printing W2's

In order to print W2's you should have an adequate supply of W2 forms (4-Up Laser Forms from either Transform Technologies or Proforma Pacific Graphics - form #L87.) You will need 1 form for each employee receiving a W2. If you need to order more forms, Transform Technologies phone number is 800-226-2564; Proforma's phone number is 858-259-9892.

The system you are working from must have access to a laser printer on which the W2's will be printed. You need no prior knowledge or experience with running W2's in Temps Plus, but you do need to know if there are any special additions or deductions set up in Temps Plus that need to be printed in special places on the W2s (like 401k's etc.).

You must have Internet access and you must know the UserId and Password set up for your company to access the BridgewaterGold website. If you do not know this information, give Bridgewater a call at 800-533-8367.

Making Sure Your Software Is Up To Date

Before you can use these instructions, you must make sure you are on the latest version of Temps Plus (at least at the workstation where you will be performing the procedures outlined here - of course, it would be a great idea to have all your workstations updated at the same time).

- a) Log in to Temps Plus, and from the Help Menu, choose "Software Updates". A message will be displayed saying that to install updates Temps Plus must exit. Answer "Y" to proceed. You will then be asked if you want to check for the latest updates available on the internet. Again, answer "Y" to proceed.
 - b) Enter your BridgewaterGold UserId and Password and press the "Connect" button. The program will access the BridgewaterGold ftp site and retrieve any available updates to your Temps Plus software that you have not already installed. When this process is complete, Temps Plus will reload.
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Closing the Payroll Year and Updating Tax Calculations

The year ending procedures needed to start a new year (for payroll) consists of three steps:

1. Print any necessary year ending reports (you'll also be able to do this later - so you could skip this step if you're not ready to print reports yet).
2. Close the current year by running the **Process > Payroll > Clear Year-to-date Check Totals** menu item.
3. Install the necessary updated math packets for the new year. You should download the necessary math packet libraries ahead of time so you have them ready to install immediately after you perform step 2 above.

Downloading and Installing Math Packets

Each set of math packets is contained in a "library" file (with the file extension ".TPM"). You should download the appropriate libraries for your system. For instance, if you withhold taxes for federal and 2 states - Oregon and California, you would download three libraries - FED2007.TPM, OR2007.TPM, and CA2007.TPM. You should check the descriptions for each library to make sure it is the one you need. *If you have a state where*

the rates haven't changed since the previous year, there is no need to download and reinstall the library for that state.

Downloading the libraries

Using your internet browser, go to the same “**MathPackets and W2 Formats Page**” that the Service Pack was available from (look above for instructions on navigating to this page if need be, steps 2.a.i through 2.a.iv.) You will see a link for “**FED????.TPM**” (where “????” is the year). This is the library for the **Federal Math Packets**.

1. Click on the "**FED????.TPM**" link to begin downloading.
2. Answer "Save this file to disk" (or the equivalent) and click "OK" when prompted.
3. Navigate to a folder where you'd like to save the file, and click "Save". ***Write down the location of the folder where you saved the file for use later.***
4. Press the "Close" key when the download is finished.

Now repeat the procedure for each state you need to update.

Installing the Math Packets

When you are ready to perform step 3 (under "Closing the Payroll Year and Updating Tax Calculations" above), you should execute the TPM files you previously downloaded. ***Do not perform this step until you are ready to update your taxes.***

1. Navigate to the folder where the library you wish to install is located using any method you wish (like the "My Computer Icon", "Windows Explorer", etc.) and execute the TPM file to start the installation.
2. Login and choose any valid company code (if prompted).
3. A listing of the math packets contained in the library will appear. It is optional, but you may wish to print out the listing for reference by pressing the "Print F7" button. Press "F2" to continue.
4. Answer "Yes" to the prompt "Do you want to install the changes and update the mathpackets database?" (you'll be prompted as to the number of mathpackets installed)
5. Next, the Math Packet Manager screen appears.

Select each math packet to install (the ones on the list you just printed out) from the grid on the right side of the screen by clicking on the square(s) immediately to the left of the BSI Id column.(hold down the Ctrl key while selecting each item with your mouse to select several at one time).

6. After you have the items selected, press the "Install MP" button, and answer "Yes" to the prompt. (you'll be prompted as to the number of mathpackets installed)
7. Exit the Math Packet Manager

Printing your W2's

Getting the W2 Format (Transform Technologies or Proforma Form L87)

Using your internet browser, go to the same “**MathPackets and W2 Formats Page**” that the Service Pack was available from (look above for instructions on navigating to this page if need be, steps 2.a.i through 2.a.iv.) You will see a link for “**W201.tpr**” This is the **W2 Report Package**. Click on the “**W201.tpr**” link to begin downloading. This time, answer “Open This File From It’s Current Location” and click “Ok” when prompted by the download manager. When the download is complete the Temps Plus Report Packager appears. Simply click on the “Install” button. Click “Ok” to the acknowledgement message that the report was successfully installed.

Running the W2 Program

If you are on Temps Plus JKM version 4, you may access the W2 program by choosing “Process, Payroll, Print W2’s” from the menu bar

If you are on an earlier version, you might wish to create a desktop shortcut to the W2 program (optional, but very convenient). On a blank area of your Windows desktop, click on your right mouse button, and choose “New”, then choose “Shortcut. Click on the “Browse” button and browse to same location that you saved the “W2.exe”, typically “C:\program files\temps plus jkm”. Once inside this folder, look for the “W2.exe” program and click on it once, then click “Ok”. Then click “Next” and then “Finish”.

Refer to the W2 Documentation for instructions on running the W2 program. You may also find it helpful to download the “W2 Box Setup Example” for hints at setting up your W2 boxes.

Running the SSA program before actually printing your W2’s, and checking any errors encountered will help you clean up your W2’s before printing them.

Running the SSA Program

Refer to the “SSA Mag Media Documentation” for instruction on running the SSA program. This program creates the file you will need to upload to the SSA website using the Accuwave program (which you can also download from our website or the IRS website).

Example Checklist for W2 processing

1. Create the necessary quarterly files for each company code by running Process, Payroll, End Of Quarter Payroll Tasks for the 4th quarter of the year you are reporting on. Be sure to check the “Overwrite existing QTD files” box when running the option.
2. Run the W2.exe program, and print the “Prints Grand Totals page for W2’s” page to check your totals. Be sure to check each W2 box (using the “W2 Box Setup Example” as a guide) before choosing the “Rebuild W2 Data” button.
3. Run the SSA.exe program, and view/print the errors report to check for any errors that were identified (missing zip codes, bad citylines, bad SS#’s, etc.). If any errors are found, correct them then run step 1 again, and step 3 again until all the errors are cleared.
4. Run the Accuwage program using the file you created in step 3 to see if there are any errors. If so, correct them, then run step 1, 3 and 4 again until all the errors are cleared. You’ll need your submitter PIN (which you get from the SSA) to enter into the required field on the submitter options.
5. Now that you have clean data with no errors, go back to step 2 and print your W2’s. Choose to preview them first and print just one W2 as an alignment test (choose to print page 1 to 1 on the print options page when it appears). You may also wish to print the “Prints Totals for W2’s” report for your own records.
6. Now, run the Accuwage program again, and continue on when prompted to go to the SSA website and submit your totals.