

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

Updated December 2002

WTWO System (Block Mode Format) (WTWO)

PUBLICATION CATEGORY
Research and Corrections Inquiry

PROCEDURE MANUAL
WTWO System (Block Mode Format) (WTWO)

Initial Publication

October 1996

Latest Update Information

Title I, Bulletin 02-19, Delivery of the 2002 Internal Revenue Service (IRS) Form W-2, Wage and Tax Statement, dated December 5, 2002, was issued to notify customers of changes on the W-2 for Tax Year 2002. As a result of the changes to the W-2 for Tax Year 2002, the WTWO procedure has been revised.

Listed below is a summary of the changes to the WTWO procedure:

Description of Change

Adds information about the W-2 for Tax Year 2002.

Removes reference to the Casual Employee Time Reporting System (CETR).

Adds a reference to see the Agency Codes list on the National Finance Center's (NFC's) home page for Department/agencies issued W-2s by the NFC.

Changes the PF key to exit the system from **[Clear]** to **[PF3]**.

Changes all references to the Payroll/Personnel Operations Section to the Payroll Operations Branch.

Changes all references to the Directives and Analysis Branch (DAB) to the Government Employees Services Branch (GESB).

Table Of Contents

<u>Latest Update Information</u>	i
<u>About This Procedure</u>	v
<u>How The Procedure Is Organized</u>	v
<u>What Conventions Are Used</u>	vi
<u>Who To Contact For Help</u>	vi
<u>Introduction</u>	1
<u>Overview</u>	1
<u>How W-2 Data Is Generated</u>	2
<u>Inquiries And Special Instructions</u>	3
<u>Agency/NFC Responsibilities</u>	4
<u>System Access And Security</u>	5
<u>Requesting Access To WTWO</u>	5
<u>Database Security</u>	6
<u>Getting Started In WTWO</u>	7
<u>Logging On To WTWO</u>	7
<u>Changing Your Password</u>	9
<u>Logging Off WTWO</u>	9
<u>WTWO Operating Features</u>	9
<u>System Design</u>	9
<u>WTWO Functional/Directional Keys</u>	10
<u>System Edits</u>	10
<u>Reporting</u>	10
<u>Viewing W-2 Data</u>	11
<u>Viewing A Regular W-2</u>	11
<u>Viewing A W-2C (Corrected W-2)</u>	13
<u>Field Instructions/Descriptions For WTWO Screens</u>	15
<u>NFC Banner Screen Field Instructions</u>	15
<u>USDA NFC W2 Inquiry - Tax Year XX (Screen 1) Field Instructions/Descriptions</u> ..	15
<u>USDA NFC W2 Inquiry (Screen 2) Field Descriptions</u>	18
<u>USDA NFC W2C Inquiry Screen Field Descriptions</u>	19
<u>Reference Table</u>	21
<u>Heading Index</u>	<i>Index - 1</i>

About This Procedure

This procedure provides instructions for accessing and operating the WTWO System (Block Mode Format) (WTWO). The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below.

[Introduction](#) provides an overview of WTWO including security information and how to request access to WTWO. It also describes what the system is used for and provides related background information.

[Getting Started In WTWO](#) provides instructions on how to access WTWO.

[Viewing W-2 Data](#) provides step-by-step instructions for viewing W-2 data.

[Field Instructions/Descriptions For WTWO Screens](#) contains instructions and descriptions of the fields on the WTWO screens.

[Reference Table](#) includes a listing of WTWO online edit messages.

[Heading Index](#) provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins. The NFC Publications Catalog located on the NFC home page (www.nfc.usda.gov) provides all procedures and bulletins by title or alphabetically. Users can choose to view and/or print bulletins from this list.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Messages displayed by the system are printed in <i>italics</i> .	The message <i>Employee Not Found</i> is displayed.
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	Note: This amount is not included in the Wages, Tips, Other Comp field.
Figure references link figures with the text. These references are printed in a bold sans serif font.	The USDA NFC W2 Inquiry - Tax Year XX (Screen 1) (Figure 4) is displayed.
References to headings in the procedure are printed in the same font as figure references. Note: When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	For a list of system edit messages, see Edit Messages Table .
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.	Read the message(s) and then press [Enter] . To view the second screen of the employee's W-2 record, press [PF8] .
Field names are printed in the margin. Field specifications are printed in <i>italics</i> . Note: Field entries are identified as <i>required</i> ¹ , <i>conditional</i> ² , <i>optional</i> ³ , <i>optional default</i> ⁴ , or <i>no entry</i> ⁵ .	Gross Taxable Income <i>No entry</i> The amount of wages, tips, and other compensation paid to the employee.
¹ Required	<i>You must enter data in the field. (Note: All mandatory fields on WTWO screens are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)</i>
² Conditional	<i>You may be required to enter data, based on criteria indicated in the field instructions.</i>
³ Optional	<i>You may elect to enter data in the field. If the field is left blank, no data is system generated.</i>
⁴ Optional default	<i>You may elect to enter data. If the field is left blank, the system generates a default entry.</i>
⁵ No entry	<i>You do not enter data in the field.</i>

Who To Contact For Help

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or your Committee for Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about the system (including help with unusual conditions), contact Customer Support personnel at **504-255-5230**.

For questions about NFC processing, contact the Payroll Operations Branch at **504-255-4630**.

For access to WTWO, contact your agency's NFC Security Officer.

For questions about this procedure, contact the Government Employee Services Branch (GESB) at **504-255-5322** .

Introduction

This section presents the following topics:

- [Overview](#)
- [How W-2 Data Is Generated](#)
- [Inquiries And Special Instructions](#)
- [Agency/NFC Responsibilities](#)
- [System Access And Security](#)

Overview

The WTWO System (Block Mode Format) is an online inquiry system designed, developed, and maintained by the National Finance Center (NFC). This system is used to view an employee's W-2, Wage And Tax Statement, data and/or W-2C, Statement of Corrected Income and Tax Amounts, data.

The W-2 is a statement from the employing organization showing wages and other compensation paid to the employee, and the Federal, state, and local taxes withheld for the tax year.

The tax year represents wages paid from January 1 through December 31 which usually includes Pay Period 25 of the previous year through Pay Period 24 of the current year. For newly implemented agencies, the tax year begins with the pay period the agency is implemented into the Payroll/Personnel System. WTWO displays W-2 information for the current and previous tax years.

Note: Employees who are established users of NFC's Employee Personal Page (EPP) can view and print their W-2 data for Tax Years 1998 forward. Employees who have not yet established their EPP can find instructions on establishing an EPP on NFC's Home Page by clicking on "Using the Employee Personal Page." Once an employee establishes their EPP, W-2 history data will be available on their EPP (Tax Years 1998 forward).

The W-2 is printed as a single sheet that can be separated at the perforation to facilitate the filing of Federal, state, and local tax returns. Each employee is furnished a W-2, which includes four parts to be used by the employee as follows:

Copy B	To be filed with the employee's Federal tax return.
Copy C	For the employee's records.
Copy 2	To be filed with the employee's state or local tax return.
Copy 2	Same as 2, above.

The original W-2 is mailed to the employee's residence address recorded in the Payroll/Personnel System database.

Employees who worked for more than one department/agency (serviced by NFC), WTWO displays the cumulative tax data for all departments/agencies under the current

department/agency. NFC combines the tax data and issues one W-2. Consult the NFC Web site at www.nfc.usda.gov for a list of departments/agencies that are provided W-2s by NFC. Click Pubs & Forms, then click Agency Codes on the Quick Pick list located on the left-hand side of the page.

The W-2 for employees separated one or more times during the tax year will include the total wages paid for all periods of employment.

The amount of state tax withheld and wages earned for each state in which an employee worked or resided during the tax year is shown separately on the W-2.

The amount of tax withheld for each city and/or county is shown separately on the W-2. Earnings by city and/or county are furnished upon request only.

Note: For information on inquiries and special requests, see [Inquiries and Special Instructions](#).

W-2 records that reject to a suspense file or that are placed on hold by NFC will not display in WTWO. These W-2s are displayed once the discrepancy is resolved.

If a discrepancy exists for a W-2 that has been issued, NFC will produce a corrected W-2 (W-2C). The W-2C, Statement of Corrected Income and Tax Amounts, is a correction of data issued on the original. Both the original W-2 and W-2C are displayed in WTWO.

Note: The original W-2 and the W-2C must be filed together with the employee's income tax return.

How W-2 Data Is Generated

The following types of data listed below are displayed in WTWO and are generated from data processed in the Payroll/Personnel System, the Statement of Earnings and Leave System (EARN), Special Payments Processing System (SPPS), Travel System (TRAV), and the Administrative Billings and Collections System (ABCO).

Personnel Data. This data includes the employee's name, address, and salary. Personnel actions are entered through NFC's entry systems, or transmitted through a Front-End System Interface (FESI), and then applied to the Payroll/Personnel System database.

Payroll Data. This data includes miscellaneous deductions, taxes, retirement, social security, allowances, and health and life insurance. Payroll actions are entered through NFC's entry systems, or transmitted through Employee Express (EEX) or FESI, and then applied to the Payroll/Personnel System database.

T&A Data. This data includes the number of hours worked each pay period, leave earned and used, and allowance and differential entitlements. Transaction codes (TC) are used on the Time and Attendance Report (T&A) to record the number of hours worked, leave used and earned, and allowance and differential entitlements. T&A data is prepared, certified, and electronically transmitted to NFC from agency locations. The T&A is then processed and edited through the T&A Validation System (TIME) and the data is applied to the Payroll/Personnel System database.

EARN. This data includes the payroll/personnel and T&A data that is processed through the Payroll Processing System (PAYE). EARN prints the E&L statement for mailing to employees each pay period. It also maintains year-to-date totals for the current tax year and feeds this data to WTWO each pay period to produce a W-2 for a regular employee at the end of the tax year.

Travel Data. This data includes relocation expenses (moving allowance) that an employee has incurred for the current tax year. Both the amount subject to tax withholding and the amount not subject to tax withholding are included on the employee's W-2 and is identified as moving allowance. Also included on the W-2 and identified as moving expenses are payments of the Relocation Income Tax (RIT) Allowance. Moving expense payments are processed in TRAV. TRAV feeds taxable and non-taxable moving allowance reimbursements to WTWO on a monthly basis.

Note: W-2s are issued to Department of Education employees who have had moving allowances during the period January 1 through December 31 of the tax year. These W-2s are mailed to the Department of Education.

SPPS Data. This data is used to process final salary payments for indebted and deceased employees. SPPS provides WTWO with the adjusted wages and taxes for indebted employees if the payments are not made in the year the employee separates.

ABCO Data. This data includes any unpaid amount the employee owes on a debt to the Government. At the end of the tax year, ABCO provides WTWO with the amount that is unpaid for any debt that is owed to the Government. The unpaid amount is added to the gross wages as taxable income.

Inquiries And Special Instructions

Initial inquiries should be made through EARN or through the EPP. After January 26 following the tax year, inquiries and requests for information concerning W-2s, except those requiring special handling, are entered in the Document Tracking System (DOTSE). For more information on DOTSE, see **Title I, Chapter 18, Payroll/Personnel Manual, Document Tracking System**. Requests that require attached documentation must be submitted manually to NFC on Form AD-354, Request for Information. The request must **include the employee's social security number, name, and address**. If the employee was paid under an incorrect social security number for any part of the year, that number must also be included.

Following is a description of the types of inquiries and special requests.

- Some employees may not receive W-2s when they are initially mailed. It may have been determined that these W-2s require adjustments. The appropriate adjustments are completed by the end of January following the end of the tax year, and the W-2s are sent to the employees at that time. Notices of nonreceipt or requests for duplicate W-2s should be made to the Payroll Operations Branch using DOTSE.

Note: Employees who are established users of the NFC's Employee Personal Page (EPP) can print their W-2 data for Tax Years 1998 forward. Employees who have not yet established their EPP can find instructions on establishing an EPP on NFC's Home Page by clicking on "Using the Employee Personal Page." Once an employee

establishes their EPP, W-2 history data will be available on their EPP (Tax Years 1998 forward).

- If the employee's name, address, or social security number (SSN) is stated incorrectly on the W-2, correct the information on the W-2 and inform the personnel office so that the proper documents are submitted in a timely manner for correction of the employee's name, address or SSN in the Payroll/Personnel System. The employee should **not** request a corrected W-2 if the name, address, or SSN is stated incorrectly on the W-2.
- The personnel office should file the W-2C, Corrected Wage and Tax Statement, with the Social Security Administration (SSA) to correct any name, address, SSN, or money amount error that was originally reported to the SSA on Form W-2.
- An employee who believes that the W-2 is incorrect for reasons other than an incorrect name, address, or SSN should discuss the matter with appropriate agency or department personnel before requesting a corrected W-2. If, after this consultation, it is determined that a corrected W-2 is needed, submit a request explaining the discrepancy to the Payroll Operations Branch using DOTSE. If a corrected W-2 is required, a W-2C and Tax Amounts, is issued to the employee. A W-2C corrects only the areas of the original W-2 that are in error.

Note: The W-2C and the original W-2 must be filed together with the employee's income tax return.

- If a breakdown of earnings or moving allowance by city and and/or county is needed by the employee, the personnel office should submit a request for a breakdown to the Payroll Operations Branch using DOTSE. Upon receipt of the request, a statement (not a W-2) will be furnished showing earnings by city and/or county, according to the official duty station to which the employee was assigned.
- If additional copies of Copy 2 of the W-2 are required for state tax or local tax returns, employees should submit photocopies, if such are acceptable, to the states or localities. If photocopies are not acceptable by the state or local entity, indicate the number of copies needed in a request to the Payroll Operations Branch using DOTSE.

Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in data processing and system maintenance.

The agency:

- Enters, transmits, and corrects payroll and personnel transactions.
- Communicates with timekeepers and other applicable staff when processing transactions that affect time and attendance, positions, etc.
- Uses NFC procedures to assist in entering and correcting payroll/personnel transactions.

The National Finance Center:

- Provides adequate security to prevent access from unauthorized personnel.

- Accepts payroll and personnel transactions from agencies for processing in the Payroll/Personnel System.
- Provides agencies with the capability to view and modify payroll and personnel transactions that have been transmitted.
- Maintains suspense transactions in the database until they have been corrected or deleted.
- Applies all successfully processed transactions to the Payroll/Personnel System database.
- Provides help screen text to assist users in operating the system, entering data, and correcting suspense.
- Provides reporting capabilities either on demand or automatically.
- Develops regularly scheduled backups and recovery procedures.
- Provides documentation of the system.

System Access And Security

Security is designed to prevent the unauthorized use of systems and databases. For security information, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Security Access procedure, **Title VI, Chapter 1, Section 1.**

For more information, see:

- [Requesting Access To WTWO](#)
- [Database Security](#)

Requesting Access To WTWO

To access WTWO, you must:

- Use a personal computer and a secured telecommunications link to NFC.
- Have authorized security clearance.

For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Users must request access through their agency's NFC Security Officer. The request should provide the following information:

- User name
- User social security number
- User ID
- Agency name
- User access request level (payroll/personnel)
- Security Access Code (SAC) definition
- Telephone number

- Application name (WTWO application using Block Mode (3270)).

Note: Users will be given access to WTWO for the current and previous tax year.

The access level requested for the user should be based on the individual's assigned work requirements and job functions.

Database Security

The following information describes the security environment at NFC.

Security Software. System security at NFC is managed by Computer Associate's (CA) TOP SECRET, a commercial access control package operated in an Operating System (OS) 390 environment. CA TOP SECRET provides protection for datasets, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilitates through a 3-step process as follows:

1. CA TOP SECRET validates the user to determine if he/she is authorized to use WTWO. The user's logon access (user ID and password) is validated during the logon process.
2. CA TOP SECRET confirms that the user is authorized to use the requested facility.
3. CA TOP SECRET determines if the user is authorized to use the requested resources (*i.e., datasets, programs, transactions, database subschemas, DB2 resources, Security Access Code (SAC), etc.*).

Validation Process. To facilitate access to NFC-maintained systems, significant interaction/interface among software packages is necessary to control access. The following steps occur during a logon to WTWO:

1. The individual is prompted to enter an ID, password, and application name.
2. At the Enter Application Name field, the individual types in **WTWO** plus the current or previous tax year (e.g., for Tax Year 2002, type **WTWO2002**). For more information, see [Logging On To WTWO](#).
3. CA TOP SECRET validates the ID, password, and access authorization to WTWO.
4. Upon verification/validation of the ID and password, the individual is logged on to the NFC mainframe computer and into WTWO.
5. CA TOP SECRET is checked again to determine if the individual can access DB2 resources controlled by TOP SECRET. Customer Information Control System (CICS) transactions are also checked. If the TOP SECRET permissions exist, then access is allowed.
6. The user is allowed to execute the WTWO program which will perform his/her assigned function as long as his/her security access for the program match.
7. The CA TOP SECRET profiles are used to determine if the user can access the subschema where the data is stored. The CA TOP SECRET user's permissions are read to determine if access is allowed.

Note: Steps 5 through 7 are transparent to the user.

Getting Started In WTWO

This section presents the following topics:

- [Logging On To WTWO](#)
- [Changing Your Password](#)
- [Logging Off WTWO](#)
- [WTWO Operating Features](#)
- [System Edits](#)
- [Reporting](#)

Logging On To WTWO

To log on to WTWO:

1. Connect to your telecommunications network. The U.S. Government Computer Warning screen (**Figure 1**) is displayed.

```
DATE: XX/XX/XX                                07:03:57 CT
***** W A R N I N G *****
*
*   YOU HAVE CONNECTED TO A U.S. GOVERNMENT COMPUTER. IF YOU ARE NOT   *
*   AUTHORIZED ACCESS TO THIS SYSTEM, DISCONNECT NOW.                   *
*
*   All attempts to access and use this system and/or its resources     *
*   are subject to keystroke monitoring and recording. Everyone using    *
*   this system consents to such monitoring and is advised that if      *
*   such reveals possible evidence of criminal activity or abuse of     *
*   access authority, the information will be reported to authorities    *
*   for action. Unauthorized access or use in excess of documented      *
*   authority may subject you to a fine and/or imprisonment in         *
*   accordance with Title 18, USC, Section 1030 or administrative       *
*   penalties or dismissal.                                              *
*                               W A R N I N G                               *
*****
* IF QUESTIONS, PLEASE CONTACT CUSTOMER SUPPORT CENTER AT 504-255-5230 *
*****
Please hit enter to continue.
```

Figure 1. U.S. Government Computer Warning Screen

2. Press [Enter] to display the NFC banner screen (**Figure 2**).

```

=====
== 01/31/XX          SNAMOD2          T3139036          PF1=HELP  ==
=====
==              NN  NN          FFFFFFFF          CCCCCCCC  ==
==             NNN  NN          FFFFFFFF          CCCCCCCC  ==
==            NNNN  NN          FF              CC              ==
==           NN  NN  NN          FFFFFFFF          CC              ==
==          NN  NNNN          FFFFFFFF          CC              ==
==         NN  NNN          FF              CCCCCCCC  ==
==        NN  NN          FF              CCCCCCCC  ==
==
== =====
==          National Finance Center          =====
==          Office of the Chief Financial Officer          =====
==          United States Department of Agriculture          =====
==          =====
==          For Authorized Use Only
==  ENTER USER ID =          PASSWORD =          NEW PASSWORD =
==
==          ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU
==
==
=====

```

Figure 2. NFC banner screen

3. Complete the fields as indicated under [NFC Banner Screen Field Instructions](#).
4. Press [Enter]. **Note:** The Electronic Access Bulletin Board appears before the CL/Supersession Main Menu screen when NFC needs to communicate special system function messages. Read the message(s) and then press [Enter].
5. The CL/Supersession Main Menu screen (Figure 3) is displayed. For more information on the CL/Supersession Main Menu screen, see **Title V, Chapter 4, NFC Mainframe Applications Access Procedures (NFCM)**.

```

          Actions Options Commands Features Help
ssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssss
KLSVSEL1          CL/SUPERSESSION Main Menu          More:

Select sessions with the ENTER key or use a "/"
to display an action code.
-----
Session ID  Description          Type          Status
-----
BTCHFOCA   TSOB          Multi
BTCHFOCB   TSOB          Multi
BTCHFOCC   TSOB          Multi
BTCHFOCR   TSOB          Multi
CADI       IDMS11        Multi
CADIT      IDMS61        Multi
CICST9     CICST9        Multi
CULPRPTA   TSOB          Multi
CULPRPTB   TSOB          Multi
CULPRPTC   TSOB          Multi
CULPRPTR   TSOB          Multi

Command ==>>          SYSB/T30N0911
Enter  F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action

```

Figure 3. CL/Supersession Main Menu screen

6. Press [Enter]. The WTWO Primary Menu (Figure 4) is displayed. For further instructions, see [Viewing W-2 Data](#).

Changing Your Password

You may change your password at any time but not more than once a day. For more information, see the instructions for the New Password field as indicated under [NFC Banner Screen Field Instructions](#).

Logging Off WTWO

To log off WTWO:

1. Press **[PF3]** at any window.
2. Type in **BYE** and press **[Enter]**. The NFC banner screen is displayed. If you do not disconnect from the mainframe, you are automatically disconnected after your PC is inactive for a short time.

WTWO Operating Features

This section describes the system's design and operating features.

Note: Be sure to read [About This Procedure](#) to learn what visual aids are used throughout this document.

For more information, see:

[System Design](#)

[WTWO Functional/Directional Keys](#)

System Design








WTWO consists of a primary menu, two USDA NFC W-2 Inquiry screens, and a USDA W-2C Inquiry screen. These screens are designed to view the data reported on a W-2.

The social security number and W-2 type are the only entries on the system; all other data is system generated.

WTWO Functional/Directional Keys

Your keyboard includes the following function keys that can be used in WTWO:

Function Keys

Key	Description
	Used to return to the primary menu screen.
	Used to navigate between the regular W-2 and the corrected W-2.
	Used to exit the system.
	Used to scroll backward.
	Used to scroll forward.
	Used to display W-2 data for the designated social security number.
	Used to move to the next field.

System Edits

If an error occurs or if required data is omitted, the error is highlighted and a message is displayed at the bottom of the screen. All errors must be corrected before the system will respond to the requested action (e.g., *Enter SSN To Display W2 Info*). For a list of system edit messages, see [Edit Messages Table](#).

Reporting

Ad hoc reporting using WTWO data is available through the FOCUS Reporting System. For more information on FOCUS reporting, see **Title VI, Chapter 5, Section 4, FOCUS Reporting System**.

Viewing W-2 Data

The WTWO Primary Menu (**Figure 4**) displays (1) the tax year requested and (2) the Inquiry option, which is used to view a regular W-2 or a corrected W-2 (W-2C).

```

UU77                USDA NATIONAL FINANCE CENTER                DATE XX-XX-XX

*          *      *****          *          *          *****
*          *          *          *          *          *          *
* * * * *          *          * * * * *          *          *
* * * * *          *          * * * * *          *          *
*          *          *          *          *          *          *
----- TAX YEAR XX <----          PRIMARY MENU
                                   1 INQUIRY

                                   SELECT OPTION

ENTER=PROCESS          PF3=EXIT
    
```

Figure 4. WTWO Primary Menu

For more information, see:
[Viewing A Regular W-2](#)
[Viewing A W-2C \(Corrected W-2\)](#)

Viewing A Regular W-2

To view a regular W-2:

1. At the WTWO Primary Menu (**Figure 4**), type **1** in the **Select Option** field and press **[Enter]**. The USDA NFC W2 Inquiry - Tax Year XX (Screen 1) (**Figure 5**) is displayed.

Viewing W-2 Data

```

UP78                USDA NFC W2 INQUIRY          CURRENT DATE XX-XX-XXXX
                   TAX YEAR XX                DATE CREATED
SSN                 TYPE 1    AGENCY          CONTACT PT 00 0000 00 00  W2C
                                                RETIREMENT PLAN
                                                THIRD PART SICK PAY
                                                STATUTORY EMP

WAGES, TIPS, OTHER COMP                .00 TAXABLE LIFE INS                .00
FEDERAL TAX WITHHELD                   .00 401K TSP-NONTAX                .00
SOCIAL SECURITY WAGES                   .00 403B TIAA                    .00
SOCIAL SECURITY TAXES                   .00 COLA                        .00
MEDICARE WAGES                         .00 NT HEALTH BENEFITS           .00
MEDICARE TAXES                         .00 MOVING ALLOW TAX CY           .00
AGENCY RPTD TIPS                       .00 MOVING ALLOW NON TAX CY       .00
EMPLOYEE RPTD TIPS                     .00
ADVANCE EIC PAYMENT                    .00
DEPENDENT CARE BENEFITS                 .00
ENTER SSN TO DISPLAY W2 INFO

ENTER=INQUIRY   PF1=MENU   PF8=SCREEN 2
PF3=EXIT        PF2=W2C INQ
    
```

Figure 5. USDA NFC W2 Inquiry - Tax Year XX (Screen 1)

2. Complete the **SSN** and **Type** fields as indicated under [USDA NFC W2 Inquiry - Tax Year XX \(Screen 1\) Field Instructions/Descriptions](#).
3. Press **[Enter]**. The employee's W-2 record is displayed. For descriptions of the fields displayed on this screen, see [USDA NFC W2 Inquiry - Tax Year XX \(Screen 1\) Field Instructions/Descriptions](#).
4. To view the second screen of the employee's W-2 record, press **[PF8]**. The USDA NFC W2 Inquiry (Screen 2) (**Figure 6**) is displayed. For descriptions of the fields displayed on this screen, see [USDA NFC W2 Inquiry \(Screen 2\) Field Descriptions](#).

```

UP79                USDA NFC W2 INQUIRY          DATE XX-XX-XX
SSN                 TYPE 1    NAME
STATE:             ST. CODE   WAGES          DEDUCTION
1)
2)
3)
4)
CITY:              ST. CODE   CITY CODE    WAGES          DEDUCTION
1)
2)
3)
4)
COUNTY:           ST. CODE   CNTY CODE    WAGES          DEDUCTION
1)
2)
3)
4)
PF3=EXIT           PF2=W2C INQ
PF1=MENU           PF7=SCREEN 1
    
```

Figure 6. USDA NFC W2 Inquiry (Screen 2)

5. After viewing the W-2 data:
 - To view a corrected W-2, press **[PF2]**.

Note: The **W2C** field on the USDA NFC W2 Inquiry - Tax Year XX (Screen 1) must be marked to display corrected W-2 information. If this field is blank, a corrected W-2 does not exist for the employee.

- To return to the WTWO Primary Menu, press [PF1].
- To return to the previous screen, press [PF7].
- To exit the system, press [PF3].

Viewing A W-2C (Corrected W-2)

To view a W-2C (Corrected W-2):

Note: The **W2C** field on the USDA NFC W2 Inquiry - Tax Year XX (Screen 1) must be marked to display corrected W-2 information. If this field is blank, a corrected W-2 does not exist for the employee for that tax year.

1. At the USDA NFC W2 Inquiry - Tax Year XX (Screen 1) (**Figure 5**) or the USDA NFC W2 Inquiry (Screen 2) (**Figure 6**), press [PF2]. The USDA NFC W2C Inquiry - screen (**Figure 7**) is displayed. For descriptions of the fields displayed on this screen, see [USDA NFC W2C Inquiry Screen Field Descriptions](#).

Note: Data for only those fields that were corrected on the original W-2 are displayed on this screen. If the employee has multiple corrected W-2s, the last corrected W-2, plus any previously corrected W-2 data, is displayed.

UU80	USDA NFC W2C INQUIRY		CREATE DATE XX-XX-XXXX
SSN	TYPE	NAME	
	PREVIOUSLY REPORTED		CORRECT INFORMATION
	STATUTORY EMPLOYEE		STATUTORY EMPLOYEE
	RETIREMENT PLAN		RETIREMENT PLAN
	THIRD PARTY SICK PAY		THIRD PARTY SICK PAY
		ORIGINAL	CORRECTED DIFFERENCE

PF1=MENU PF2=PREV WINDOW PF3=EXIT

Figure 7. USDA NFC W2C Inquiry Screen

2. After viewing the corrected W-2 data:
 - To return to the WTWO Primary Menu, press [PF1].
 - To return to the previous screen, press [PF2].
 - To exit the system, press [PF3].

Field Instructions/Descriptions For WTWO Screens

This section presents the following topics:

[NFC Banner Screen Field Instructions](#)

[USDA NFC W2 Inquiry - Tax Year XX \(Screen 1\) Field Instructions/Descriptions](#)

[USDA NFC W2 Inquiry \(Screen 2\) Field Descriptions](#)

[USDA NFC W2C Inquiry Screen Field Descriptions](#)

NFC Banner Screen Field Instructions

The NFC banner screen (**Figure 2**) is used to log on to NFC applications. For instructions on this function, see [Logging On To WTWO](#).

Enter User ID	<i>Required, alphanumeric, 5 - 8 positions</i> Type your user identification number.
Password	<i>Required, alphanumeric, 6 - 8 positions</i> Type your unique password. For instructions on changing your password, see Changing Your Password .
New Password	<i>Required, alphanumeric, 6 - 8 positions</i> If your current password has expired, type your new password.
Enter Application Name	<i>Required, alpha, max. of 9 positions</i> To view W-2 data for the current or previous tax year, type WTWO plus the tax year (e.g., to view W-2 data for Tax Year 2002, type WTWO2002).

USDA NFC W2 Inquiry - Tax Year XX (Screen 1) Field Instructions/Descriptions

The USDA NFC W2 Inquiry - Current Tax Year (Screen 1) (**Figure 5**) is used to display the wages and other compensation paid to the employee for the current tax year. For instructions on this function, see [Viewing A Regular W-2](#).

SSN	<i>Required, numeric, 9 positions</i> Type the employee's social security number.
------------	--

The fields displayed on this screen are described below.

Type	<i>No entry</i> Type Code 1 (regular employee) is system-generated in this field.
Agency	<i>No entry</i> The agency code of the employing office.

Note: If the employee worked for more than one agency, the W-2 wages, taxes, etc., are cumulative. The current or last employing agency is displayed.

Current Date	<i>No entry</i> The current (today's) date.
Date Created	<i>No entry</i> The date the original W-2 was created.
Contact Pt	<i>No entry</i> Identifies the employee's Time and Attendance Report (T&A) contact point currently established in the Payroll/Personnel System.
W2C	<i>No entry</i> Identifies that a corrected W-2 was issued for the employee. Note: If this field is blank a corrected W-2 does not exist for the employee.
Retirement Plan	<i>No entry</i> Identifies employees who were active participants (for any part of the year) in certain retirement plans. For more information on retirement plans, see IRS Notice 87-16, 1987-1 C.B. 446, IRS Notice 98-49, 1998-2 C.B. 365, section 219(g)(5) and IRS Publication 590.
Third Party Sick Pay	<i>No entry</i> Identifies third party sick pay employees. For more information on third party sick pay, see IRS Publication 15-A.
Statutory Emp	<i>No entry</i> Identifies that the employee is a statutory employee. For information on statutory employees, see IRS Publication 15-A.
(Name)	<i>No entry</i> The employee's name and address.

Wages, Tips, Other Comp	<i>No entry</i> The amount of wages, tips, and other compensation paid to the employee.
Federal Tax Withheld	<i>No entry</i> The amount of Federal income tax withheld.
Social Security Wages	<i>No entry</i> The amount of wages subject to Social Security tax.
Social Security Taxes	<i>No entry</i> The amount of Social Security taxes withheld.
Medicare Wages	<i>No entry</i> The amount of wages subject to Medicare tax.
Medicare Taxes	<i>No entry</i> The amount of Medicare taxes withheld.

**Agency Rptd
Tips**

No entry

The amount of tips allocated to the employee by the employing organization.

Note: This amount is not included in the Wages, Tips, Other Comp field.

**Employee Rptd
Tips**

No entry

The amount of employee reported tips.

Note: This amount is not included in the Wages, Tips, Other Comp field.

**Advance EIC
Payment**

No entry

The amount of advance earned income credit payments made to the employee.

**Dependent Care
Benefits**

No entry

The amount of flexfund dependent care expense deductions.

Note: This amount is not included in the Wages, Tips, Other Comp field.

Taxable Life Ins

No entry

The amount of taxable group-term life insurance.

**401K TSP-
NonTax**

No entry

The amount of Thrift Savings Plan deductions.

Note: This amount is not included in the Wages, Tips, Other Comp field.

403B TIAA

No entry

The amount of Federal Deposit Insurance Corporation (FDIC) or Smithsonian Institution non-Federal Thrift Savings Plan deductions (Trust Fund Retirement Plan). Annual wages before the contributions are taken out are used for purposes of calculating Social Security tax, Medicare tax, and benefits.

Note: This amount is not included in the Wages, Tips, Other Comp field.

COLA

No entry

The amount of cost-of-living allowance (COLA).

Note: This amount is not included in the Wages, Tips, Other Comp field.

**NT Health
Benefits**

No entry

The amount of nontaxable health insurance and/or the flexfund health care expense deductions.

Note: This amount is not included in the Wages, Tips, Other Comp field.

**Moving Allow
Tax CY**

No entry

The amount of taxable moving allowance paid for the current tax year.

**Moving Allow
Non Tax CY**

No entry

The amount of nontaxable moving allowance paid in the current tax year.

Note: This amount is not included in the Wages, Tips, Other Comp field.

USDA NFC W2 Inquiry (Screen 2) Field Descriptions

The USDA NFC W2 Inquiry (Screen 2) (**Figure 6**) displays the state, county, and city taxes withheld from the employee's wages for the current or previous tax year. Also provides a breakdown of the wages earned in each state. For instructions on this function, see [Viewing A Regular W-2](#). The fields displayed on this screen are described below.

Note: The social security number, type code, and employee's name from Screen 1 are displayed.

State:	▽ Identifies the amount of wages earned and deductions withheld for state tax purposes. Up to four different states can be displayed.
St. Code	<i>No entry</i> The state codes(s) for which state taxes were withheld.
Wages	<i>No entry</i> The amount of wages earned in the state.
Deduction	<i>No entry</i> The amount of state tax withheld.

City:	▽ Identifies the amount of wages earned and deductions withheld for city tax purposes. Up to four different cities can be displayed.
St. Code	<i>No entry</i> The state code for which city taxes were withheld.
City Code	<i>No entry</i> The city code for which city taxes were withheld.
Wages	<i>No entry</i> The amount of wages earned in the city.
Deduction	<i>No entry</i> The amount of city taxes withheld.

County:	▽ Identifies the amount of wages earned and deductions withheld for county tax purposes. Up to four different counties can be displayed.
----------------	---

St. Code	<i>No entry</i> The state code for which county taxes were withheld.
Cnty Code	<i>No entry</i> The county code for which county taxes were withheld.
Wages	<i>No entry</i> The amount of wages earned in the county.
Deduction	<i>No entry</i> The amount of county taxes withheld.

USDA NFC W2C Inquiry Screen Field Descriptions

The USDA NFC W2C Inquiry Screen (**Figure 7**) displays only those fields that were corrected on the original W-2. For instructions on this function, see [Viewing A W-2C \(Corrected W-2\)](#).

The primary fields displayed on this screen are described below.

SSN	<i>No entry</i> The employee's social security number.
Type	<i>Required, numeric, 1 position</i> Type Code 1 (regular employee) is system-generated in this field.
Name	<i>No entry</i> The employee's name.

Previously Reported

The following boxes are marked if they apply to the employee:

Statutory Emp	<i>No entry</i> Identifies that the employee is a statutory employee. For information on statutory employees, see IRS Publication 15-A.
Retirement Plan	<i>No entry</i> Identifies employees who were active participants (for any part of the year) in certain retirement plans. For more information on retirement plans, see IRS Notice 87-16, 1987-1 C.B. 446, IRS Notice 98-49, 1998-2 C.B. 365, section 219(g)(5) and IRS Publication 590.
Third Party Sick Pay	<i>No entry</i> Identifies third party sick pay employees. For more information on third party sick pay, see IRS Publication 15-A.

Corrected Information

The following boxes are marked if a correction was made to one of these fields.

Statutory Emp *No entry*
Identifies that the employee is a statutory employee. For information on statutory employees, see IRS Publication 15-A.

Retirement Plan *No entry*
Identifies employees who were active participants (for any part of the year) in certain retirement plans. For more information on retirement plans, see IRS Notice 87-16, 1987-1 C.B. 446, IRS Notice 98-49, 1998-2 C.B. 365, section 219(g)(5) and IRS Publication 590.

Third Party Sick Pay *No entry*
Identifies third party sick pay employees. For more information on third party sick pay, see IRS Publication 15-A.

Original *No entry*
The amount shown on the original W-2 for the field displayed on the left of the screen.

Corrected *No entry*
The amount shown on the corrected W-2 for the field displayed on the left of the screen.

Difference *No entry*
The difference between the original and corrected amounts for the field displayed on the left of the screen.

Note: For descriptions of additional fields that may be displayed on this screen, see [USDA NFC W2 Inquiry - Tax Year XX \(Screen 1\) Field Instructions/Descriptions](#) and/or [USDA NFC W2 Inquiry \(Screen 2\) Field Descriptions](#).

Reference Table

This section presents the following reference table:

[Edit Messages Table](#)

Edit Messages Table

Employee Not Found
Enter SSN To Display W-2 Info
No Corrected W-2 Information Available
W-2 Found
W-2 Not Found
Invalid Option Selected

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

A

[About This Procedure, v](#)

[Agency/NFC Responsibilities, 4](#)

C

[Changing Your Password, 9](#)

D

[Database Security, 6](#)

E

[Edit Messages Table, 21](#)

F

[Field Instructions/Descriptions For WTWO Screens, 15](#)

G

[Getting Started In WTWO, 7](#)

H

[How The Procedure Is Organized, v](#)

[How W-2 Data Is Generated, 2](#)

I

[Inquiries And Special Instructions, 3](#)

[Introduction, 1](#)

L

[Logging Off WTWO, 9](#)

[Logging On To WTWO, 7](#)

N

[NFC Banner Screen Field Instructions, 15](#)

O

[Overview, 1](#)

R

[Reference Table, 21](#)

[Reporting, 10](#)

[Requesting Access To WTWO, 5](#)

S

[System Access And Security, 5](#)

[System Design, 9](#)

[System Edits, 10](#)

U

[USDA NFC W2 Inquiry \(Screen 2\) Field Descriptions, 18](#)

[USDA NFC W2 Inquiry - Tax Year XX \(Screen 1\) Field Instructions/Descriptions, 15](#)

[USDA NFC W2C Inquiry Screen Field Descriptions, 19](#)

V

[Viewing A Regular W-2, 11](#)

[Viewing A W-2C \(Corrected W-2\), 13](#)

[Viewing W-2 Data, 11](#)

W

[What Conventions Are Used, vi](#)

[Who To Contact For Help, vi](#)

[WTWO Functional/Directional Keys, 10](#)

[WTWO Operating Features, 9](#)