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W−2 System (for Windows) (W2WIN)

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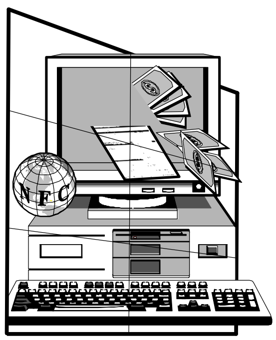
W−2 System (for Windows) (W2WIN)



W-2 System (for Windows) (W2WIN)

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IMPORTANT INFORMATION !

This publication is an illustrated version of WTWO **online help**. Since the user can access and print online help directly from the application, online help is considered the primary source for information about WTWO.

When you print online help directly from the application, the format is different from this illustrated version; however, the text is the same. Therefore, NFC provides the illustrated version only upon customer request.

For information about this publication, please contact the Directives and Analysis Branch (DAB). Instructions for contacting DAB and other support sources are provided in the **About This Procedure** section of this publication.

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Latest Update Information

Title I, Bulletin 01-19, Delivery of the 2001 Internal Revenue Service (IRS) Form W-2, Wage and Tax Statement Data, dated December 14, 2001, was issued to notify customers of changes on the W-2 for Tax Year 2001. As a result of the changes to the W-2 for Tax Year 2001, the W2WIN procedure has been revised.

Listed below is a summary of the changes to the W2WIN procedure:

Description of Changes	Page(s)
Adds information about employees being able to view and print their W-2s on the National Finance Center's (NFC) Employee Personal Page (EPP).	1
Adds general information about the W-2 for Tax Year 2001.	1 thru 38
Removes information about the W-2 for Tax Year 1999.	8 thru 38
Updates the procedure by referring to Tax Year 2001 as the current Tax Year, and referring to Tax Year 2000 as the previous Tax Year.	8 thru 42
Revises Figure 15, Employee Detail window - Current Tax Year.	22
Revises the field instructions for the Employee Status field. The data in this field, which is information shown in Box 15 on the W-2 for Tax Year 2001, is displayed on Figure 15, Employee Detail window - Current Tax Year.	35
Updates the Departments Provided Current Tax Year W-2's By NFC Table.	40 thru 42

Table Of Contents

About This Procedure

This procedure provides instructions for accessing and operating the W-2 System (for Windows) (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 presents an overview of WTWO including security access information and instructions for accessing the system. It also provides basic operational information including how to get help using WTWO.

Getting Started In WTWO provides instructions on how to access WTWO.

Searching, Viewing, And Printing W-2 Data provides step-by-step instructions for searching, viewing, and printing W-2 data.

Field Descriptions/Instructions For WTWO windows contains instructions and descriptions of the fields on the WTWO windows.

Reference Tables includes a listing of Departments provided W-2's by NFC and WTWO 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 procedures/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 *italics*.		The message *Employee Not Found* is displayed.
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	**Note**	To disconnect from the NFC mainframe, click **[Logoff]** at the NFC Welcome banner window.
Figure references link figures with the text. These references are printed in bold sans serif font.		The Logon pop-up (**Figure 1**) 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 descriptions of the fields displayed on this pop-up, see **W2C Inquiry Window Field Instructions**.
References to menu options are printed in ***bold italics***.		At the WTWO banner window, select ***View > Employee List***.
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.		At any time during the entry process, you can get help with completing a field by pressing **[F1]**.
Field names are printed in the margin. Field specifications are printed in *italics*. **Note:** Field entries are identified as *required*[1], *conditional*[2], *optional*[3], *optional default*[4], or *no entry*[5].	**Agency**	*No entry* The agency code of the employing agency.

[1]***Required***	*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.)*
[2]***Conditional***	*You may be required to enter data, based on criteria indicated in the field instructions.*
[3]***Optional***	*You may elect to enter data in the field. If the field is left blank, no data is system generated.*
[4]***Optional default***	*You may elect to enter data. If the field is left blank, the system generates a default entry.*
[5]***No entry***	*You do not enter data in the field. The field instruction states the reason for no entry.*

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/Personnel Operations Section at **504-255-4630.**

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

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322** .

Introduction

This section presents the following topics:

Overview

The W-2 System (for Windows) (WTWO) is a Windows 95 or higher system designed, developed, and maintained by NFC. This system is used to view and print 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 current 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. 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.

When an employee works 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. For a list of departments/agencies that are provided W-2s by NFC, see the appropriate list for the current or previous tax year.

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 taxes withheld and the amount of 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 also 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 W-2 or CETR W-2 (Tax Year 2000). 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, Casual Employee Time Report System (CETR) (for Tax Year 2000 only), 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 the WTWO system 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 the Travel System (TRAV). TRAV feeds taxable and non-taxable moving allowance reimbursements to the WTWO system 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.

CETR Data. This data is used to pay and record wages for persons hired for casual time employment due to a sudden and unexpected emergency caused by a fire, flood, earthquake, hurricane, or any other emergency, actual or potential, that threatens damage to Federally protected property. At the end of the tax year, CETR provides to the WTWO system the amount that was paid to these casual time employees to produce a W-2. CETR data only applies to W-2s for Tax Year 2000.

SPPS Data. This data is used to process final salary payments for indebted and deceased employees. SPPS provides the WTWO system 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 the WTWO system 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 the Statement of Earnings and Leave System (EARN) or through the Employee Personal Page. After January 26 following the tax year, agencies should use the Inquiry Information in the Document Tracking System (DOTSE) to enter data from Form AD-354, Request For Information, for all inquiries and requests for information concerning W-2s, except those requiring special handling. For more information on how to enter data from Form AD-354 in DOTSE by using the Inquiry Information option, see **Title I, Chapter 18, Payroll/Personnel Manual, Document Tracking System.** Requests that require attached documentation must be submitted manually to NFC's Payroll/Personnel Operations Section 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. Use the Inquiry Information option in DOTSE to submit to NFC's Payroll/Personnel Operations Section notices of nonreceipt or requests for duplicate W-2s.

- 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 Form 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, use the Inquiry Information option in DOTSE to submit to NFC's Payroll/Personnel Operations Section a request explaining the discrepancy. If a corrected W-2 is required, a W-2C, Statement of Corrected Income 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/or county is needed by the employee, the personnel office should use the Inquiry Information option in DOTSE to submit to the Payroll/Personnel Operations Section a request for a breakdown. 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, use the Inquiry Information option in DOTSE to submit to NFC's Payroll/Personnel Operations Section a request for the number of additional copies needed.

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 back-ups and recovery procedures.
- Provides documentation of the system.

Access, Security, And Installation

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

Installation

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.

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 server.

2. At the Application icon, the individual selects the (WTWO) W2 System for the current or previous tax year. For more information, see **Starting 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 the 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.

Installation

Instructions for installing WTWO are provided with the software. Be sure to read the hardware and software requirements to ensure that you have the proper equipment and adequate disk space for successful installation.

Getting Started In WTWO

This section presents the following topics:

Learning About WTWO

To use WTWO, you must have some knowledge of Microsoft Windows. Use your Windows user guide for navigating in a Windows environment.

WTWO offers online sources to help you learn about the software.

The online help feature is available to guide you as you view data in WTWO. To get help, click **[Help]** from the menu bar at any window. A drop-down menu is displayed with the following options:

- **Help For This Window.** Detailed instructions (e.g., field specifications) abstracted from the WTWO procedure that can be used for viewing data generated from payroll and personnel transactions.
- **Help Contents.** Displays the Table Of Contents for WTWO online help.
- **Help For Help.** Describes Windows help.

For online help, click ***Help > [help option]*** at a menu bar. For help with a specific field, place your cursor in the field in question and press **[F1]**.

Starting WTWO

To start WTWO:

1. At your Windows desktop, select ***Start > Programs > National Finance Center > NFC Logon***. The NFC Welcome banner window (**Figure 1**) is displayed.

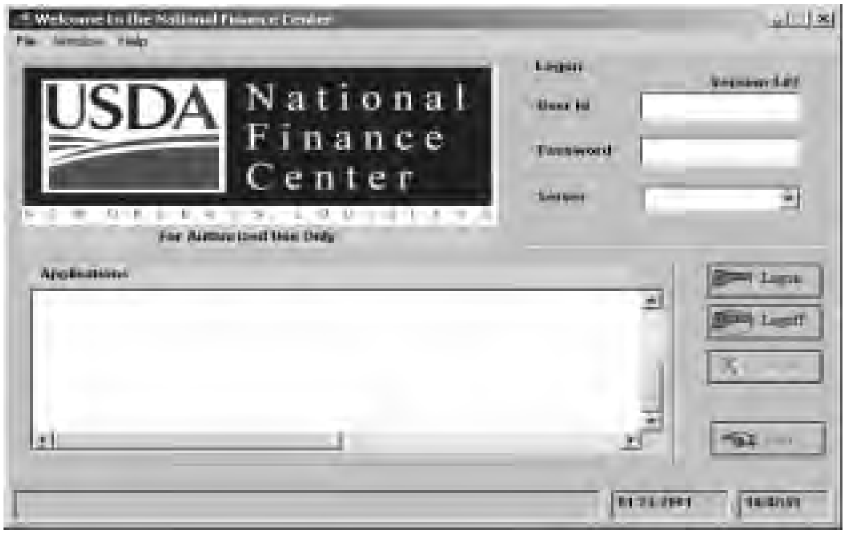


Figure 1. NFC Welcome banner window

2. Complete the fields in the Logon area as indicated under **NFC Welcome Banner Window Field Instructions**.

3. Click **[Logon]**. The NFC Welcome banner window with a list of payroll/personnel applications (**Figure 2**) is displayed.

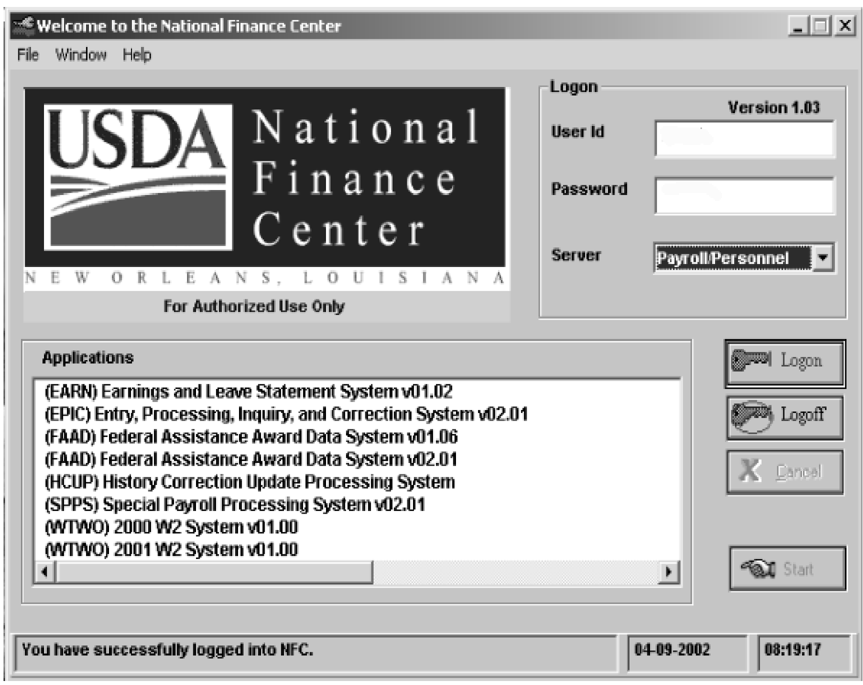


Figure 2. NFC Welcome banner window with list of payroll/personnel applications

4. Select the appropriate tax year to view a W-2.

Note

To view W-2 data for the current tax year, you must download the latest version of the WTWO software through the NFC Download Center on the NFC homepage *(www.nfc.usda.gov)*. Instructions for downloading software are located at the NFC Download Center.

5. Click **[Start]**. The WTWO banner window (**Figure 4**) is displayed. For further instructions, see **Searching, Viewing, And Printing W-2 Data**.

Changing Your Password

You may change your password at any time, but not more than once a day. To change your password:

1. At the NFC Welcome banner window (**Figure 1**), select ***File > Change Password***. The Change Password pop-up (**Figure 3**) is displayed.

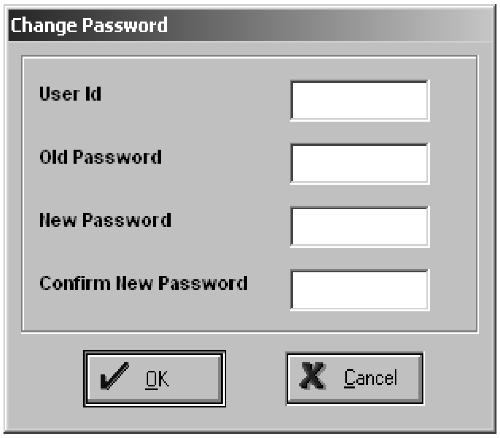


Figure 3. Change Password pop-up

2. Complete the fields as indicated under **Change Password Pop-up Field Instructions**.

3. Click **[OK]** to save the change and exit the window.

WTWO Banner Window

After you start WTWO, the WTWO banner window (**Figure 4**) appears.

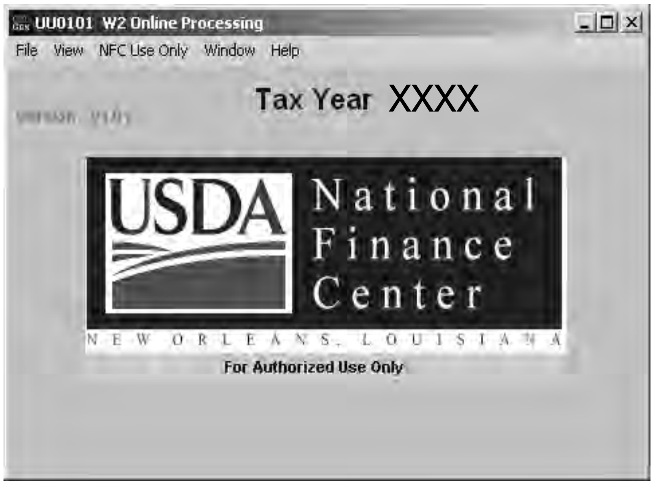


Figure 4. WTWO banner window

The menu bar on the WTWO banner window displays the following options and drop-down menus:

Menu Bar Option	Drop-down Menu Options	Description	Notes
File	**Exit**	Used to exit WTWO.	
View	**Employee List**	Used to search for a W-2 by the employee's last name or social security number (SSN).	
	W2 Inquiry	Used to search for a W-2 by the employee's SSN.	
	W2-C Inquiry	Used to search for a corrected W-2 by the employee's SSN.	
Window	**Tile**	Used to automatically resize all open windows and arrange them to fit next to each other on the desktop.	These are Microsoft Windows features. For more information, see your Windows user's guide or select ***Help > Help For Help*** at the WTWO menu bar.
	Cascade	Used to arrange all open windows in an overlapping format so that each title bar is visible.	
Help	**Help For This Window**	Used to get help for the current window.	For pop-ups, window-level help is available only if a Help button is on the pop-up. For more information, see **Using Online Help**.
	Help Contents	Used to see the Table Of Contents for WTWO online help.	
	Help For Help	Used to get help for the Microsoft Windows help system.	

For more information about the menu bar, see the **WTWO Menu Bar**.

Exiting WTWO

To exit WTWO:

1. At any WTWO menu bar, click to return to the WTWO banner window.
2. At the WTWO banner window, select ***File > Exit*** to exit WTWO and return to the NFC Welcome banner window.

Note To disconnect from the NFC mainframe, click **[Logoff]** at the NFC Welcome banner window.

Using Online Help

WTWO provides complete online documentation designed in a Microsoft Windows online help system. If you are not familiar with using Microsoft help systems, see a Windows user's guide or select ***Help > Help For Help*** at the WTWO menu bar. When you need help with viewing WTWO data, click ***Help*** at any WTWO menu bar. A drop-down menu is displayed with the following options:

Option	Description
Help For This Window	Provides instructions for the current window. For pop-ups, help is available only if a Help button is on the pop-up.
Help Contents	Provides complete online documentation for WTWO.
Help For Help	Provides instructions for using the Microsoft Windows help system.

Note

When you select ***Help Contents***, the Welcome To WTWO Help window appears with information about how to use WTWO Help. At the help window menu bar, click **[Contents]**. The Help Topics table of contents (**Figure 5**) is displayed.

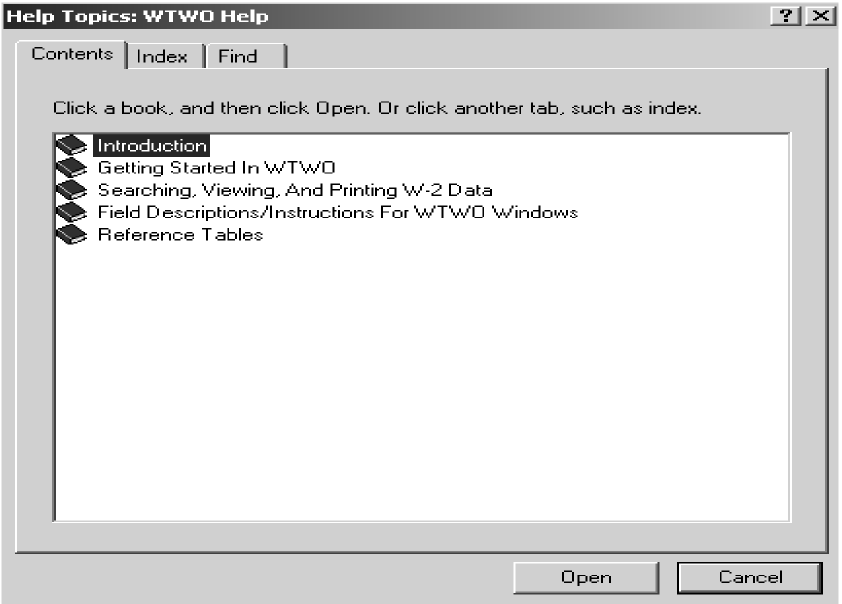


Figure 5. Help Topics table of contents

This window provides the following three ways to locate information:

Options	Description
Contents	Displays the table of contents for online documentation.
Index	Provides an index of key words.
Find	Provides word search capability.

For instructions on using these Microsoft help features, select ***Help > Help For Help*** at the menu bar on any WTWO window.

WTWO Operating Features

WTWO is designed in a Windows format, providing mouse-driven, point-and-click functionality; menu bars; pull-down menus; tool buttons; and other Windows features. This section reviews these basic Windows features and describes others that are specific to the WTWO application.

Note Be sure to read **About This Procedure** to learn what visual aids are used throughout this documentation.

For more information, see:

- **WTWO Menu Bar**
- **WTWO Toolbar**
- **WTWO Pop-Ups**
- **WTWO Functional/Directional Keys**

WTWO Menu Bar

The menu bar appears below the title bar on all WTWO windows except pop-ups. Each option on the menu bar displays options for viewing and/or processing transactions. When an option from the menu bar is selected, a **drop-down menu** appears, showing a list of options.

Note Options shown in gray are not available for use and do not respond to selection.

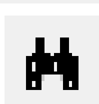
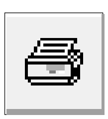
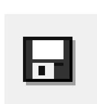
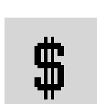
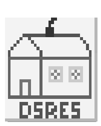
WTWO Toolbar

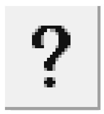
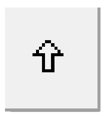
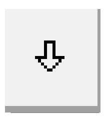
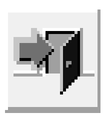
The tool bar is a row of tool (icon) buttons located below the menu bar. Each tool button displays an icon that depicts its processing function. In most cases, the tool button can be used in lieu of the menu bar.

Tool buttons used throughout WTWO are shown in the table below. Those that are unique to a particular function are discussed under the topics where they apply.

Note Options on the window shown in gray are not available for use and do not respond to selection.

WTWO Tool Buttons

Button	Description
	Used to display search windows that contain various types of search criteria used to locate data.
	Used to print a window.
	Used to save edited data.
	Used to display the W2 Inquiry window.
	Used to display the Duty Station/Residence window.

	Used to display the W2C Inquiry window.
	Used to display the Employee Detail window.
	Used to display the Related W2 Fields window.
	Used to display help text.
	Used to scroll up.
	Used to scroll down.
	Used to exit a window.

WTWO Pop-Ups

Pop-ups do not have a menu bar or a tool bar; however, they do have command buttons that carry out an action implied in the button’s name. WTWO pop-ups include the following command buttons used throughout WTWO.

WTWO Command Buttons

Button	Description
Find	Used to search for the data entered.
Cancel	Used to cancel a command or close a pop-up.
? Help	Used to display help.

WTWO Functional/Directional Keys

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

Function Keys

Key	Description
Enter	Used to accept data.
Delete	Used to delete data.
Tab	Used to move to the next field.
Space Bar	Used to create a space or tab to the next field.
→	Used to move to the next character within a field.
←	Used to move to the previous character within a field.
F1	Used to display help.
F3	Used to close a window.
F7	Used to scroll backward.
F8	Used to scroll forward.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, a message is displayed in a pop-up. All errors must be corrected before the system will respond to the requested action (e.g., *Employee Not Found*).

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**.

Searching, Viewing, And Printing W-2 Data

This section provides the following topics:

Searching For A W-2

You can search for a W-2 from the WTWO banner window or from the W2 Inquiry window.

For more information, see:

Searching For A W-2 From The WTWO Banner Window

Searching For A W-2 From The W2 Inquiry Window

Searching For A W-2 From The WTWO Banner Window

You can search for a W-2 by the employee's SSN or name from the WTWO banner window.

To search for a W-2 by the employee's SSN from the WTWO banner window:

1. At the WTWO banner window (**Figure 4**), select ***View > W2 Inquiry.*** The SSN - Search pop-up (**Figure 6**) appears.

Figure 6. SSN Search pop-up

2. Complete the fields as indicated under **SSN Search Pop-Up Field Instructions**.

Note: At any time during the entry process, you can access help for a field by pressing **[F1]**.

3. Click **[Find]** to search for the specified data. The W2 Inquiry window - Previous Tax Year (**Figure 10**) or the W2 Inquiry window - Current Tax Year (**Figure 11**) appears for the data specified.

   For descriptions of the fields displayed on this window, see **W2 Inquiry Window Field Descriptions**.

To search for a W-2 by the employee's name from the WTWO banner window:

1. At the WTWO banner window (**Figure 4**), select ***View > Employee List.*** The SSN/Name Search pop-up (**Figure 7**) appears.

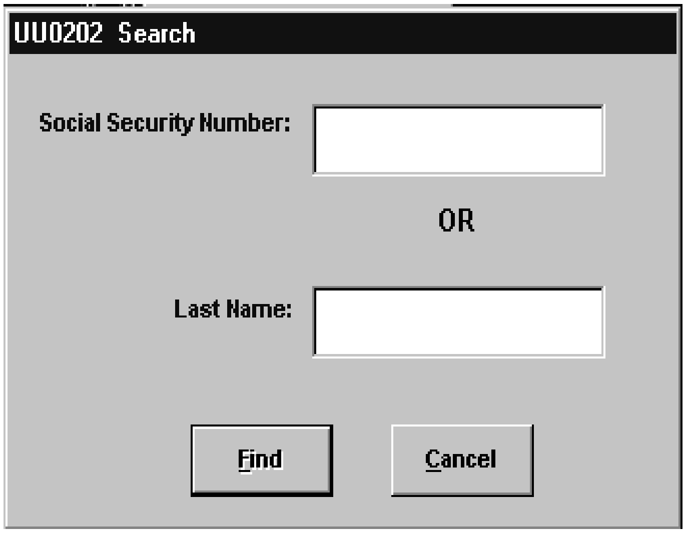


Figure 7. SSN/Name Search pop-up

2. Complete the fields as indicated under **SSN/Name Search Pop-up Field Instructions**.

3. Click **[Find]**. The Employee List window (**Figure 8**) is displayed for the data specified. For descriptions of the fields displayed on this window, see **Employee List Window Field Descriptions**.

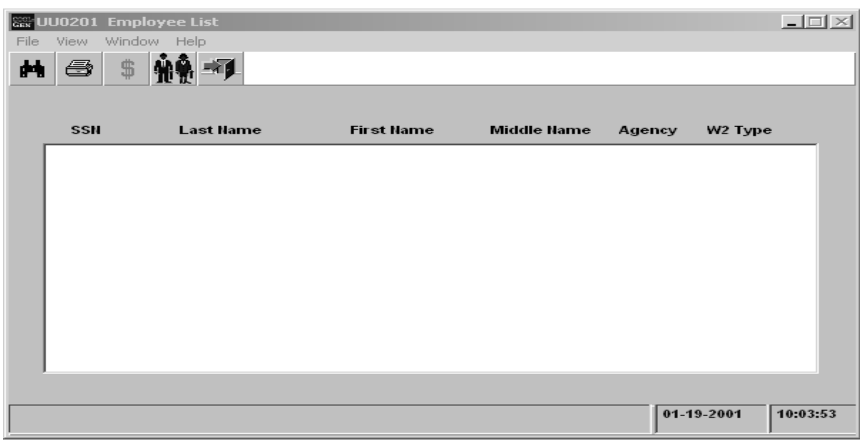


Figure 8. Employee List window

4. Scroll to and highlight the appropriate employee's name.

5. Click $ to display the W2 Inquiry window - Previous Tax Year (**Figure 10**) or the W2 Inquiry window - Current Tax Year (**Figure 11**).

Searching For A W-2 From The W2 Inquiry Window

To search for a W-2 from the W2 Inquiry window:

1. At the W2 Inquiry window (**Figure 11**), click . The SSN Search pop-up (**Figure 6**) appears.

2. Follow the instructions under **Searching For A W-2 From The WTWO Banner Window**.

Searching For A W-2C (Corrected W-2)

You can search for a W-2C (corrected W-2) for the previous or current tax year from the WTWO banner window.

To search for a W-2C (corrected W-2) from the WTWO banner window:

1. At the WTWO banner window (**Figure 4**), select **View > W2-C Inquiry**. The W2C Search pop-up (**Figure 9**) appears.

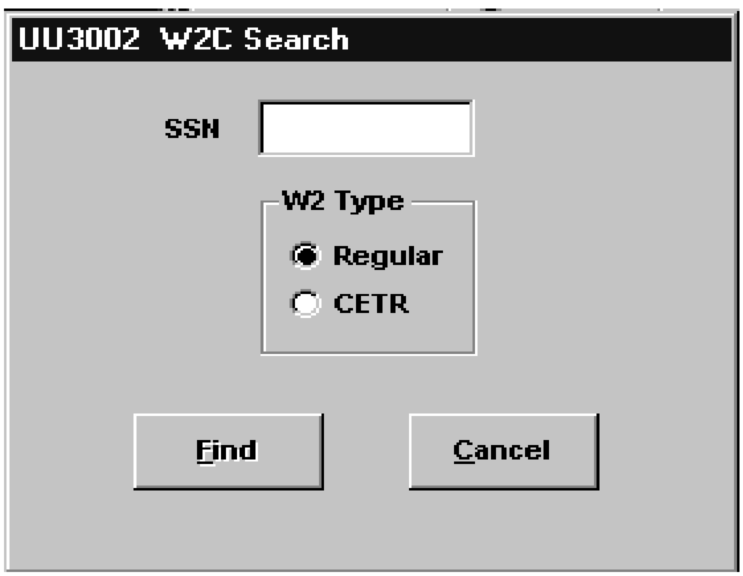


Figure 9. W2C Search pop-up

2. Complete the fields as indicated under **W2C Search Pop-up Field Instructions**.

3. Click **[Find]**. The W2C Inquiry window (**Figure 13**) is displayed for the data specified. For descriptions of the fields displayed on this window, see **W2C Inquiry Window Field Descriptions**.

Viewing A Regular Or CETR W-2

To view a regular or CETR W-2:

1. Use one of the methods described under **Searching For A W2** to display the W2 Inquiry window - Previous Tax Year (**Figure 10**) or the W2 Inquiry window - Current Tax Year (**Figure 11**). Only tax data for the tax year selected at the NFC Welcome banner window (**Figure 1**) is available for viewing.

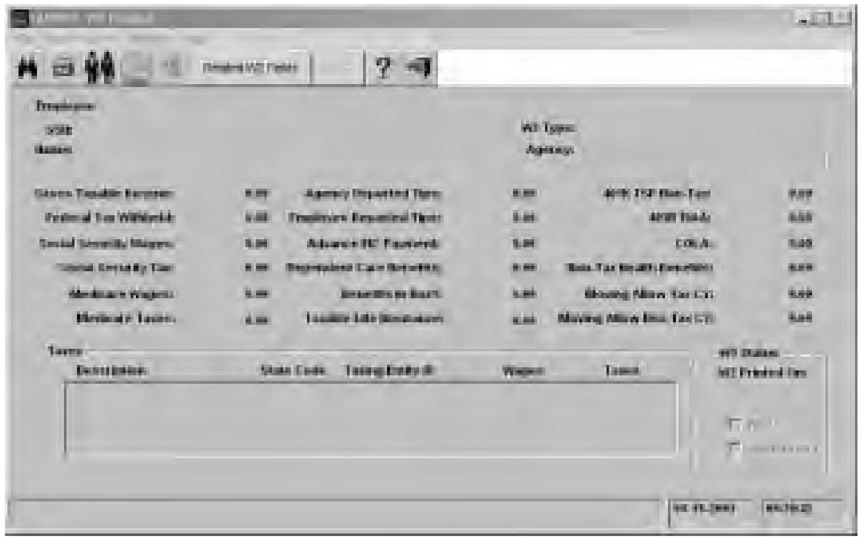


Figure 10. W2 Inquiry window - Previous Tax Year

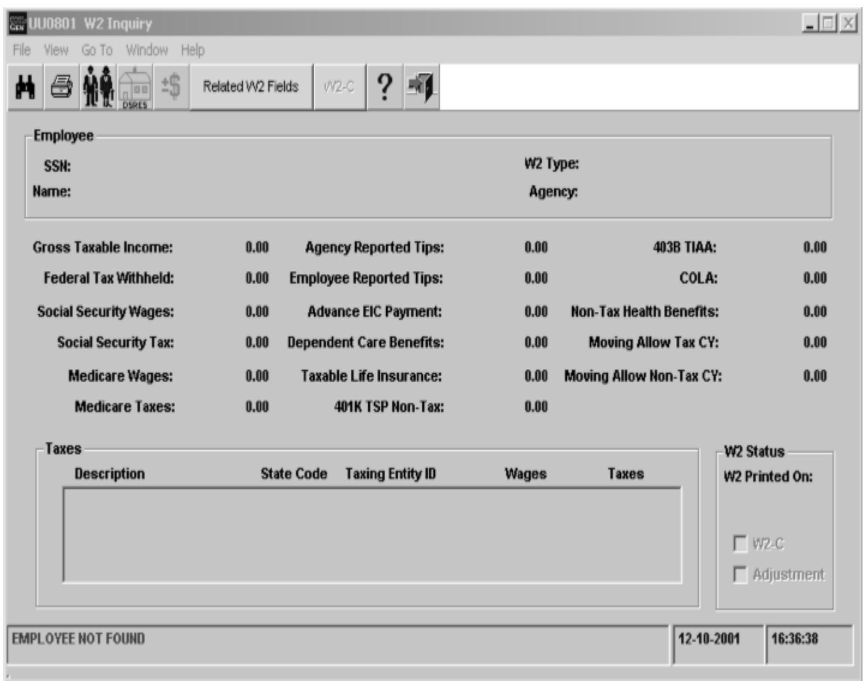


Figure 11. W2 Inquiry window - Current Tax Year

For descriptions of the fields displayed on these windows, see **W2 Inquiry Window Field Descriptions**.

2. After viewing the data:

   - To display the Related W2 Fields window, click Related W2 Fields.
   - To display a corrected W-2, click W2-C.

     Note: The W-2C field on the W2 Inquiry window must be marked to display the corrected W-2 information. If this field is grayed out, a corrected W-2 does not exist for the employee.

- To display the Employee Detail window, click .
- To display the Duty Station Residence window, click .
- To print the W2 Inquiry window, click .
- To exit the window, click .

Viewing Related W2 Fields

To view related W2 fields:

1. At the W2 Inquiry window (**Figure 10** or **Figure 11**), select ***Go To > Related W2 Fields***. The Related W2 Fields window (**Figure 12**) appears.

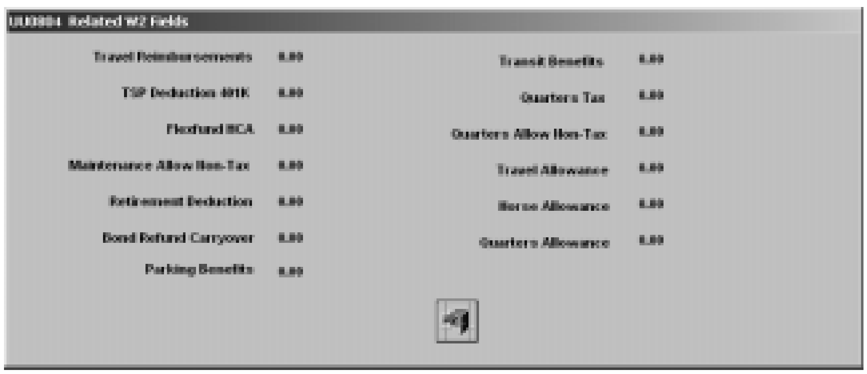


Figure 12. Related W2 Fields window

For descriptions of the fields displayed on this pop-up, see **Related W2 Fields Window Field Descriptions**.

2. Click to return to the previous window.

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

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

1. Use the instructions described under **Searching For A W-2C (Corrected W-2)** to search for a corrected W-2 from the WTWO banner window, or click on the W2 Inquiry window (**Figure 10** or **Figure 11**). The W2C Inquiry window (**Figure 13**) is displayed. If the employee has multiple corrected W-2s, the last corrected W-2, plus any previously corrected W-2 data, are displayed.

Note The W-2C field on the W2 Inquiry window must be marked to display the corrected W-2 information. If this field is grayed out, a corrected W-2 does not exist for the employee.

Figure 13. W2C Inquiry window

For descriptions of the fields displayed on this window, see **W2C Inquiry Window Field Descriptions**.

2. After viewing the data:
   - To print the W2C Inquiry window, click .
   - To search for a corrected W-2 for a different employee, click .

     Note: The W-2C field on the W2 Inquiry window 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 exit the window, click .

Viewing Employee Detail Data

To view employee detail data:

1. At the W2 Inquiry window (**Figure 10** or **Figure 11**), click . The Employee Detail window - Previous Tax Year (**Figure 14**) or the Employee Detail window - Current Tax Year (**Figure 15**) displayed.

   The fields on these windows are generated from the Payroll/Personnel System.

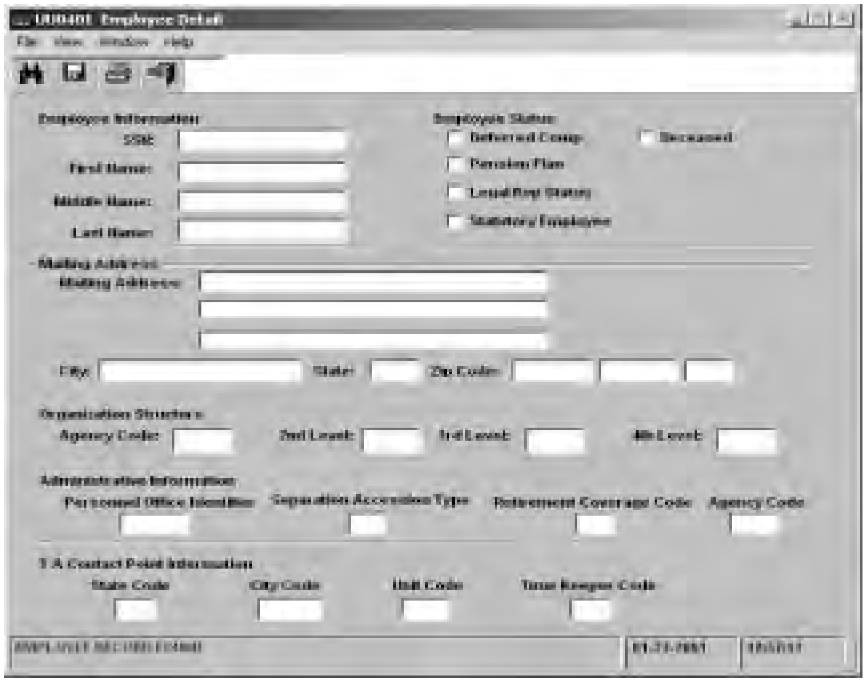


Figure 14. Employee Detail window - Previous Tax Year

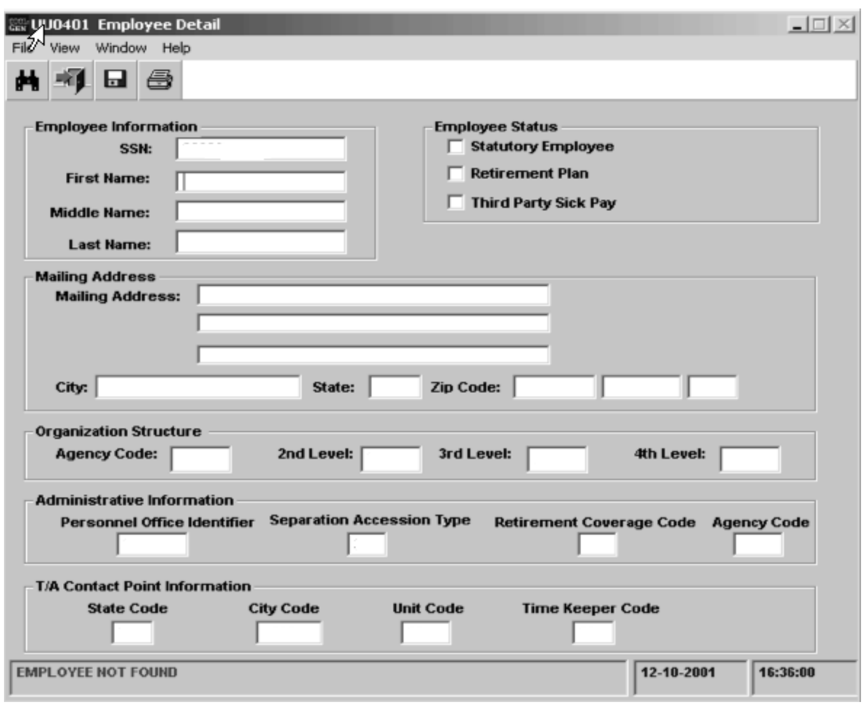


Figure 15. Employee Detail window - Current Tax Year

For descriptions of the fields displayed on these windows, see **Employee Detail Window Field Descriptions**.

2. After viewing the data:
   - To print the Employee Detail window, click .
   - To search for a detail record for another employee, click .
   - To exit the window, click .

Viewing Duty Station And Residence Data

To view duty station and residence data:

1. At the W-2 Inquiry window (**Figure 10** or **Figure 11**), click . The Duty Station Residence pop-up (**Figure 16**) appears.

Figure 16. Duty Station Residence pop-up

For descriptions of the fields displayed on this pop-up, see **Duty Station Residence Pop-up Field Descriptions**.

2. Click to return to the previous window.

Printing A W−2 Or Corrected W−2 (W−2C)

The print option is available to enable you to print a copy of a W-2 or corrected W-2 (W-2C). When the print option is selected for each form, the same print pop-up is displayed for each selection.

To print a W-2 or W-2C (Corrected W-2):

1. Select ***File > Print W2*** at the W-2 Inquiry window (**Figure 10** or **Figure 11**) or select ***File > Print W2-C*** at the W2C Inquiry window (**Figure 13**). The print pop-up (**Figure 17**) appears.

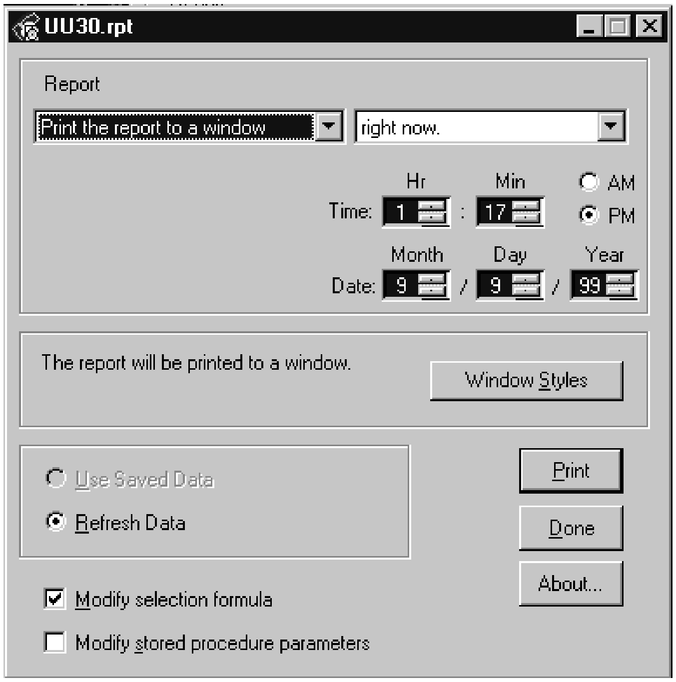


Figure 17. Print pop-up

2. Complete the appropriate fields to identify where and when to print the W-2.

3. Click **[Print]**.

4. After printing the form, do one of the following:
   - To print another form, repeat the instructions listed above.
   - Click **[Done]** to close the Print pop-up window and return to the previous window.
   - Click **[About]** to view version information on the Seagate Crystal Reports Runtime software in the WTWO print process.

Field Descriptions/Instructions For WTWO Windows

This section presents the following topics:

NFC Welcome Banner Window Field Instructions

The NFC Welcome Banner window (**Figure 1**) is used to log on to NFC applications. For more information, see **Starting WTWO**.

User ID

Required, alphanumeric, 5 - 8 positions
Type your user identification number.

Password

Required, alphanumeric, 6 - 8 positions
Type your unique password. If your password has expired, the Change Password pop-up (**Figure 3**) appears; click **[OK]** to close the pop-up. For instructions on changing your password, see **Changing Your Password**.

Server

Required, alphanumeric
Click [↓] to display the drop down menu and select ***[Payroll/Personnel]***.

Change Password Pop-up Field Instructions

The Change Password pop-up (**Figure 3**) is used to change your password. For more information on changing your password, see **Changing Your Password**.

User ID

Required, alphanumeric, 5 - 8 positions
Type your user identification number.

Old Password

Required, alphanumeric, 6 - 8 positions
Type your current password.

New Password

Required, alphanumeric, 6 - 8 positions
Type your new password.

Confirm New Password

Required, alphanumeric, 6 - 8 positions
Type the new password again to confirm it was entered as intended.

SSN Search Pop-up Field Instructions

The Search By SSN pop-up (**Figure 6**) is used to search for an employee's W-2 from the WTWO banner window (**Figure 1**) or the W2 Inquiry window (**Figure 10** or **Figure 11**) when the employee's social security number is known. For instructions on this process, see **Searching For A W-2**.

Social Security Number

Required, numeric, 9 positions
Type the employee's social security number.

W2 Type

Required
Select one of the radio buttons to identify the type of W-2 as defined below.

Regular	A W-2 for a regular employee
CETR	A W-2 for a casual time employee

Note

W-2s for CETR employees are only available for Tax Year 2000.

SSN/Name Search Pop-up Field Instructions

The Search By SSN Or Name pop-up (**Figure 7**) is used to search for an employee's W-2 from the WTWO banner window when the employee's social security number is not known. For instructions on this process, see **Searching For A W-2**.

Social Security Number

Conditional, numeric, 9 positions
If the employee's social security number is known, type the employee's social security number.

OR

Name

Conditional, alpha, 17 positions max.
If the employee's social security number is not known, type the employee's last name.

Employee List Window Field Descriptions

The Employee List window (**Figure 8**) is used with the SSN/Name Search pop-up to search for an employee's W-2 when the social security number is not known.

(For instructions on this search process, see **Searching For A W-2**.) The fields displayed on this window are described below.

SSN

No entry
This field is system generated and displays the employee's social security number.

Last Name

No entry
This field is system generated and displays the employee's last name.

First Name

No entry
This field is system generated and displays the employee's first name.

Middle Name

No entry
This field is system generated and displays the employee's middle name or initial.

Agency

No entry
This field is system generated and displays the agency code of the employing agency.

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.

W2 Type

No entry
This field is system generated and refers to employee type (regular or CETR). Valid values are:

Code	Definition
R	Regular employee
C	CETR employee

Note

W-2s for CETR employees are only available for Tax Year 2000.

W2C Search Pop-up Field Instructions

The W2C Search pop-up (**Figure 9**) is used to search for a corrected W-2 when the employee's social security number is known. For instructions on this process, see **Searching For A W-2C (Corrected W-2)**.

Social Security Number

Required, numeric, 9 positions
Type the employee's social security number.

W2 Type

Required
Select one of the radio buttons to identify the type of corrected W-2 as defined below.

Regular	A corrected W-2 for a regular employee
CETR	A corrected W-2 for a casual time employee

Note

W-2s for CETR employees are only available for Tax Year 2000.

W2 Inquiry Window Field Descriptions

The W2 Inquiry window displays the data recorded on the W2 Inquiry window - Previous Tax Year (**Figure 10**) or the W2 Inquiry window - Current Tax Year (**Figure 11**). For instructions on this function, see **Viewing A Regular Or CETR W-2**. The fields displayed on these windows are described below.

Employee

∇

Identifies information about the employee for whom the W-2 was issued.

SSN

No entry
This field is system generated and displays the employee's social security number.

Name

No entry
This field is system generated and displays the employee's name.

W2 Type

No entry
This field is system generated and identifies the type of W-2 (regular or CETR) that was issued.

Note

W-2s for CETR employees are only available for Tax Year 2000.

Agency

No entry
This field is system generated and displays the agency code of the employing agency.

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.

Gross Taxable Income

No entry
This field is system generated and displays the amount of wages, tips, and other compensation paid to the employee.

Federal Tax Withheld

No entry
This field is system generated and displays the amount of Federal income tax withheld.

Social Security Wages

No entry
This field is system generated and displays the amount of wages subject to Social Security tax.

Social Security Tax

No entry
This field is system generated and displays the amount of Social Security tax withheld.

Medicare Wages

No entry

This field is system generated and displays the amount of wages subject to Medicare tax.

Medicare Taxes

No entry

This field is system generated and displays the amount of Medicare taxes withheld.

Agency Reported Tips

No entry

This field is system generated and displays the amount of tips allocated to the employee by the employing organization. This amount is reported on the W-2.

Note This amount is not included in the Gross Taxable Income field.

Employee Reported Tips

No entry

This field is system generated and displays the amount of employee-reported tips.

Note This amount is not included in the Gross Taxable Income field.

Advance EIC Payment

No entry

This field is system generated and displays the amount of advance earned income credit payments made to the employee.

Dependent Care Benefits

No entry

This field is system generated and displays the amount of flexfund dependent care expense deductions.

Note This amount is not included in the Gross Taxable Income field.

Benefits In Box1

No entry

This field is system generated and displays the amount of government-owned vehicle (GOV), chauffeur-driven vehicle, government-provided parking, and/or group-term life insurance that is taxable non-cash fringe benefits subject to tax withholding.

Note This field only appears on the W-2 for Tax Year 2000.

Taxable Life Insurance

No entry

This field is system generated and displays the amount of taxable group-term life insurance.

401K TSP Non-Tax

No entry

This field is system generated and displays the amount of Thrift Savings Plan deductions.

Note This amount is not included in the Gross Taxable Income field.

403B TIAA

No entry

This field is system generated and displays 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 Gross Taxable Income field.

COLA

No entry
This field is system generated and displays the amount of cost-of-living allowance (COLA).

Note This amount is not included in the Gross Taxable Income field.

Non-Tax Health Benefits

No entry
This field is system generated and displays the amount of nontaxable health insurance and/or the flexfund health care expense deductions not included in wages.

Note This amount is not included in the Gross Taxable Income field.

Moving Allow Tax CY

No entry
This field is system generated and displays the amount of taxable moving allowance for the current tax year.

Moving Allow Non-Tax CY

No entry
This field is system generated and displays the amount of nontaxable moving allowance paid in the current tax year.

Note This amount is not included in the Gross Taxable Income field.

Taxes ∇

The Taxes list box identifies the state, city, and county taxes that were withheld for the tax year. The fields displayed in this list box are described below.

Description

No entry
This field is system generated and displays the description for the taxing entity.

State Code

No entry
This field is system generated and displays the state code for which state taxes were withheld.

Taxing Entity ID

No entry
This field is system generated and displays the identification number for the taxing entity.

Wages

No entry
This field is system generated and displays the amount of wages, tips, and other compensation paid to the employee for the taxing entity.

Taxes

No entry
This field is system generated and displays the amount of taxes withheld for the taxing entity.

Note

Several taxing entities may be listed if taxes were withheld for more than one state, city, or county.

W2 Status

∇

This field is system generated and identifies: (1) when the original W-2 was printed, (2) if an adjustment was made to the W-2, and (3) if a corrected W-2 exists for the employee.

W2 Printed On

No entry
This field is system generated and displays the date the original W-2 was printed.

W2-C

No entry
This field is system generated and identifies that a corrected W-2 also exists for the employee.

Note

If this field is marked, a corrected W-2 exists for the employee. Click W2-C to display the W2C Inquiry window (**Figure 13**). For an explanation of the data you are viewing on the W2C Inquiry window, see **W2C Inquiry Window Field Descriptions**.

Adjustment

No entry
This field is system generated and identifies that an adjustment has been made to the employee's original W-2.

Note

If this field is marked, an adjustment was made to the original W-2.

Related W2 Fields Window Field Descriptions

The Related W2 Fields window (**Figure 12**) displays related data recorded on the employee's most current W-2. For instructions on this function, see **Viewing Related W2 Fields**. The fields displayed on this window are described below.

Travel Reimbursements

No entry
This field is system generated and displays the amount of travel reimbursements paid to the employee.

Note

This amount is not included in the Gross Taxable Income field.

TSP Deduction 401K

No entry
This field is system generated and displays the amount withheld for the Federal Thrift Savings Plan (TSP).

Flexfund HCA

No entry
This field is system generated and displays the amount of non-taxable flexfund health care expenses withheld.

Note: This amount is not included in the Gross Taxable Income field.

Maintenance Allow Non-Tax

No entry
This field is system generated and displays the amount of non-taxable maintenance allowance paid to the employee.

Note: This amount is not included in the Gross Taxable Income field.

Retirement Deductions

No entry
This field is system generated and displays the amount withheld for retirement contributions.

Bond Refund Carryover

No entry
This field is system generated and displays the amount of bond carryover refund.

Parking Benefits

No entry
This field is system generated and displays the amount of non-taxable parking benefits withheld.

Note: This amount is not included in the Gross Taxable Income field.

Transit Benefits

No entry
This field is system generated and displays the amount of non-taxable transit benefits withheld.

Note: This amount is not included in the Gross Taxable Income field.

Quarters Tax

No entry
This field is system generated and displays the amount of quarters tax withheld.

Quarters Allow Non-Tax

No entry
This field is system generated and displays the amount of non-taxable quarters allowance paid to the employee.

Note: This amount is not included in the Gross Taxable Income field.

Travel Allowance

No entry
This field is system generated and displays the amount of travel allowance paid to the employee.

Horse Allowance

No entry
This field is system generated and displays the amount of horse allowance paid to the employee.

Quarters Allowance

No entry
This field is system generated and displays the amount of taxable quarters allowance paid to the employee.

W2C Inquiry Window Field Descriptions

The W2C Inquiry window (**Figure 13**) displays the data recorded on the employee's corrected W-2. For instructions on this function, see **Viewing A W-2C (Corrected W-2)**. The fields displayed on this window are described below.

Employee

∇

Identifies information about the employee for whom the W-2C was issued.

SSN

No entry
This field is system generated and displays the employee's social security number.

Name

No entry
This field is system generated and displays the employee's name.

∇

The following fields identify data that was corrected on the original W-2. The fields displayed in this list box are described below.

Adjusted W2 Field Name

No entry
This field is system generated and displays the name of the field(s) on the W-2 that was corrected.

Originally Reported

No entry
This field is system generated and displays the original amount shown on the W-2 for the description in the Adjusted W2 Field Name field.

Correct Information

No entry
This field is system generated and displays the amount of adjustment made for each description displayed in the Adjusted W2 Field Name field. If the amount being adjusted is negative, the amount is shown with a minus (-) sign.

Difference

No entry
This field is system generated and displays the difference between the original and adjustment amounts. The Difference amount is the result of the **Original**, plus or minus the **Correct Information** amount.

Note

For descriptions of additional fields that may be displayed on this window, see **W2 Inquiry Window Field Descriptions**.

Employee Detail Window Field Descriptions

The Employee Detail window - Previous Tax Year (**Figure 14**) or the Employee Detail window - Current Tax Year (**Figure 15**) displays the employee's mailing address and other administrative information contained in the Payroll/Personnel System database. For instructions on this function, see **Viewing Employee Detail Data**. The fields displayed on these windows are described below.

Employee Information ∇

Identifies the employee by social security number (SSN) and full name.

SSN

No entry
This field is system generated and displays the employee's SSN.

First Name

No entry
This field is system generated and displays the employee's first name.

Middle Name

No entry
This field is system generated and displays the employee's middle name or initial.

Last Name

No entry
This field is system generated and displays the employee's last name.

Employee Status ∇

Identifies the checkboxes listed below that appear in Block 15 on the W-2 for the previous tax year:

Description	Definition
Deferred Comp	Identifies that the employee has deferred compensation. This box is checked when the employee has elective deferrals in the 401K TSP-Non Tax field and/or the 403B TIAA field (for all employees, and for all such plans to which the employee belongs) are generally limited to $10,500. Elective deferrals for Section 403(b) contracts are limited to $10, 500 ($13,500 in some cases; see IRS Publication 571). Amounts over these limits must be included in income. See "Wages, Salaries, Tips, etc." in the Form 1040 instructions.
Pension Plan	Identifies that the employee has a pension plan. If this box is checked, special limits may apply to the amount of traditional Individual Retirement Account (IRA) contributions that may be deducted.
Legal Rep Status	Identifies that the employee has a legal representative. This box is checked when the employee's name is the only name shown but is shown as a trust account (e.g., John Doe Trust), or another name is shown in addition to the employee's name and the other person is acting on behalf of the employee.
Statutory Employee	Identifies that the employee is a statutory employee. For information on statutory employees, see IRS Publication 15-A.
Deceased	Identifies that the W-2 was issued for a deceased employee.

Employee Status ***(cont'd)***

∇

Identifies the checkboxes listed below that appear in Block 13 on the W-2 for the current tax year:

Description	Definition
Statutory Employee	Identifies that the employee is a statutory employee. For information on statutory employees, see IRS Publication 15-A.
Retirement Plan	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	Identifies third party sick pay employees. For more information on third party sick pay, see IRS Publication 15-A.

Mailing Address

∇

Identifies information about the employee's mailing address.

Mailing Address

No entry
This field is system generated and displays the employee's street mailing address.

City

No entry
This field is system generated and displays the city name for the employee's mailing address.

State

No entry
This field is system generated and displays the state abbreviation for the employee's mailing address.

ZIP Code

No entry
This field is system generated and displays the ZIP code for the employee's mailing address.

Organization Structure

∇

Identifies the employee's organizational structure code.

Agency Code

No entry
This field is system generated and displays the agency code of the organizational structure code.

2nd Level

No entry
This field is system generated and displays the second level of the organizational structure code.

3rd Level

No entry
This field is system generated and displays the third level of the organizational structure code.

4th Level

No entry
This field is system generated and displays the fourth level of the organizational structure code.

Administrative Information

∇

Identifies the employee's personnel office, if the employee is currently active or separated, the employee's retirement coverage code, and agency code.

Personnel Office Identifier

No entry
This field is system generated and displays the personnel office identifier (POI) to which the employee is assigned.

Separation Accession Type

No entry
This field is system generated and displays the separation accession type code. Valid values are:

Code	Definition
0	Not separated
1	Regular separation
2	Deceased
3	Accession

Retirement Coverage Code

No entry
This field is system generated and displays the employee's retirement coverage code. This field indicates the civilian retirement system, to which deductions from an employee's pay are credited, based on civilian employment by the U.S. Government or the District of Columbia. For a list of valid retirement coverage codes, see **Title I, Chapter 2, Table Management System (TMGT), Table 025, AD-350, Personnel Block & Description**.

Agency Code

No entry
This field is system generated and displays the agency code of the employing agency. 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.

T&A Contact Point Information

∇

Identifies the employee's Time and Attendance Report (T&A) contact point currently established in the Payroll/Personnel System.

State Code

No entry
This field is system generated and displays the state code for the location of the employee's T&A contact point.

City Code

No entry
This field is system generated and displays the city code for the location of the employee's T&A contact point.

Unit Code

No entry
This field is system generated and displays the unit code for the location of the employee's T&A contact point.

Time Keeper Code

No entry
This field is system generated and displays the timekeeper code assigned for the person responsible for processing T&A's for the employee.

Duty Station Residence Pop-up Field Descriptions

The Duty Station Residence window (**Figure 16**) displays the employee's duty station and residence information. For instructions on this function, see **Viewing Duty Station and Residence Data**. The fields displayed on this window are described below.

Duty Station

∇

Identifies the location of the employee's duty station.

State

No entry
This field is system generated and displays the state abbreviation for the employee's duty station.

County

No entry
This field is system generated and displays the county name for the employee's duty station.

City

No entry
This field is system generated and displays the city name for the employee's duty station.

Residence

∇

Identifies the state, city, and county for the employee's residence address.

State

No entry
This field is system generated and displays the state abbreviation for the employee's residence address.

County

No entry
This field is system generated and displays the county name for the employee's residence address.

City

No entry
This field is system generated and displays the city name for the employee's residence address.

Gross Pay

No entry
This field is system generated and displays the gross pay amount for which the deduction of state, city, and county tax was withheld.

Reference Tables

This section presents the following tables:

Departments Provided Previous Tax Year W-2s By NFC Table

Departments Provided Current Tax Year W-2s By NFC Table

Edit Messages Table

Departments Provided Previous Tax Year W-2s By NFC Table

Appalachian Regional Commission
Architect of the Capitol
Commission on Security and Cooperation in Europe
Commodity Futures Trading Commission
Congressional Budget Office
Copyright Royalty Tribunal
Corporation for National and Community Service
Department of Agriculture
Department of Commerce
Department of Education
Department of Housing and Urban Development
Department of Justice
Department of State
Department of the Treasury
Farm Credit Administration
Farm Credit System Insurance Corporation
Farm Service Agency - County Offices
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Emergency Management Agency
Federal Housing Finance Board
Federal Mediation and Conciliation Service
Federal Mine Safety and Health Review Commission
General Accounting Office
Interagency Council on the Homeless
International Boundary Water Commission
John C. Stennis Center for Public Service Training and Development
Library of Congress

National Capital Planning Commission
National Endowment for the Arts
National Gallery of Art
National Labor Relations Board
Occupational Safety and Health Review Commission
Office of Compliance
Office of Executive Secretariat
Office of Government Ethics
Office of Technology Assessment
Peace Corps
Reading Is Fundamental
Small Business Administration
Smithsonian Institution
Treasury Personal Services Contractors
Treasury Technical Assistance
U.S. Architectural and Transportation Barriers Compliance Board
U.S. Botanic Garden
U.S. Capitol Police
U.S. Commission on Civil Rights
U.S. Court of Appeals for Veterans Claims
U.S. Merit System Protection Board
U.S. Office of Special Counsel
U.S. Senate Restaurants
Woodrow Wilson International Centers for Scholars

Departments Provided Current Tax Year W-2's By NFC Table
Appalachian Regional Commission
Architect of the Capitol
Child Care Development Center
Commission on Security and Cooperation in Europe
Commodity Futures Trading Commission
Congressional Budget Office
Copyright Royalty Tribunal
Corporation for National and Community Service
Court Services and Offender Supervision Agency
Defense Nuclear Facilities Safety Board
Department of Agriculture
Department of Commerce

Department of Education
Department of Housing and Urban Development
Department of Justice
Department of State
Department of the Treasury
Farm Credit Administration
Farm Credit System Insurance Corporation
Farm Service Agency - County Offices
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Emergency Management Agency
Federal Housing Finance Board
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U.S. Capitol Police
U.S. Chemical Safety and Hazard Investigation Board
U.S. Commission on Civil Rights
U.S. Court of Appeals for Veterans Claims

U.S. Merit System Protection Board
U.S. Office of Special Counsel

Edit Messages Table

SSN Found
SSN Not Found - Verify SSN
Enter Only One Search Criteria
User Does Not Have Access To This Data
W-2 Not Found
W-2C Not Found
No Adjustment Found For Specified SSN
Employee Not Found

Heading Index

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W