

Form 941 Production Run and Entering Generation Date

Transaction Code:
PU19

Purpose Use this procedure to process your 941 in production and enter the generation filing dates into the Tax Reporter.

Trigger Use this procedure when you have processed the test run of form and results have been validated and balance.

Prerequisites The test run has been run and results have been validated and balance.

End User Roles Tax Reporter Role.

Change History	Change Description
2/09/2011	Created

Menu Path Human Resources → Payroll → Americas → USA → Subsequent activities
Period-Independent → Payroll supplement → PU19 Tax Reporter

Transaction Code PU19

Procedure


Scenario:




It is the end of the quarter; you have processed your 941 in **test** mode, the results have been validated and balance. You are now ready to create your 941 in production mode and enter the generation date into the Tax Reporter.

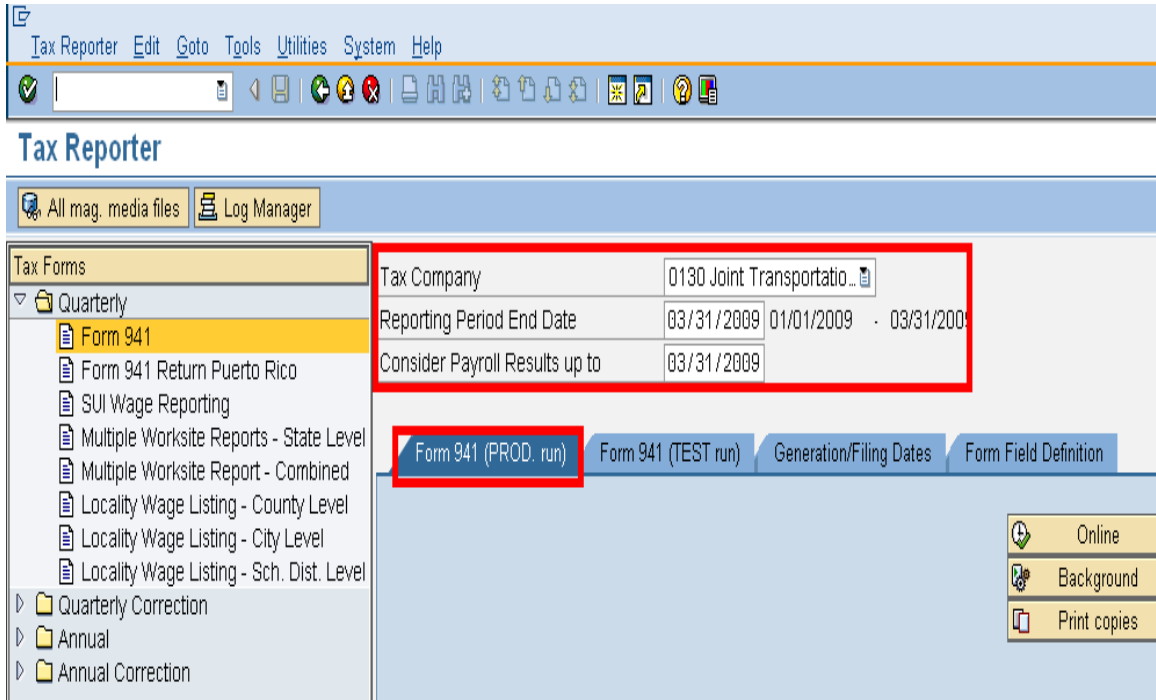
1. Start the transaction using the above menu path or transaction code **PU19**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry												
Field Name	R/O/C	Description										
Tax Company	R	Agencies four-character designation used for reporting purposes. Example: 0130 Joint Transportation										
Reporting Period End Date	R	The reporting period end date <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Quarter</th> <th>End date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3/31/20XX</td> </tr> <tr> <td>2</td> <td>6/30/20XX</td> </tr> <tr> <td>3</td> <td>9/30/20XX</td> </tr> <tr> <td>4</td> <td>12/31/20XX</td> </tr> </tbody> </table> Example: 3/31/2009	Quarter	End date	1	3/31/20XX	2	6/30/20XX	3	9/30/20XX	4	12/31/20XX
Quarter	End date											
1	3/31/20XX											
2	6/30/20XX											
3	9/30/20XX											
4	12/31/20XX											

Consider Payroll Results up to	R	<p>Quarter end date. This date should correspond with the Reporting Period End Date.</p> <p> If a prior production run and deletion has been executed this date will need to be advanced by one day.</p> <p>Example: 3/31/2009 or 4/1/2009</p>
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- Click  to the left of  Quarterly to select the correct form.
- Click  Form 941 to select.

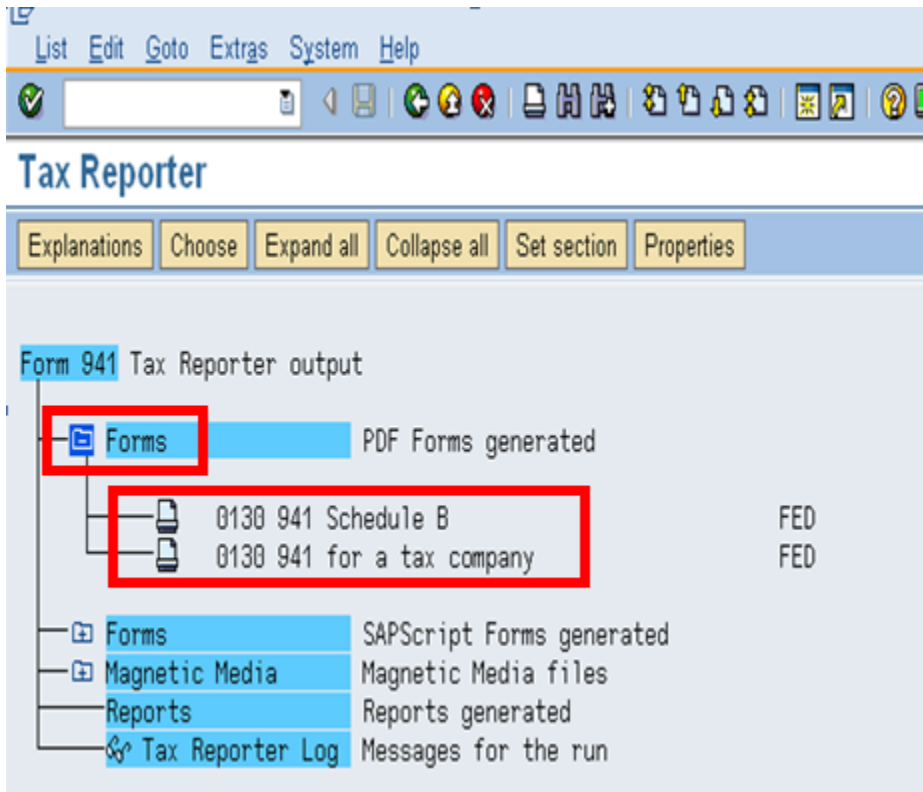


- Click the  tab.

- Click the  Online button.



Department of Personnel recommends that larger agencies execute this run in the background so your session will not time out.



7. To view the Form 941 or the Schedule B click on the folder in front of the PDF Forms
(Forms)
8. Double click on either the text for Form 941: 0130 941 for a tax company or
Schedule B 0130 941 Schedule B
9. Either double click on the part list line or highlight the line and click on the display
glasses to open the form.

System Help

Part List of PDF Spool Request 27,144

Part No.	Date	Time	Pages	From Page	To Page
1	02/18/2010	10:07:49	4	1	4


Form 941 for 2009 : Employer's QUARTERLY Federal Tax Return 950108
 (Rev. January 2009) Department of the Treasury - Internal Revenue Service OMB No. 1545-0028

Report for this Quarter of 2009 (Check one.)
 1: January, February, March
 2: April, May, June
 3: July, August, September
 4: October, November, December

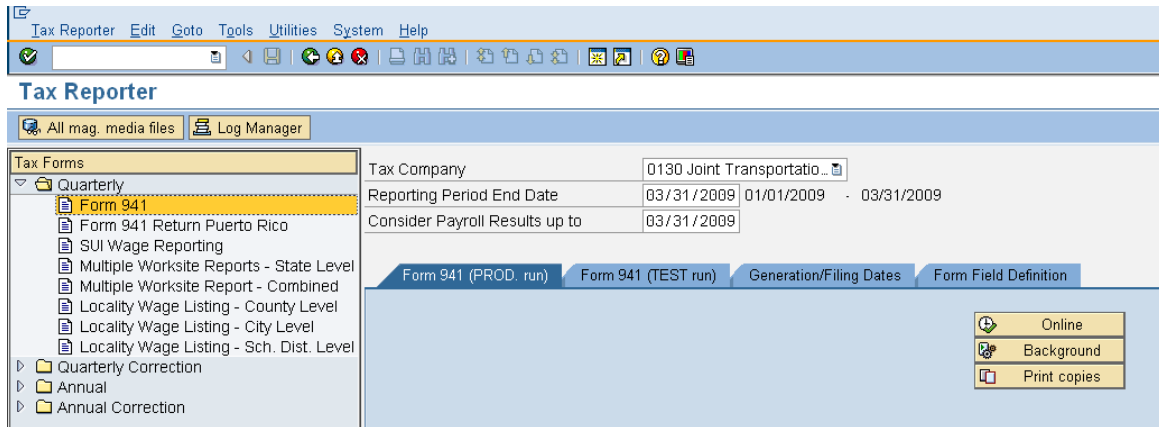
Read the separate instructions before you fill out this form. Please type or print within the boxes.

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), Dec. 12 (Quarter 4)	1	241
2	Wages, tips, and other compensation	2	3984187.15
3	Total income tax withheld from wages, tips, and other compensation	3	842596.76
4	If no wages, tips, and other compensation are subject to social security or Medicare tax		<input type="checkbox"/> Check and go to line 6.
5	Taxable social security and Medicare wages and tips:		
	Column 1	Column 2	
5a	Taxable social security wages	4304736.56 × .124 =	533787.33
5b	Taxable social security tips	0.00 × .124 =	
5c	Taxable Medicare wages & tips	4304736.56 × .020 =	124837.37
5d	Total social security and Medicare taxes (Column 2, lines 5a + 5b + 5c = line 5d)	5d	658624.70
6	Total taxes before adjustments (lines 3 + 5d = line 6)	6	1501221.46
7	Tax adjustments (read the instructions for line 7 before completing lines 7a through 7g):		
7a	Current quarter's fractions of cents		0.28
7b	Current quarter's sick pay		
7c	Current quarter's adjustments for tips and group-term life insurance		
7d	Current year's income tax withholding (Attach Form 941c)		
7e	Prior quarters' social security and Medicare taxes (Attach Form 941c)		
7f	Special additions to federal income tax (Attach Form 941c)		
7g	Special additions to social security and Medicare (Attached Form 941c)		
7h	Total adjustments (Combine all amounts: lines 7a through 7g.)	7h	0.28
8	Total taxes after adjustments (Combine lines 6 and 7h.)	8	1501221.74
9	Advance earned income credit (EIC) payments made to employees	9	
10	Total taxes after adjustment for advance EIC (lines 8 - line 9 = line 10)	10	1501221.74
11	Total deposits for this quarter, including overpayment applied from a prior quarter	11	
12	Balance due (if line 10 is more than line 11 write the difference here.)	12	1501221.74

10. To print this form: select: the PDF File menu Bar  (Print)

11. Click the  (Back) button to return to the Tax Reporter selection screen.



12. Click the **Generation/Filing Dates** tab to enter the generation date.

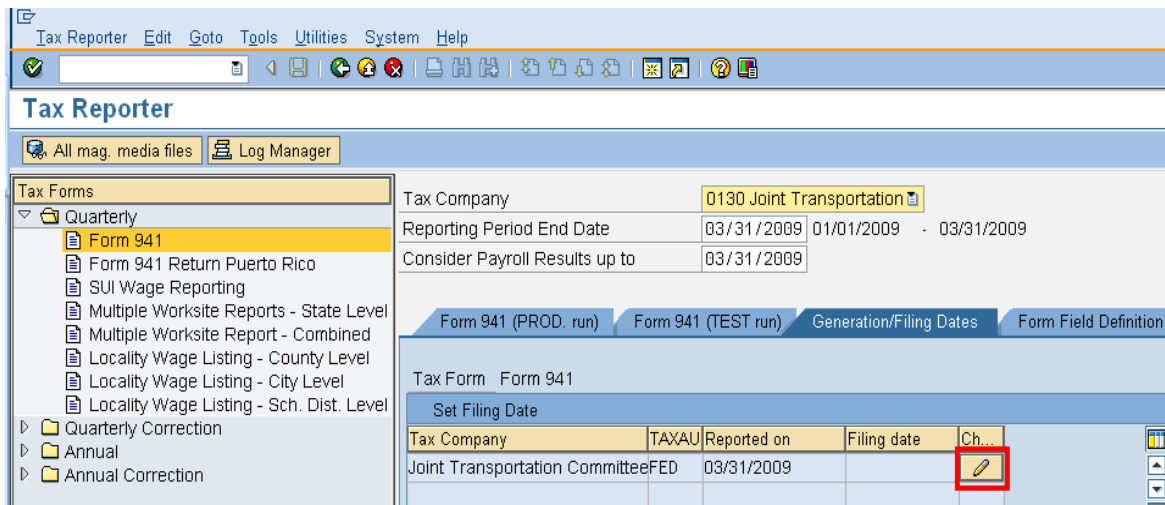
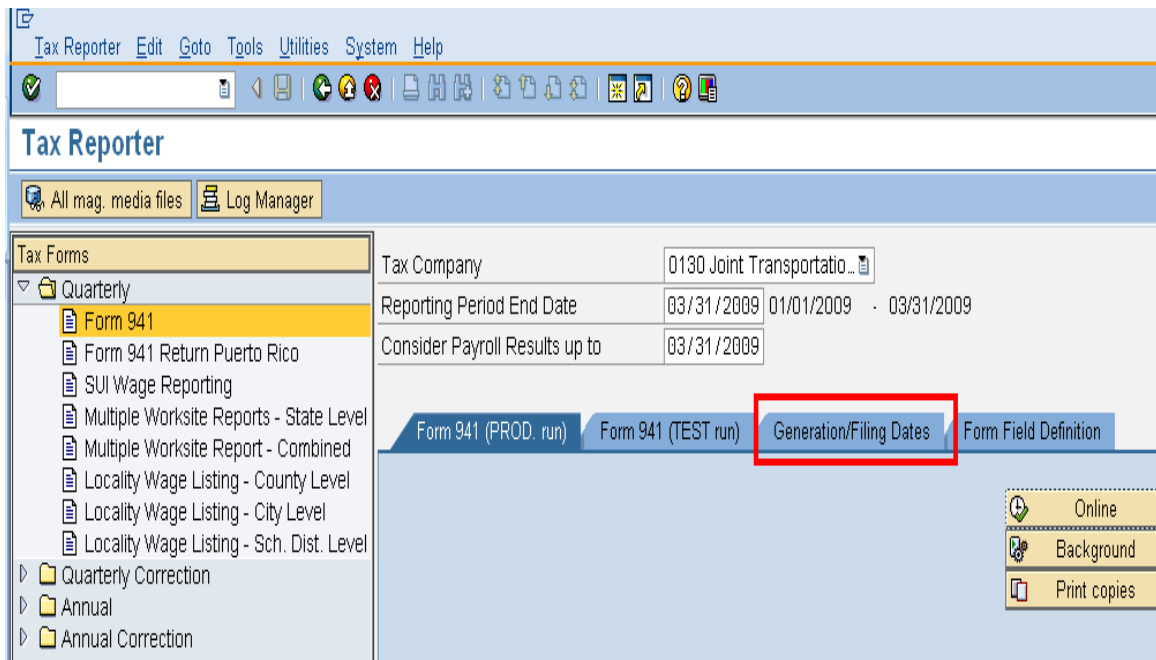


The generation date locks the data into production so any future transactions that impact the quarter will be captured correctly in the 941X for each quarter.


It is **critical** to the 941 process that the generation date be entered at the same time that the production run of the Form 941 is completed and mailed.

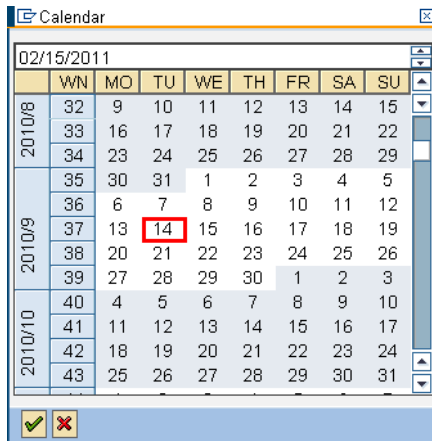
The generation/filing date is the trigger to HRMS that the form has been sent to the IRS, so that any future transactions that impact the quarter creates the correction document 941X and W-2C.

If the generation/filing date is not entered (or entered retroactively) into the system and adjustments are entered, the quarters may not balance and if a 941X is needed it will be inaccurate.

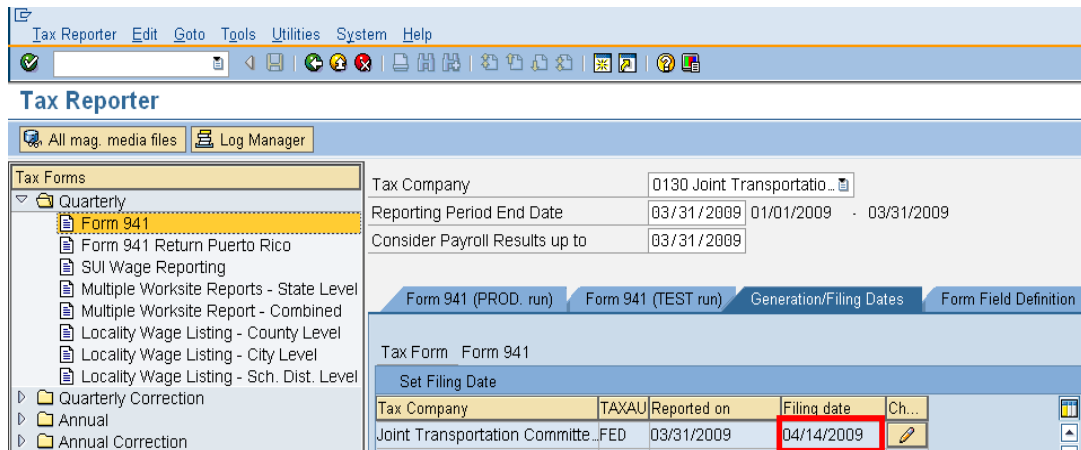


If your Tax Company name and Reported on date does not appear in this window a Production Run was not executed and will need to be executed before proceeding.

13. Click  (Change) to select a filing date.



14. Select the filing date (the **actual** mailing date) by clicking on the date. This will auto fill the Filing date.



Results

You have successfully run your agency 941 in production and entered the Generation/Filing date.