W-2 Reissue	Transaction Code: PU19

Purpose	Use this procedure when you need to reissue an employee's W-2

Trigger	An employee has requested a past W-2

Prerequisites	Department of Personnel has created the W-2 for the current or past years

End User Roles	Tax Processor Role.

Change History	Change Description
12/13/2010	Created

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

Transaction Code	PU19

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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: ⊗ Make an entry in all required fields.
	Action: Fix the problem(s) and then click ✅ (Enter) to validate and proceed.
Warning	**Example**: ⚠ Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.
	Action: If an action is required, perform the action. Otherwise, click ✅ (Enter) to validate and proceed.
Confirmation ⓘ or ✅	**Example**: ✅ Save your entries.
	Action: Perform the required action to proceed.

1. Start the transaction using the above menu path or transaction code **PU19**.
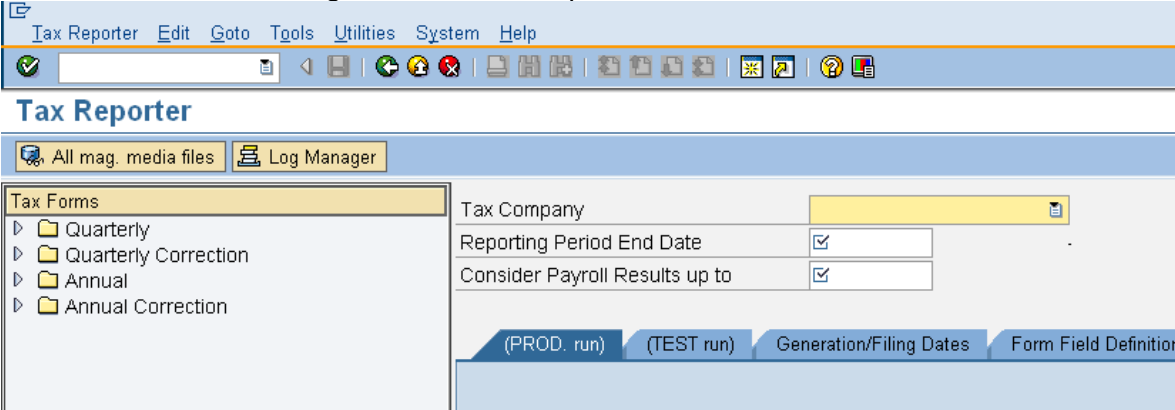
2. Perform one of the following:

IF	GO TO
You would like to add Personnel Area Numbers to the Tax Company menu	Step 3
You would like to set the default of the report to **Test Run**	Step 4
You would like to create a **reissued W-2** for an employee.	Step 5

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3. To turn on the Personnel Area ID numbers in the drop down list, follow these steps:

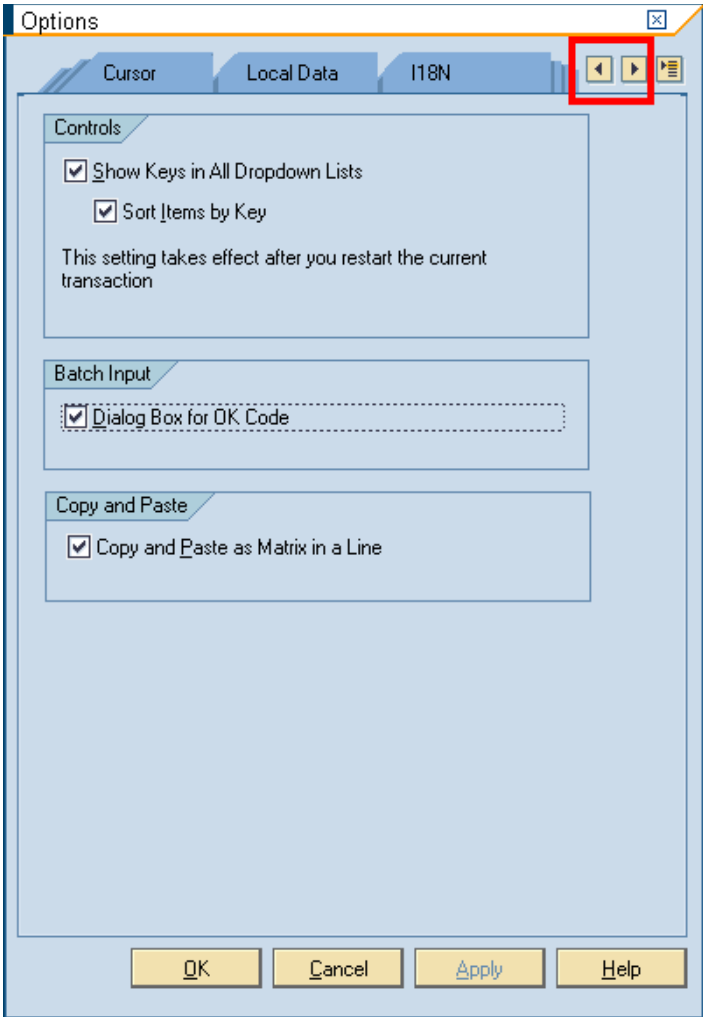**0.2**　　From the toolbar, click the 🖳 (Customizing of local layout) button.
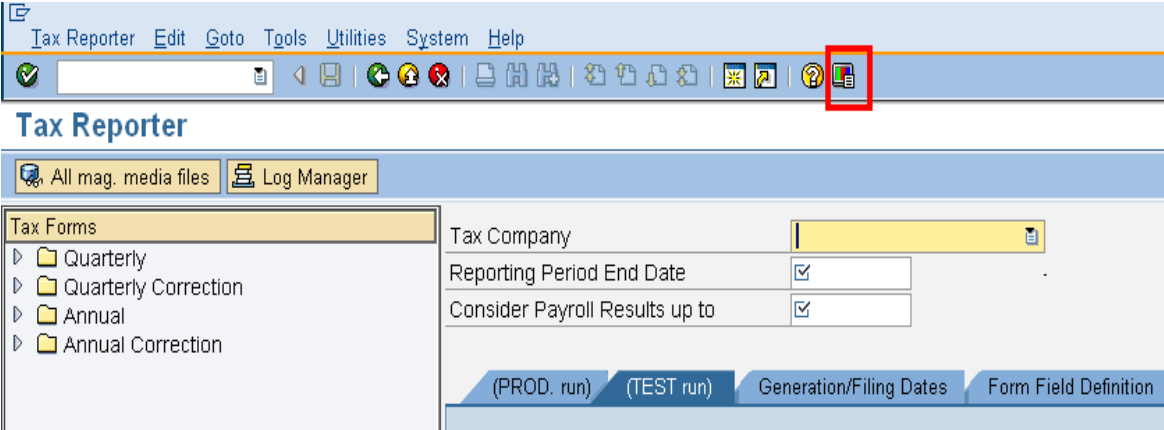
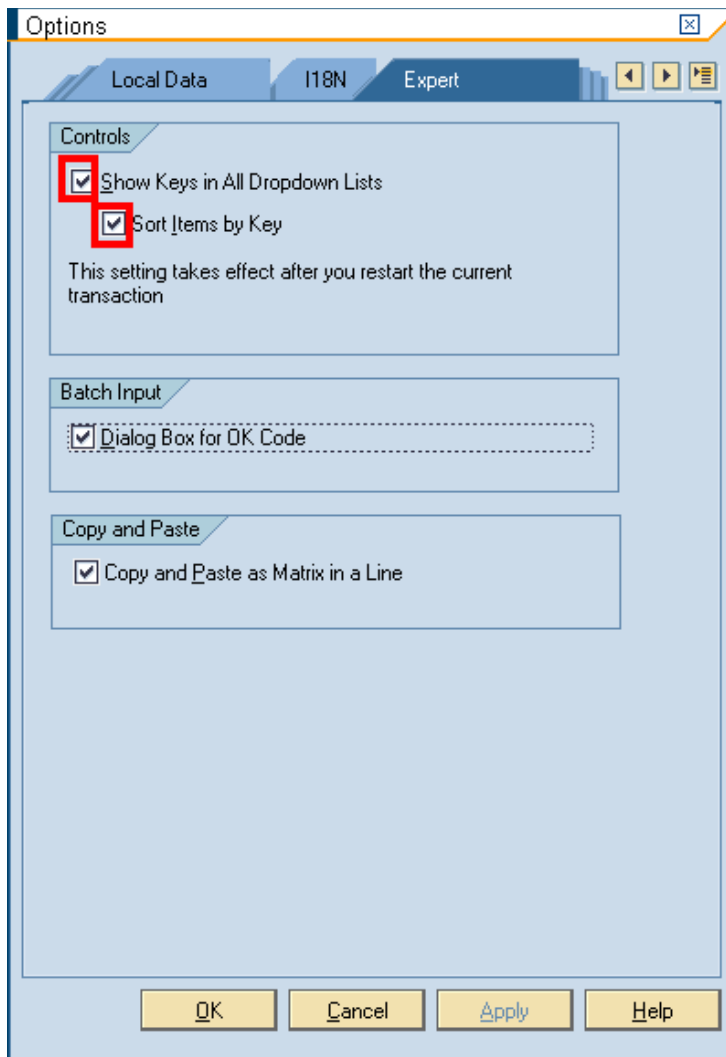**0.3**　　Select **Options** from the selection list.

0.4　　Use the ◀▶ (arrows) until you reach the **Expert** tab.

ℹ️　　You can also select the 🗒 and select **Expert**

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0.5 Select the boxes as shown in the picture below.

WSD **Personnel**
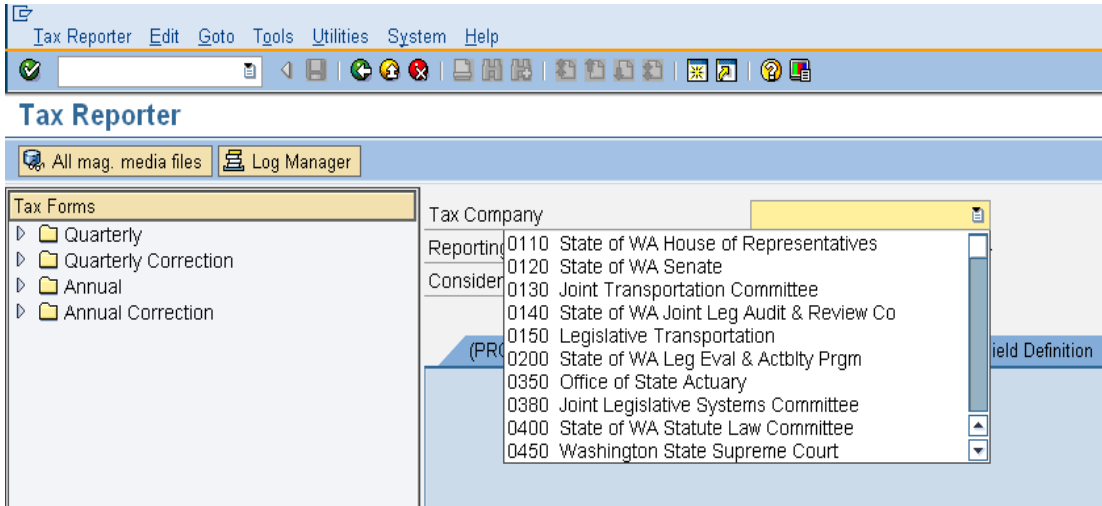
0.6 Click the [Apply] (Apply) button.

0.7 Click the [OK] (OK) button.

After clicking OK you will be taken back to the Tax Reporter. Use the [↩] (**Back**) to return to the SAP Easy Access Screen to reset the Tax Reporter so the Personnel Area's numbers are in numeric order.

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You can simply type the first two or three numbers of the Personnel Area to make the selection.

1. To set the default of the report to **Test Run**, complete the following fields:

| Field Name	R/O/C	Description
Tax Company	R	Select your agency's Tax Company ID. Agencies that have more than one tax identification number (agencies with sub-areas) have the option to roll them all into one report. To view a specific agency, just enter that agency's tax company information. **Example:** 1110 (Department of Personnel)
Reporting Period End Date	R	The Reporting Period End Date. Enter the Quarter End Date as listed below. Quarter 1 – Period 03/31/20XX Quarter 2 – Period 06/30/20XX Quarter 3 – Period 09/30/20XX Quarter 4 – Period 12/31/20XX **Example:** 12/31/2010

Consider Payroll Results up to	R	The Consider Payroll Results up to.
		![i] Enter the Quarter End Date. (Using the same format above.)
		Example: 12/31/2010

![i] All three fields are required and must be filled before moving on to the next step or you will receive the following message:

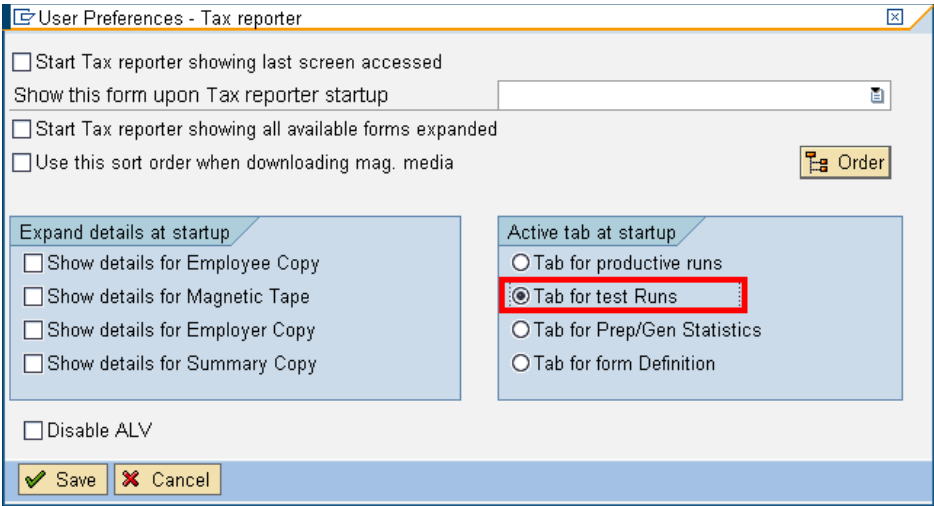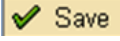❌ Make an entry in all required fields

1.1 Click ![Enter] (Enter) to validate the entry.

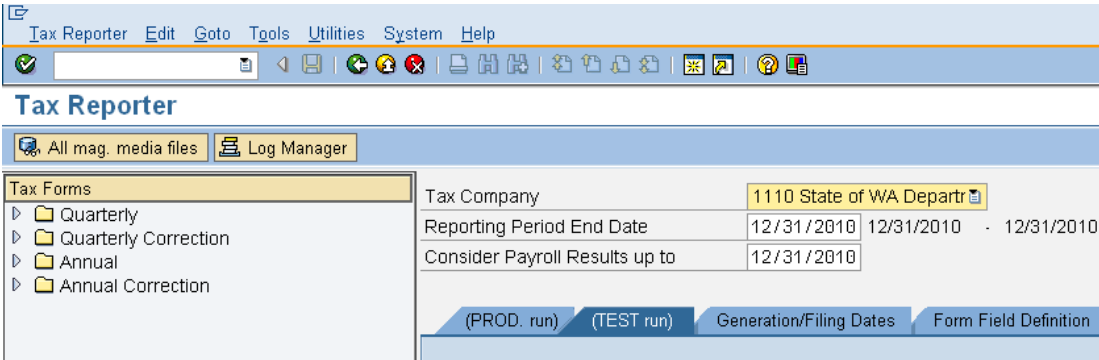**1.2** From the menu bar, click on **Tools** and select **Preferences** from the selection list.
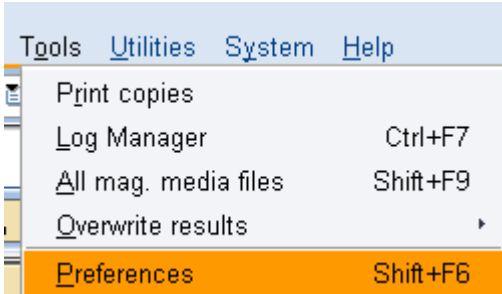
1.3 Select ![Tab for test Runs] (Tab for test runs) under the Active tab at startup section.

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1.4 Click [✔ Save] (Save) to save the options.

[i] The transaction may need to be restarted in order for the change to take effect.
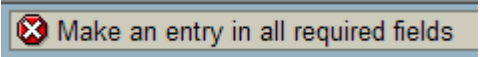
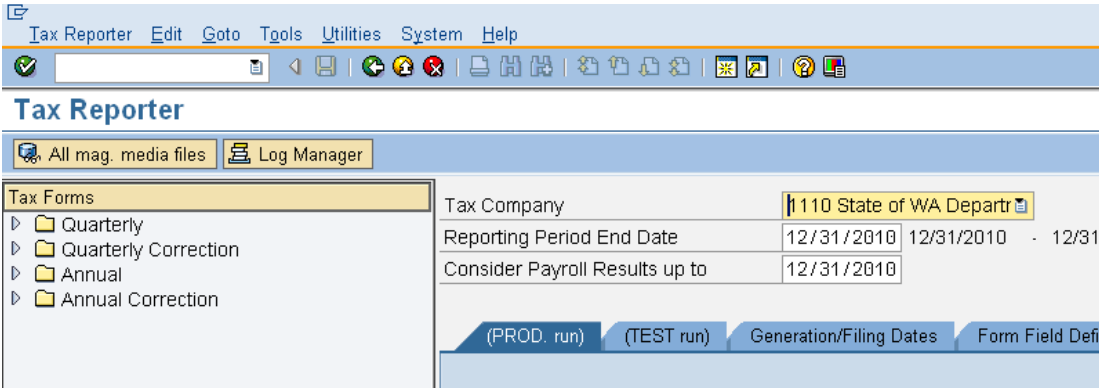**2.** To view and print the employee's **reissued W-**2 complete the following fields:

Field Name	R/O/C	Description
Tax Company	R	Select your agency's Tax Company ID. [i] Agencies that have more than one tax identification number (agencies with sub-

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		areas) have the option to roll them all into one report. To view a specific agency, just enter that agency's tax company information. **Example:** 1110 (Department of Personnel) **Main Tax Company** — **Included sub-areas** 1110 (Department of Personnel) — 1110 and 1111 2450 (Military Department) — 2450 through 2453 3105 (Department of Corrections) — 3101, 3102, 3103, 3105, 3111, 3117, 3118 & 3119 3106 (Department of Corrections) — 3106, 3110, 3112 & 3115 3107 (Department of Corrections) — 3107, 3109, 3122 & 3123 3113 (Department of Corrections) — 3113, 3114 & 3120 3121 (Department of Corrections) — 3108, 3116 & 3121 4610 (Department of Ecology) — 4610 through 4612 5401 (Employment Security Department) — 5401 through 5416
Reporting Period End Date	R	The Reporting Period End Date. **Example:** 12/31/2010
Consider Payroll Results up to	R	The Consider Payroll Results up to. Enter the Quarter End Date. (Using the same format above.) **Example:** 12/31/2010

All three fields are required and must be filled before moving on to the next step or you will receive the following message: Make an entry in all required fields
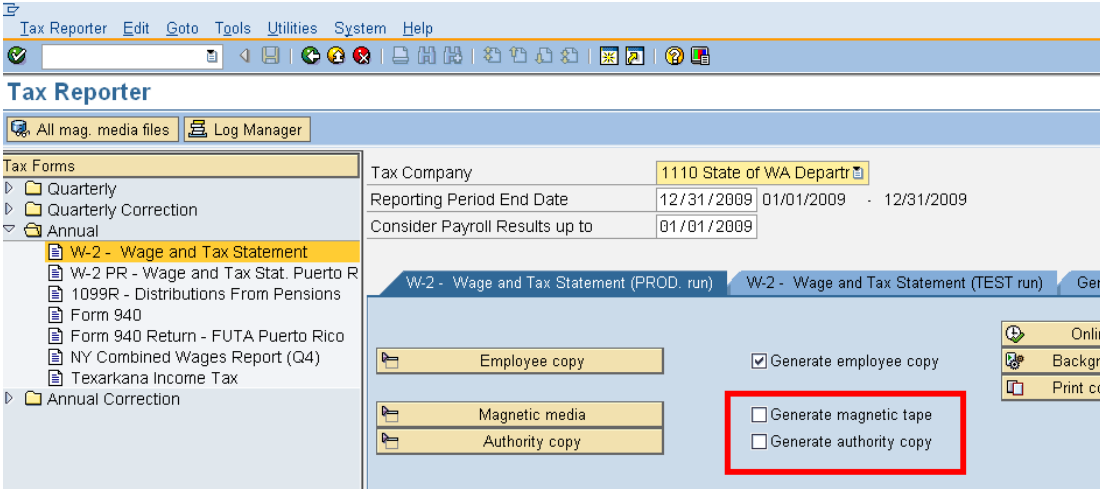
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2.1 In the **Tax Forms** section, click the arrow next to the folder to open this list.
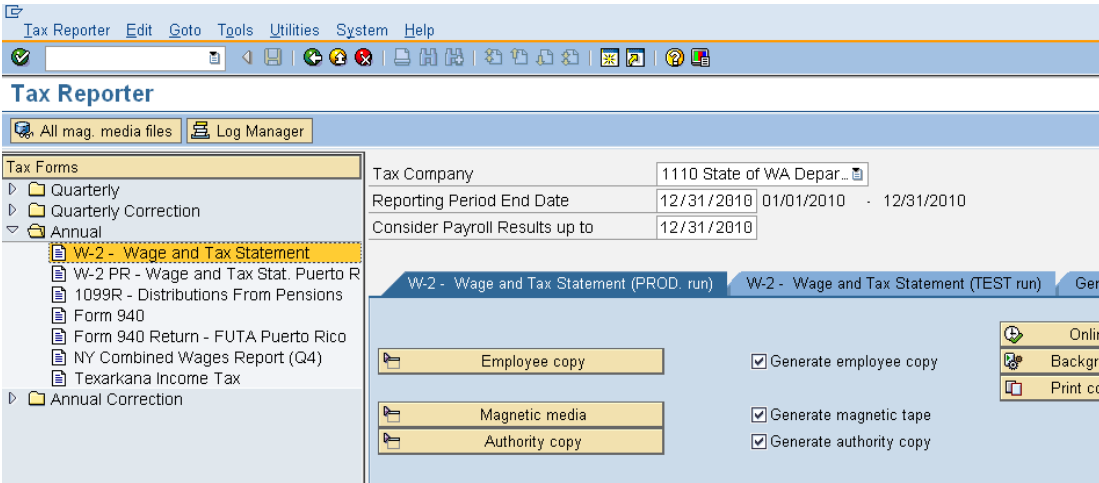
2.2 Click on the

2.3 Complete the following fields:

Field Name	R/O/C	Description
Generate Magnetic Tape	R	**Uncheck** this box
Generate Authority Copy	R	**Uncheck** this box

2.4 Click on Employee copy

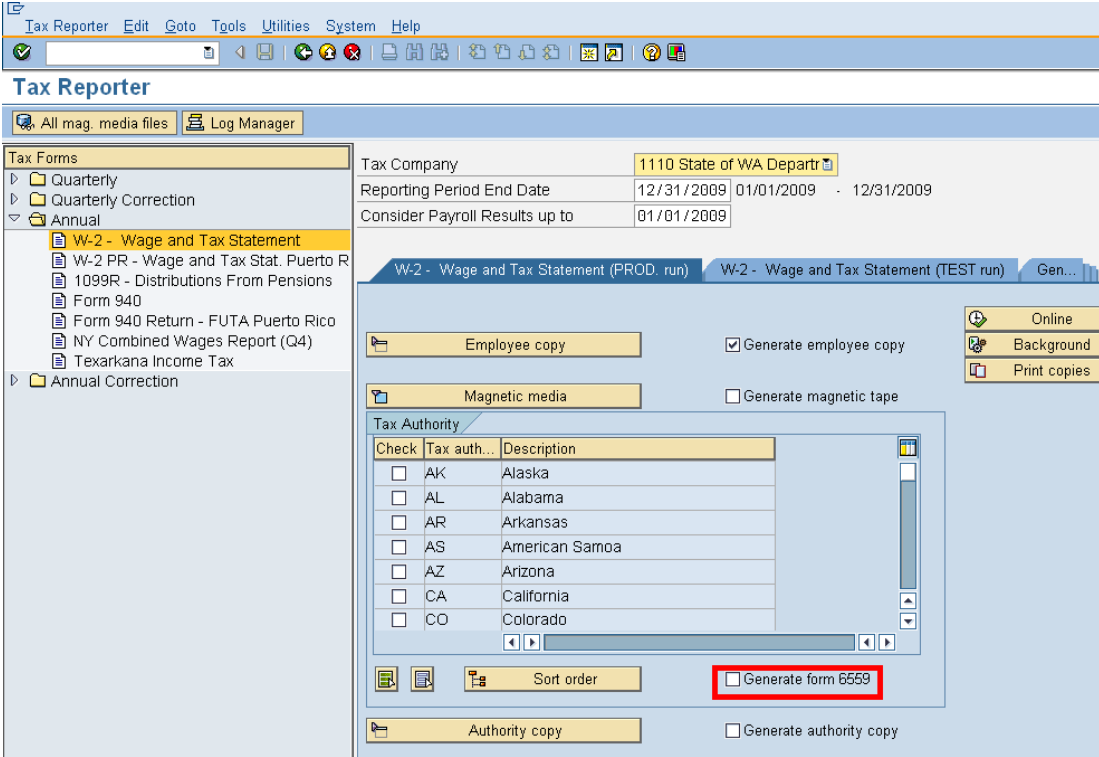| Field Name	R/O/C	Description
Personnel Numbers	R	An employee's unique identifying number. Enter the Personnel Number of the Employee(s) to be reissued **Example:** 40000000
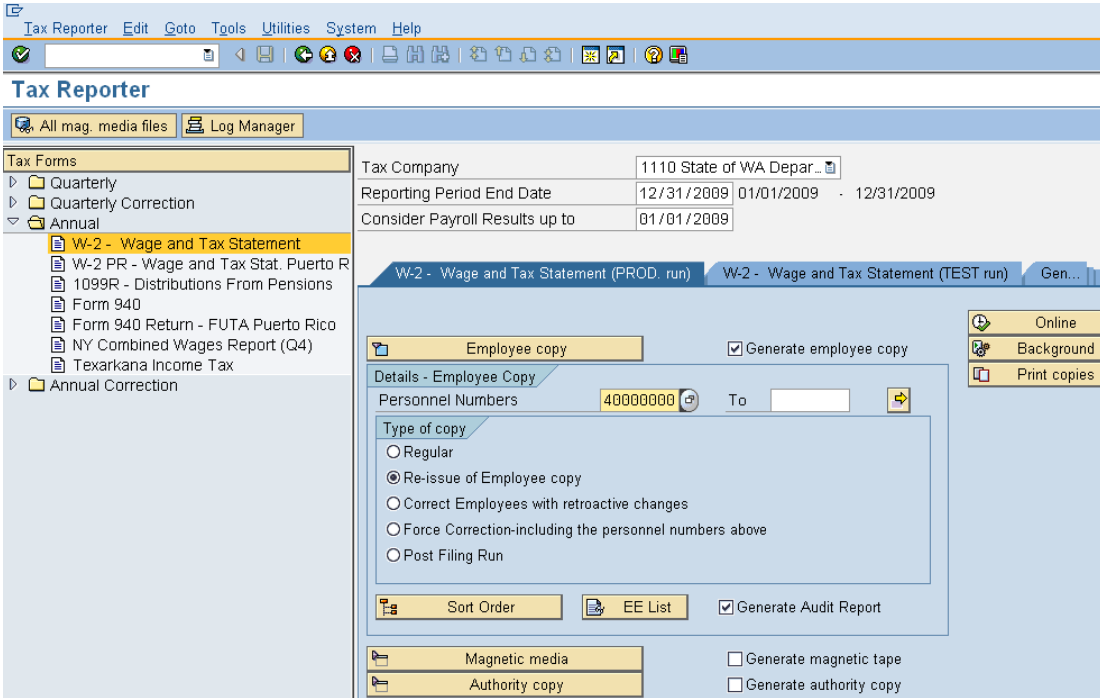
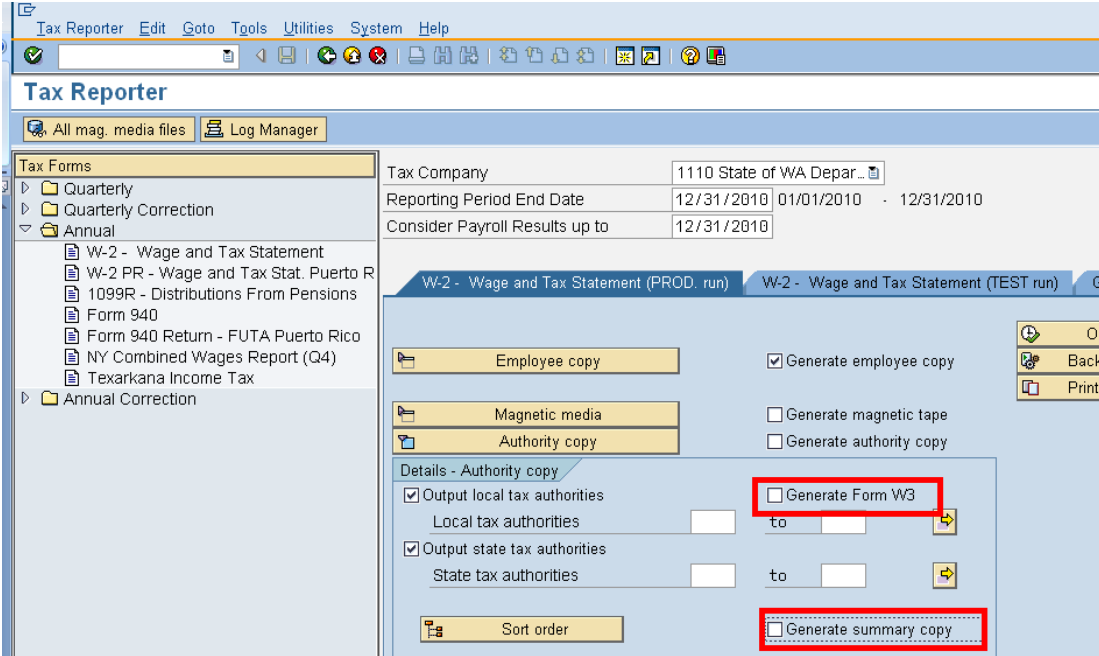**2.5** Click on ⊙ Re-issue of Employee copy to select

5.6 **Uncheck** ☐ Generate Audit Report
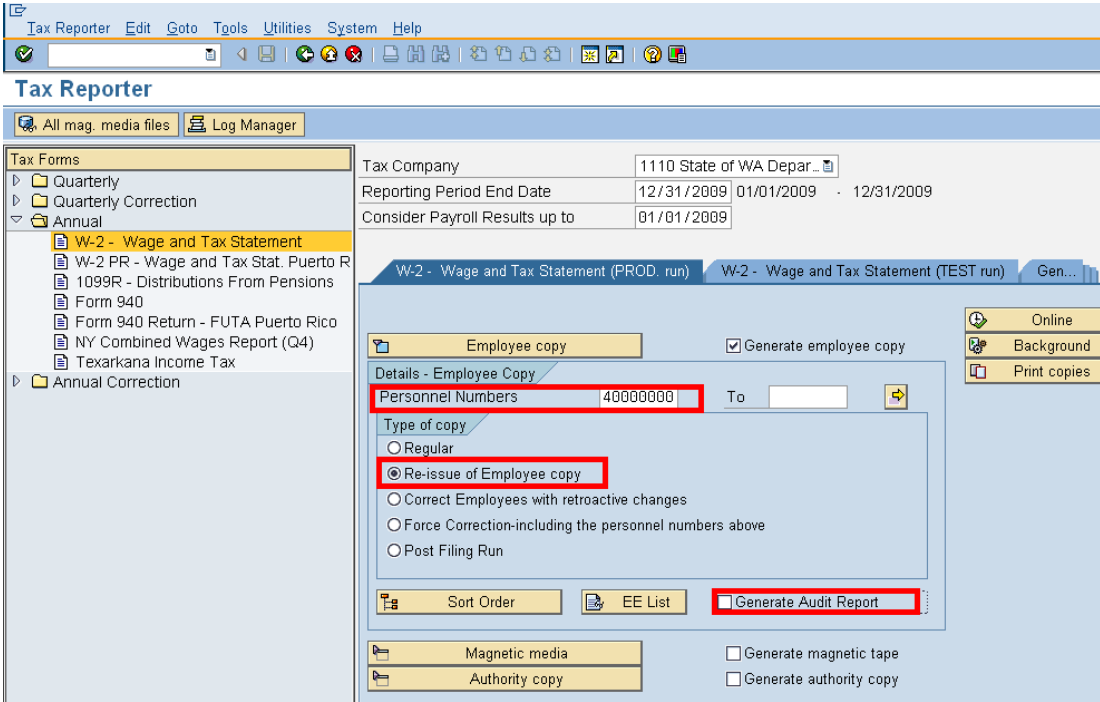
2.7 Click on 📁 Magnetic media

Field Name	R/O/C	Description
Generate form 6559	R	**Uncheck** this box

2.7 Click on [Authority copy]

Field Name	R/O/C	Description
Generate Form W3	R	**Uncheck** this box
Generate summary copy	R	**Uncheck** this box

5.8 Click [Print copies] to generate the reissued W-2
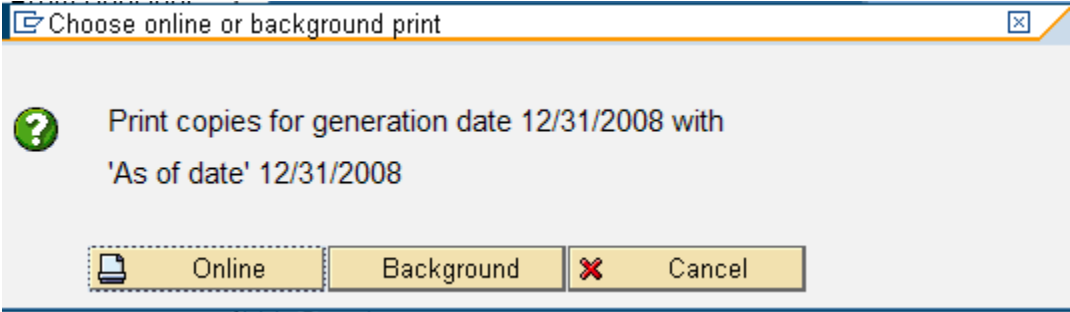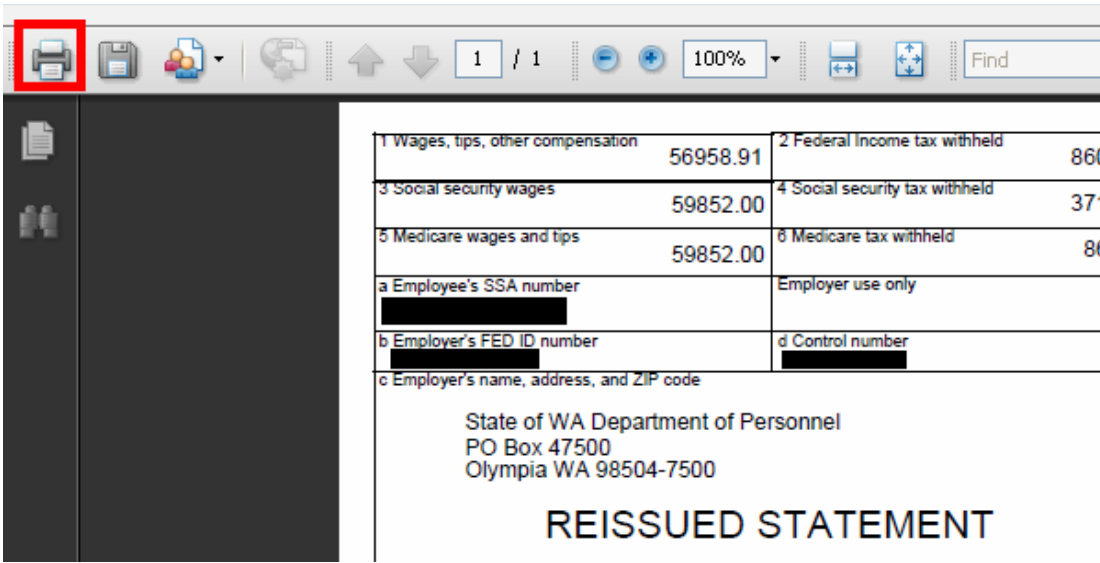

5.9 Click **Online** if only reissuing **one** W-2
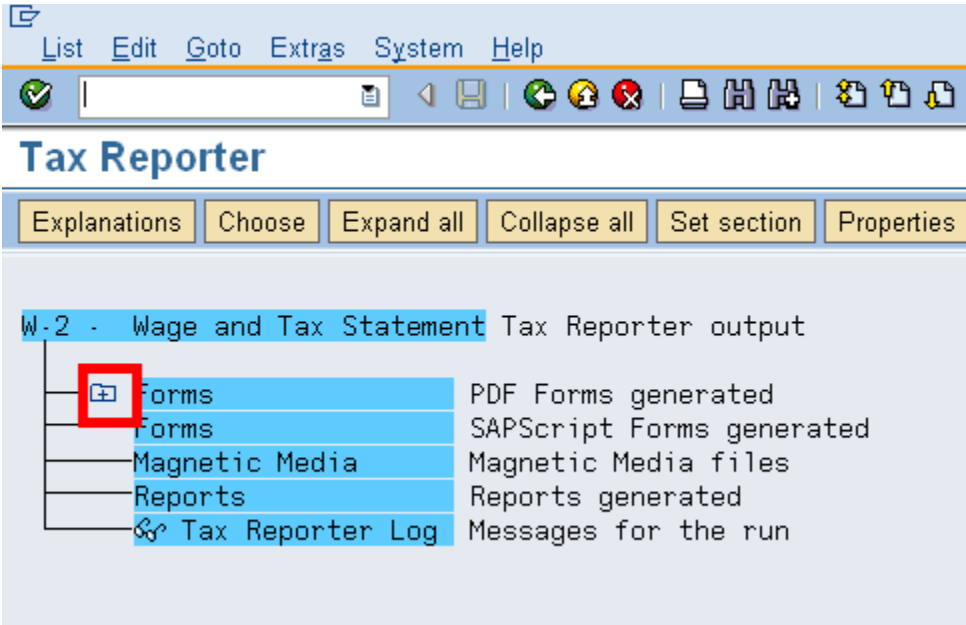
5.9.1 Click to open the W-2

5.9.2 Double Click

5.9.3 Double click the text to open the reissued W-2
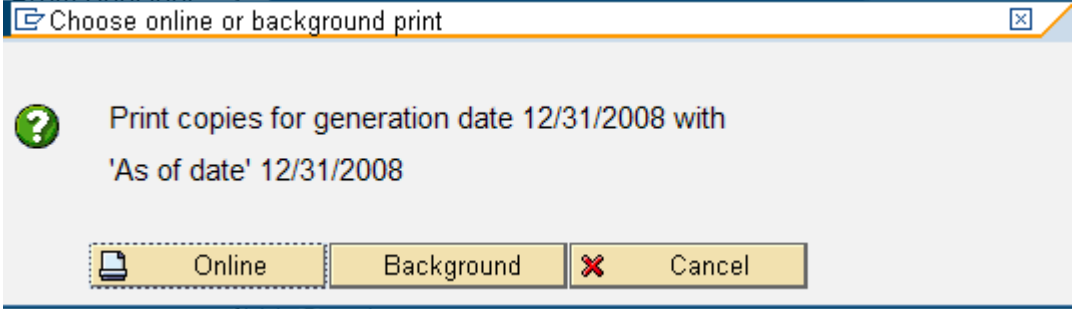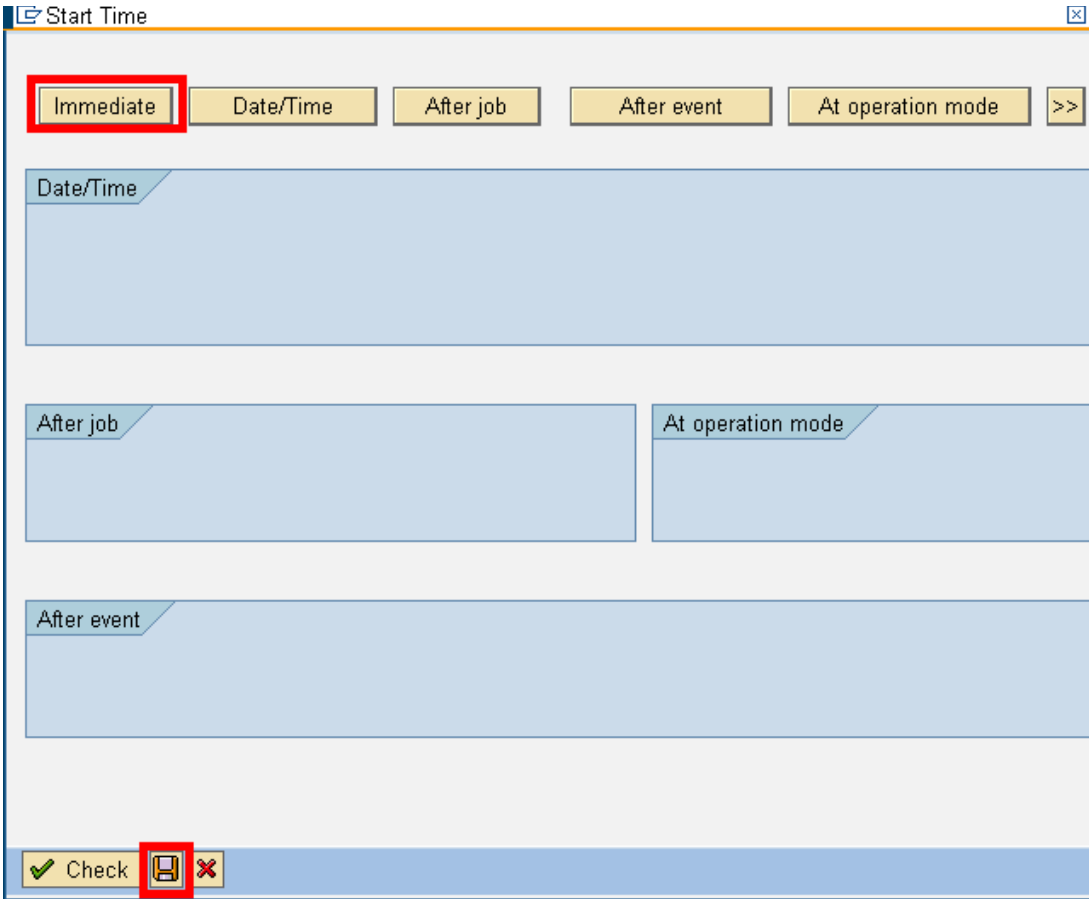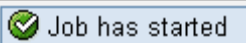

5.9.4 Verify the W-2

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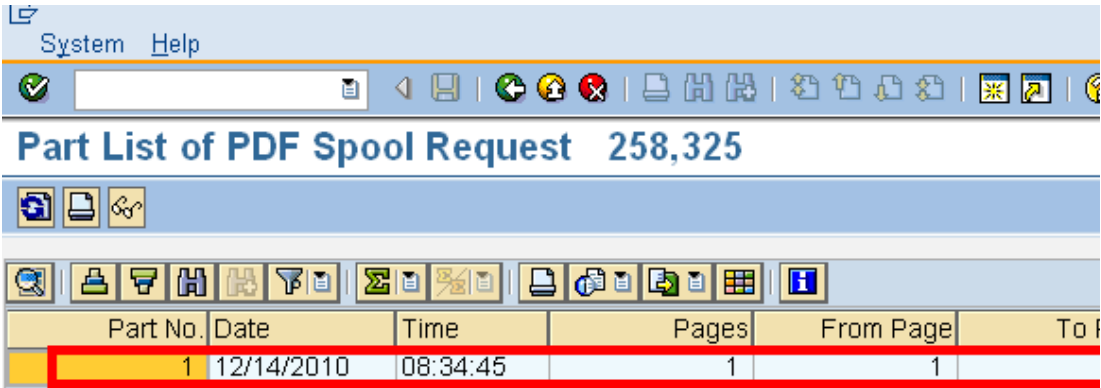
5.9.4. Click To print.

5.10.1 If you are reissuing **more** than **one** W-2 select Background

5.10.2 The status bar will display ⊘ Job has started

5.10.3 Access your Spool File to print W-2(s)

Results
You have reissued a W-2