

9.2 1099-R Processing

Purpose: Use this document as a reference for processing 1099-R data in ctcLink Audience: Central Payroll (SBCTC).

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❗ You must have at least one of these local college managed security roles:

- <there are no college-grantable roles>

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

1099-R Processing

Form 1099-R Audit Report (TAX930AU)

Navigation: NavBar > Navigator > Payroll for North America > U.S. Annual Processing > 1099-R Reporting > Form 1099-R Audit Report

1. The **Form 1099-R Audit Report** page displays.
2. Enter an existing **Run Control ID** or select the **Add a New Value** tab to create a new Run Control ID.
3. Select the **Search** or **Add** button.

Employee Self Service
Form 1099-R Audit Report

Form 1099-R Audit Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

Run Control ID begins with

☐ Case Sensitive

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

4. The **Form 1099-R Audit Report** page displays.
5. Enter the applicable **Distribution Code**.
6. Select the **Total Distribution** option if applicable.
7. Enter the **Earnings Codes** that are used.
8. Select the **Run** button.

Form 1099-R Audit Report

Run Control ID 1
Report Manager
Process Monitor
[Run](#)

Distribution Code 7
☐ Total Distribution

Earnings Code(s) 1-1 of 1 [View All](#)

Earnings Code	SUP	Supplement Retirement Pay	+	-
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[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Add](#)
[Update/Display](#)

9. The **Process Scheduler Request** page displays.
10. Select the **OK** button.
11. The **Form 1099-R Audit Report** page displays.
12. Make note of the **Process Instance** number.
13. Select the **Process Monitor** link.
14. The **Process Monitor** page displays.

15. Select the **Refresh** button until the **Run Status** goes to "Success" and the **Distribution Status** is "Posted".
16. Select the **Details** link.
17. Select the **View Log/Trace** Link.
18. Select the **tax930au_XXXXXX.PDF** (The X's represent the Process Instance number) link.
19. Review the report for accuracy.
20. The process to run the 1099-R Audit Report is now complete.

Create 1099-R (TAX930PM)

Navigation: NavBar > Navigator > Payroll for North America > U.S. Annual Processing > 1099-R Reporting > Create 1099-R

1. The **Create 1099-R** run control search page displays.
2. Enter an existing **Run Control ID** or select the **Add a New Value** tab to create a new Run Control ID.
3. Select the **Search** or **Add** button.

Employee Self Service Create 1099-R

Create 1099-R

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Run Control ID begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

4. The **Create 1099-R** page displays.
5. Select the **1099-R Process Parameters** tab.
6. Select the **Type of Processing**.
7. Enter the **Distribution Code**.
8. Select the appropriate **Layout Style**.
9. Select the **Total Distribution** option if applicable.
10. Enter or select the appropriate **Earnings Code(s)**.
11. Select the **1099-R Transmitter Info** tab.

1099-R Process Parameters
1099-R Transmitter Info

Run Control ID 1
Report Manager
Process Monitor
Run

Type Of Processing
☐ Reprint
☒ All Payees
☐ Selected Payees

Payee(s) Selected for Printing

1-1 of 1
View All

Payee ID	Name		
		+	-

Distribution Code 7
Layout Style 2VERTICAL

☐ Total Distribution

Earnings Code(s)

1-1 of 1
View All

Code	Description		
SUP	Supplement Retirement Pay	+	-

Save
Return to Search
Notify
Add
Update/Display

1099-R Process Parameters | 1099-R Transmitter Info

12. The **1099-R Transmitter Info** tab displays.
13. Select the applicable options within the **Transmitter Information** section.
14. Enter the:
 - **Contact's Name,**
 - **Contact Email Address,**
 - **Phone and**
 - **Control Code.**
15. Select the **Run** button.

1099-R Process Parameters | 1099-R Transmitter Info

Run Control ID 1 | Report Manager | Process Monitor | **Run**

Transmitter Information

☐ Last Filing Year
☐ Save Files Marked as Test File
☐ Combined Federal/State Filer

Contact's Name: PARTY, RESPONSIBLE
Contact Email Address: test123@sbctc.edu
Phone: 3605551212 | Control Code: 100

Save | Return to Search | Notify | Add | Update/Display

099-R Process Parameters | 1099-R Transmitter Info

16. The **Process Scheduler Request** page displays.
17. Select the **OK** button.
18. The **Create 1099-R** page displays.
19. Note the **Process Instance** number.
20. Select the **Process Monitor** link.
21. From the **Process List** tab, select the **Refresh** button until the **Run Status** goes to "Success" and the **Distribution Status** is "Posted".
22. Select the **Details** link.
23. Select the **View Log/Trace** Link.
24. Select the **tax930pm_XXXXXX.PDF** (The X's represent the Process Instance number) link.
25. The process to create the 1099-R is now complete.

Form 1096 Report (TAX935)

Navigation: NavBar > Navigator > Payroll for North America > U.S. Annual Processing > 1099-R Reporting > Form 1096 Report

1. The **Form 1096 Report** run control search page displays.
2. Enter an existing **Run Control ID** or select the **Add a New Value** tab to create a new Run Control ID.
3. Select the **Search** or **Add** button.

Employee Self Service
Form 1096 Report

Form 1096 Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

Run Control ID begins with

☐ Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Find an Existing Value | Add a New Value

4. The **Form 1096 Report** page displays.
5. Enter the applicable **Distribution Code**.
6. Enter or select the applicable **Earnings Code(s)**.
7. Select the **Run** button.

Form 1096 Report

Run Control ID 1
Report Manager
Process Monitor
Run

Distribution Code 7

Earnings Code(s)
1-1 of 1
View All

Earnings Code SUP
+
-

Save
Return to Search
Notify
Add
Update/Display

8. The **Process Scheduler Request** page displays.
9. Select the **OK** button.
10. The **Form 1096 Report** page displays.
11. Note the **Process Instance** number.
12. Select the **Process Monitor** link.
13. From the **Process List** tab, select the **Refresh** button until the **Run Status** goes to "Success" and the **Distribution Status** is "Posted".
14. Select the **Details** link.

15. Select the **View Log/Trace** Link.
16. Select the **tax935_XXXXXX.PDF** (The X's represent the Process Instance number) link.
17. Review for accuracy.
18. The process to create the 1096 Report is now complete.
19. End of procedures.