9.2 Enter W-2C in ctcLink

Purpose: Use this document as a reference for how to record W-2C in ctcLink.

Audience: Payroll Administrator.

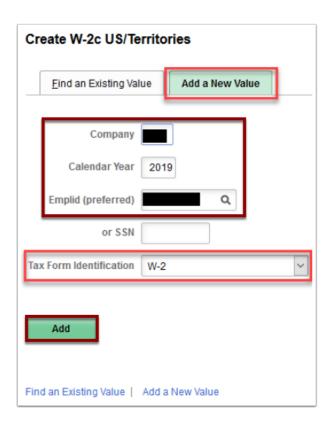
- You must have at least one of these local college managed security roles:
- ZC Payroll Data Maintenance
- ZZ Payroll Data Maintenance
- ZZ Payroll Processing

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

Enter W-2C Batch in ctcLink

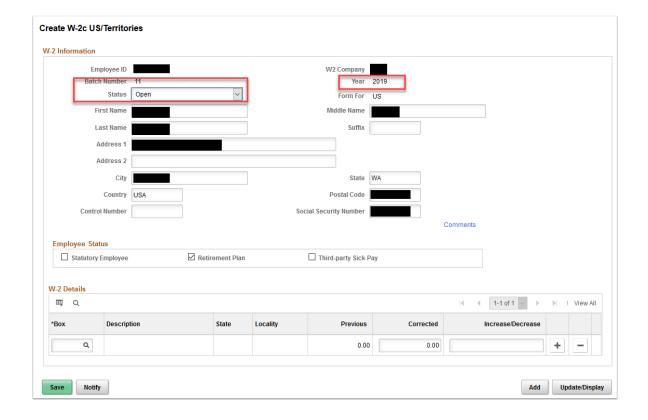
Navigation: NavBar > Navigator > Payroll for North America > US Annual Processing > W-2 Adjustments > Create W-2c US/Territories

- 1. The Create W-2c US/Territories search page displays.
- Select Add a New Value.
- 3. Enter Company.
- 4. Enter Calendar Year.
- 5. Enter **Emplid**.
- 6. Select the Tax Form Identification of W-2.
- 7. Select Add.

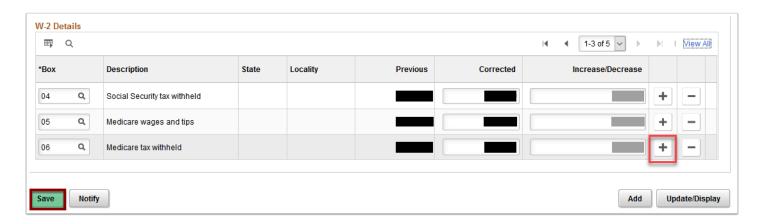


8. Create W-2C US/Territories page is displayed.

- NOTE: The system retrieves the employee address information shown in the Create W-2c page from the employee's original W-2 Form. When preparing Form W-2c for an employee, verify that the address information shown is current. Make any required changes in the address fields on the Create W-2C page before saving the W-2c entry.
- 9. **W-2 Information:** This section allows you to make changes to employee's personal data. Corrections to SSN, Name or address will need to also be entered on Workforce Administration screens.
- 10. **Batch Number:** A number is assigned by the system to combine in one batch the W-2c records you enter to process. The system increments this number by one and assigns a new batch number each time W-2c records are being processed. All W-2c records in a batch must be for the same tax year.
- 11. **Status:** The status of the currently displayed W-2c record:
 - Open The record is part of a batch that has not yet been processed
 - Closed The record is part of a batch that has been processed
 - Void The record is not to be processed
- 12. **Employee Status** This section allows you to update Retirement Plan participation. Corrections made to Retirement Plan participation need to be reflected on Enroll in Benefits, Retirement Plans page under Benefits area.



- 13. **W-2 Details** This section allows you to select the specific box for corrections.
 - Select the **W-2 box** you want to update.
 - The Previous field displays the original amount, which is also pre-populated as the
 default in Corrected field. If you enter an amount in Corrected field, the system
 calculates the change value and displays it in the Increase/Decrease field. If you enter a
 value in the Increase/Decrease field, the system changes the amount in the Corrected
 field by that value. Precede the decrease amount with a minus sign (-).
 - Select the (+) on the right hand side of the screen, if you need to select another box to update.
- 14. Select **Save** when all corrections have been entered.
- 15. To make a W-2c entry for a different employee, select the **Add** button and repeat the above steps.



- 16. When W-2c data entries are completed for all the employees in the Open Batch, review data and make corrections as needed.
 - Note: Corrections could be made while the status of the Batch is Open.
- 17. Contact the ctcLink Support HCM team to produce the W-2c Form(s) for viewing in Employee Self Service. The respective process will close the Batch.

18. Process complete.