

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.
2. 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.

Create W-2c US/Territories

W-2 Information

Employee ID [REDACTED] W2 Company [REDACTED]
 Batch Number 11 Year 2019
 Status Open
 Form For US
 First Name [REDACTED] Middle Name [REDACTED]
 Last Name [REDACTED] Suffix [REDACTED]
 Address 1 [REDACTED]
 Address 2 [REDACTED]
 City [REDACTED] State WA
 Country USA Postal Code [REDACTED]
 Control Number [REDACTED] Social Security Number [REDACTED]

[Comments](#)

Employee Status

☐ Statutory Employee ☒ Retirement Plan ☐ Third-party Sick Pay

W-2 Details

1-1 of 1 View All

| *Box | Description | State | Locality | Previous | Corrected | Increase/Decrease | | |
|------|-------------|-------|----------|----------|-----------|-------------------|---|---|
| | | | | 0.00 | 0.00 | | + | - |

Save Notify Add Update/Display

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.

W-2 Details

1-3 of 5 View All

| *Box | Description | State | Locality | Previous | Corrected | Increase/Decrease | | |
|------|------------------------------|-------|----------|------------|------------|-------------------|---|---|
| 04 | Social Security tax withheld | | | [REDACTED] | [REDACTED] | | + | - |
| 05 | Medicare wages and tips | | | [REDACTED] | [REDACTED] | | + | - |
| 06 | Medicare tax withheld | | | [REDACTED] | [REDACTED] | | + | - |

Save Notify Add Update/Display

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.