



DEPARTMENT OF ADMINISTRATION
Division of Accounts and Reports

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INFORMATIONAL CIRCULAR NO: 97-P-018

DATE: January 28, 1997
SUBJECT: 1997 W-2 Production Reports
EFFECTIVE DATE: Immediately
A & R CONTACT: Payroll Services, (913)296-3146

APPROVAL:

SUMMARY: 1997 W-2 Production Reports to be Run Throughout the Year

In an effort to reduce the time and effort required of Regents and SHARP agency personnel as well as Payroll Services staff at the end of the calendar year, the W-2 production reports will be produced throughout the 1997 calendar year. By producing the reports on a scheduled basis during the year, the work associated with identifying and correcting errors/address problems can be more evenly distributed. Following is a list of the dates the 1997 W-2 production reports are scheduled to be generated:

Tuesday, January 28, 1997
Friday, February 7, 1997
Friday, March 7, 1997
Friday, April 4, 1997
Friday, May 2, 1997
Friday, June 13, 1997
Friday, July 11, 1997
Friday, August 8, 1997
Friday, September 5, 1997
Friday, October 3, 1997
Friday, October 31, 1997
Friday, November 14, 1997
Wednesday, November 26, 1997
Friday, December 12, 1997
Friday, December 26, 1997

Agencies should anticipate finding copies of the KTXPR55 and TAX910ER reports in their agency directory on the first working day following the above listed scheduled dates. Agencies should access the TAX910ER through Rapid Filer to review the report; a copy of the TAX910ER will be distributed to paper agencies. Any necessary corrections should be processed as soon as possible to eliminate the error from appearing on the next TAX910ER report that is generated. No action is required by the agency on the KTXPR55. Once the W-2s for 1997 are complete, a "final" KTXPR55 report will be generated for each agency's information and review. An informational circular will advise agencies of the date the final KTXPR55 report is created.

In addition, the Regents' institutions will receive, via either e-mail or fax from Payroll Services, a copy of the errors from the 1997 KTAX900 report (as they did for 1996). The KTAX900 report should be thoroughly reviewed and any correcting transactions processed timely. It will continue to be the Regents' responsibility to use the Management Reporting Interface file (MRI) to reconcile the year-to-date amounts in SHARP to the year-to-date amounts in their individual payroll systems.

Regents' institutions are also reminded, in accordance with Informational Circular No. 1242 issued March 2, 1994, to submit *copies* of the completed forms 8233, Exemption From Withholding on Compensation for Independent Personal Services of a Nonresident Alien Individual, to Payroll Services on a *timely* basis.

Questions regarding the 1997 W-2 reports should be directed to the Payroll Processing Team.

SAM:JJM:LK:sj