April 9, 2012

JOB NAME YHRSY11P

DESCRIPTION Produce W2 Extract and Reports SHORT RUN
This job is for short runs of W2s

JS05 PP60 W2 Extract & Report

JCLSKEL JY11

FREQUENCY On request

SEQUENCE N/A

SPEC CARD SPY6001U - edit in YADHRMP.INTEGRAL.SPECS

CHANGES PAY60-SPEC1 card: enter reporting year in columns 16-19. e.g.: 1999
Short W2 runs = Ex: PAY60-SPEC1EON 200604

PAY60-SPEC2 cards: include only if you are processing individual employees; then use one card for each employee. Enter institution in columns 12-24 and employee id number in columns 25-33.
Example: PAY60-SPEC2TMCC 999999999

RECOVERY Re-run

OUTPUT DISTRIBUTION

JOB STEP - JS05 WEB OUTPUT
RPT NAME - Confirmation summary
REPORT NUMBER - HRSNP044

JOB STEP - JS05 WEB OUTPUT
RPT NAME - State tax summary
REPORT NUMBER - HRSNP044

JOB STEP - JS05 WEB OUTPUT
RPT NAME - W2 Exception listing
REPORT NUMBER - HRSNP044

JOB STEP - JS05 WEB OUTPUT
RPT NAME - Company Car Rpt
REPORT NUMBER - HRSNP044

JOB STEP - JS05 WEB OUTPUT
RPT NAME - Payroll - W2 List
REPORT NUMBER - HRSNP044
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SPECIAL INSTRUCTIONS  This job must precede jobs YHRSY21P