April 9, 2012

JOB NAME  ZHRSY11P

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  SPY6001S - edit in ZADHRMP.INTEGRAL.SPECS

CHANGES

PAY60-SPEC1 card: enter reporting year in columns 16-19. e.g.: 2006
Regular W2 runs = Ex: PAY60-SPEC1EON  200604

PAY60-SPEC2 cards: use one card for each employee. Enter institution
in columns 12-24 and employee id number in columns 25-33
Example: PAY60-SPEC2UNLV                 999999999

RECOVERY  Re-run

OUTPUT

DISTRIBUTION

JOB STEP - JS05  WEB OUTPUT
RPT NAME - Confirmation summary
REPORT NUMBER – HRSSP044

JOB STEP - JS05  WEB OUTPUT
RPT NAME - State tax summary
REPORT NUMBER - HRSSP044

JOB STEP - JS05  WEB OUTPUT
RPT NAME - W2 Exception listing
REPORT NUMBER - HRSSP044

JOB STEP - JS05  WEB OUTPUT
RPT NAME - Company Car Rpt
REPORT NUMBER - HRSSP044

JOB STEP - JS05  WEB OUTPUT
RPT NAME - Payroll - W2 List
REPORT NUMBER - HRSSP044

SPECIAL INSTRUCTIONS  This job must precede jobs ZHRSY21P.