



Version 2.064 Release Notes

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Table of Contents



Getting the Latest iCON Information	1
Federal Tax Changes	2
FICA Wage Limit Is Announced.....	2
FUTA Ceiling Remains the Same	2
Railroad Retirement Board Announces Changes	2
Codes GG and HH, Box 12 of W-2, for Aggregate Grants and Deferrals under 83(i).....	2
On-Line Changes: Retirement Plan Amounts	3
State Tax Changes	4
New York Paid Family Leave Insurance.....	4
Washington Family and Medical Leave Insurance.....	4
California Withholding Changes for 2019.....	4
Iowa Withholding Changes for 2019.....	5
Unemployment and Disability Wage Bases Updates	5
On-Line Changes: Employer Portion of State Taxes.....	5
Updated Manager Services Functions	7
Common Object Dictionary – Pay Codes.....	7
Miscellaneous Payroll.....	10
State Employee Tax Rate Override	11
SUI and W-2 Manager – Employer Withholding Reconciliation Return – West Virginia ..	12
W-2 Data Generation, W-2 Data Generation for Administrators, W-2 File Creation	12
W-2 History	13
Updated iCON Tools Functions	15
Employee Payroll.....	15
Payroll Common Object Dictionary – Pay Codes	15
State Employee Tax Rate Override	15
SUI and W-2 Manager – Employer Withholding Reconciliation Return – West Virginia ..	15
W-2 Data Generation, W-2 Data Generation for Administrators, W-2 Diskette Creation ...	15

Getting the Latest iCON Information

The Unicorn HRO website (<http://www.UnicornHRO.com>) contains the most up-to-date information about iCON.

On our web site, there are three documents that are of particular interest at year-end: *Taxes*, *SUI Reporting Set Up by State* and *W2 Reporting By State*. The *Taxes* document explains how each state tax is calculated for 2018. The *SUI Reporting Set Up by State* document explains how to set up your system to create SUI wage files. The *W2 Reporting By State* document gives information about the state W-2 file formats, state websites and any special set-up instructions that may be required.

These documents are available from the Documents section of the Help window in Manager Services, on our website through the iCON Documentation section of the Downloads area, or you can access them from the main page of iCON Tools:

1. From the main window, click on the question mark icon  for **Help**.
2. Click on **Documents** 
3. Select the document you wish to view.

Federal Tax Changes

FICA Wage Limit Is Announced

The annual taxable wage limit for the Social Security portion (OASDI) of the FICA tax increased to **\$132,900** for 2019.

FUTA Ceiling Remains the Same

The FUTA wage ceiling remains \$7,000.

Railroad Retirement Board Announces Changes

The U.S. Railroad Retirement Board has announced that the taxable earnings base for Tier I will increase to \$132,900 in 2019. The taxable earnings base for Tier II increases to \$98,700 in 2019. The maximum monthly taxable earnings for Railroad Unemployment Insurance purposes changes to \$1,605.

Codes GG and HH, Box 12 of W-2, for Aggregate Grants and Deferrals under 83(i)

Employers are required to report on W-2s for the 2018 tax year the amounts of Income from Qualified Equity Grants Under Section 83(i) (code GG) and the amounts of Aggregate Deferrals Under Section 83(i) Elections as of the Close of the Calendar Year (Code HH).

On-Line Changes: Retirement Plan Amounts

The following 2019 dollar limitations for qualified retirement plans have been published by the IRS. Changes are shown in bold.

Plan Type	2018	2019
Elective deferrals, section 402(g)(1); affects 401(k) and 403(b) plans, among others.	18,500	19,000
Catch-up contributions for individuals age 50 or over (i.e., 401(k), 403(b) and 457 plans)	6,000	6,000
Defined contribution plan, section 415(c)(1)(A)	54,000	56,000
Annual compensation limit, sections 401(a)(17), 404(l), 408(k)(3)(C) and 408(k)(6)(D)(ii)	275,000	280,000
Defined benefit plan, section 415(b)(1)(A)	220,000	225,000
Simple retirement accounts, section 408(p)(2)(E)	12,500	13,000
Catch-up contributions for individuals age 50 or over for SIMPLE retirement accounts	3,000	3,000
Highly compensated employee, section 414(q)(1)(B)	120,000	125,000

Annual Compensation Limit

If you have set up the system to automatically stop deferred compensation deductions when employees reach the annual compensation limit (\$275,000 for 2018 and \$280,000 for 2019), you have two options to update this amount.

1. From the Customer Management Module, access the function called **Global Defined Compensation Limit Update**. This will allow you to enter the new compensation limit and update all databases that currently have this limit set to something other than zero.
2. To update the corresponding information in either Manager Services or iCON Tools, use the **HR System Defaults** function and change the Annual Compensation Limit For Deferred Compensation Plans.

Timing: *This amount is not effective dated. Therefore, this step must be done after the last payroll of 2018 and prior to processing the first Check Date of 2019.*

State Tax Changes

New York Paid Family Leave Insurance

The following changes were made for withholding for New York state Paid Family Leave Insurance:

- Effective Jan. 1, 2019, the rate of New York's Paid Family Leave tax is to be 0.153 percent
- The New York State Average Weekly Wage has increased to \$1,357.11 which increases the annual maximum contribution to \$107.97 for 2019.

Washington Family and Medical Leave Insurance

Employers in Washington state, with few exceptions, are to begin to collect premiums for the State Paid Family and Medical Leave Insurance program for Washington employees. The costs of the premiums are generally shared between employee and employer. For 2019, the total premium is 0.4% of each employee's gross wages, minus tips. Employers are responsible for 37% of the total premium, and up to 63% may be withheld from employees. Employers also have the option to pay some or all of the employee portions of the premiums. Premium withholdings are capped at the Social Security cap, which is \$132,900.00 for 2019.

The system will have already included the rates for the employee portion of the Family and Medical leave premiums. These taxes will need to be assigned to the applicable employees either in the Manager Services Tax Elections function, the iCON Tools Employee Tax Option function, or the Manager Services Global Tax Assignment function.

Please note that going forward, Washington FLI and MLI tax will automatically be assigned to new employees if their Work State is Washington and the Auto Assign checkbox for MLI and FLI is selected in the State Tax Types common object, unless you have it as an exception in the State Tax Assignment Override function. Also, please review Pay Taxation Exemptions or Deduction Taxation exemptions regarding these taxes. We recommend that you check these settings and make any needed changes.

California Withholding Changes for 2019

California released the following changes to the State Income Tax Withholding Calculations for 2019:

- Low Income Exemption amount-Single or Married with 0 or 1 Allowance: \$14,573 (was \$14,048 in 2018)
- Low Income Exemption amount-Married with 2 or more Allowances, or Head of Household: \$29,146 (was \$28,095 in 2018)
- Standard Deduction amount-Single or Married with 0 or 1 Allowance: \$4,401 (was \$4,236 in 2018)

- Standard Deduction amount-Married with 2 or more Allowances, or Head of Household: \$8,802 (was \$8,472 in 2018)
- State Secondary Exemptions/Number of Additional Allowances for Estimated Deductions: \$1,000 for each allowance (unchanged from 2018)
- State Exemptions/Annual Tax credit: \$129.80 per exemption/allowance (was \$125.40 in 2018)
- There are also Tax Table changes.

Iowa Withholding Changes for 2019

Iowa released the following changes to the State Income Tax Withholding Calculations for 2019:

- The standard deduction changes from \$1,650 to \$1,690 for employees claiming 0 or 1 in the state exemptions field, and from \$4,060 to \$4,160 employees claiming 2 or more the state exemptions field.
- There are also Tax Table changes.

Unemployment and Disability Wage Bases Updates

Several states have adjusted their unemployment wages bases and other tax ceilings for 2019. A table is provided in the next section showing the states whose ceilings need to be changed on your system.

On-Line Changes: Employer Portion of State Taxes

The rates for employee-paid taxes are included as part of the product update. No action is required on your part to update employee-paid taxes. However, the rates for *employer-paid* taxes are stored by legal entity. Therefore, we cannot provide them for you as part of the December update. You must make these on-line changes to your system. This can be done at any time, since they are effective-dated. The changes must be done before processing the first payroll with a Check Date in 2019. These changes can be made at any time prior to that.

To change the state tax ceilings for the employer-paid portion, you can use either the Customer Management Module or iCON Tools. To use the Customer Management Module, enter the new ceilings from the following table in **Global State Employer Tax Ceilings**, and then use the **Global State Tax Ceiling Update** to copy the new ceilings to all iCON Tools databases. Or, update each iCON Tools database individually by following these steps:

1. Access **Tax Manager**. Select **State** and **Employer** on the top portion of the window. The **Effective Date** should be 01/01/2019.
2. In the **State/Province** field, select a state from the table on the next page. In the **State Tax** field, select the Tax Type to be changed. Click on the **Select** button.

3. Select a legal entity to be changed. Click on the **Add** button. Enter the 2019 **Employer Tax Percent** if it is available, or enter the current rate from the existing tax record. Enter the **Employer Wage Ceiling** shown in the table on the next page (note that not all states have announced their 2019 taxable wage base as of this writing). Click on **Save** to store this data. Repeat this step for each legal entity. Click on **Exit** after you finishing entering 2019 data for the selected state, then update each additional state tax shown below by repeating Steps 2 and 3.

State	Tax Type	Employer Wage Ceiling
Colorado (CO)	Unemployment	13,100
Iowa (IA)	Unemployment	30,600
Kentucky (KY)	Unemployment	10,500
Minnesota (MN)	Unemployment	34,000
Missouri (MO)	Unemployment	12,000
Montana (MT)	Unemployment	33,000
Nevada (NV)	Unemployment	31,200
New Jersey (NJ)	Disability Family Leave Insurance Unemployment Workforce Development	34,400
New Mexico (NM)	Unemployment	28,400
New York (NY)	Unemployment	11,400
North Carolina (NC)	Unemployment	24,300
Oklahoma (OK)	Unemployment	18,100
Oregon (OR)	Unemployment	38,400
Vermont (VT)	Unemployment	15,600
Washington (WA)	Unemployment	49,800
Wyoming (WY)	Unemployment	25,400

Updated Manager Services Functions

This section describes updated functions in Manager Services.

Common Object Dictionary – Pay Codes

The Common Object Dictionary for Pay Codes has changed to provide for the updates to the 2018 Puerto Rico form 499/W-2.

Two new codes have been announced as acceptable codes for the Puerto Rico Exempt Salaries section of the form, for Boxes 16, 16A and 16B. These new codes, H and I, will appear in the list box for the field Puerto Rico W-2 Exempt Code when adding or updating a Pay Code Common Object record.

- “H” represents payments to public employees under the Voluntary Transition Program, according to AAFAF's Administrative Orders OA-2017-05 and OA-2017-06.
- “I” represents Compensation or indemnification paid to an employee due to dismissal under Section 1031.01(b)(11) of the Code.

Update Common Object Dictionary for Pay Codes

* Type Of Pay:

PRH

* Short Description:

PR Exempt H

Long Description:

PR Exempt H

Disposable Earning:

☒ Yes ☐ No

W-2 Box 9: Adv Earned Income:

☐ Yes ☒ No

W-2 Box 10: Dependent Care:

☐ Yes ☒ No

W-2 Box 11: Nonqualified Plans:

(up to 2000: W-2 Box12 Fringe Benefits):

☐ Yes ☒ No

W-2 Box 12: Code:

W-2 Box14: Other:

☐ Yes ☒ No

Puerto Rico W-2 Box:

Include in FMLA:

☐ Yes ☒ No

Puerto Rico W-2 Exempt Code:

Puerto Rico W-2 Physician Service:

☒ No

Puerto Rico W-2 Domestic Service:

☒ No

Puerto Rico W-2 Other Services:

MultiLingual Descriptions:

Cherokee:

French:

Spanish:

submit

cancel

There are three new fields that have been added to Common Object Dictionary for Pay Codes, to provide an indicator that payments of this code to employees represent a type of service that needs to be reported on the 2018 Puerto Rico form 499/W-2.

Update Common Object Dictionary for Pay Codes

<p>* Type Of Pay:</p> <p>* Short Description:</p> <p>Long Description:</p> <p>Disposable Earning:</p> <p>W-2 Box 9: Adv Earned Income:</p> <p>W-2 Box 10: Dependent Care:</p> <p>W-2 Box 11: Nonqualified Plans:</p> <p>(up to 2000: W-2 Box12 Fringe Benefits):</p> <p>W-2 Box 12: Code:</p> <p>W-2 Box14: Other:</p> <p>Puerto Rico W-2 Box:</p> <p>Include in FMLA:</p> <p>Puerto Rico W-2 Exempt Code:</p>	<p>PSP</p> <p>PR Serv Phys</p> <p>PR Serv Physician</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>▼</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>▼</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>▼</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>▼</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>▼</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>▼</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>▼</p>
<p>Puerto Rico W-2 Physician Service:</p> <p>Puerto Rico W-2 Domestic Service:</p> <p>Puerto Rico W-2 Other Services:</p>	
<p>MultiLingual Descriptions:</p> <p>Cherokee:</p> <p>French:</p> <p>Spanish:</p>	
<p>→ submit ← cancel</p>	

Puerto Rico W-2 Physician Service: A check in this box will identify this pay code as representing services rendered by a qualified physician who has a valid decree under Act 14-2017. It will also print a check in Box A in the section on the Puerto Rico form 499/W-2 form labeled “Employer: Indicate if the remuneration includes payments to the employee for:”.

Puerto Rico W-2 Domestic Service: A check in this box will identify this pay code as representing domestic services in a private home, local college club, or local chapter of a college fraternity or sorority (for purposes of the Social Security Administration). It will also print a check in Box B in the section on the Puerto Rico form 499/W-2 form labeled “Employer: Indicate if the remuneration includes payments to the employee for:”.

Puerto Rico W-2 Other Services: A value in this field will identify this pay code as representing any other service required by the Department through regulations, administrative determination or circular letter, in which case you must indicate the salary payment concept. It will also print a check in Box C, and print this value in the area next to Box C, in the section on the Puerto Rico form 499/W-2 form labeled “Employer: Indicate if the remuneration includes payments to the employee for:”.

Miscellaneous Payroll

Two new fields have been added to the Miscellaneous Payroll function. If your organization needs to record on the 2018 W-2 amounts related to qualified equity grants or deferrals under section 83(i)(1)(A) to employees, these amounts can be entered in these new fields in the Miscellaneous Payroll function. The amounts will appear on the W-2 Form with code GG for the 83(i) Qualified Equity Grants and HH for 83(i) Aggregate Deferrals. These amounts will also be included in the W-2 File on the RO record for the employee, and will be totaled for the Legal Entity in the RU record.

Field	Description
83(i) Qualified Equity Grants	Enter the amount includible in gross income from qualified equity grants under section 83(i)(1)(A) for the calendar year.
83(i) Aggregate Deferrals	Enter the aggregate amount of income deferred under section 83(i) elections as of the close of the calendar year.

Update Miscellaneous Payroll

* = Required

Payroll Information:

*Company: Value Solutions
*Payroll Processing Group: Value Semi-Mo.
*Deduction Group: Full Time Empls
*Scheduled Hours per Pay period: 86.667
Work Locality: *no value
Resident Locality: *no value
Check Sorting Code:
Suppress Printing of Direct Deposit Voucher: ☐ Yes ☒ No
Date Last Paid: 01/15/2017
Default Type Of Pay: Regular Wages
Accumulate Retirement Earnings: ☒ Yes ☐ No
Exempt From Workers Compensation: ☐ Yes ☒ No
Partial Wages Indicator (Puerto Rico): ☐ Yes ☒ No

*Tax Year: 2018
*Pay Frequency: Semi Monthly
*Work State: Oklahoma
*Time Card Exempt: ☒ Yes ☐ No

W-2 Information:

Retirement Plan: ☐ Yes ☒ No
Deceased: ☐ Yes ☒ No
Available on ESS: ☒ Yes ☐ No
Pension Start Date:
83(i) Qualified Equity Grants: 1,122.33
Health Coverage Option: Use System Calculation 0.00

Statutory Employee: ☐ Yes ☒ No
W-2C Generated: ☐ Yes ☒ No
Dependent Care Amount: 0.00
QSEHRA Amount: 0.00
83(i) Aggregate Deferrals: 1,022.33

Additional Information:

Officer Code (Mass. and Wyoming):
Risk Class (Washington): 0000

State Employee Tax Rate Override

In Manager Services, the system has been updated so that this function now accepts overrides not only for New Jersey State Unemployment, but for Washington Family Leave Insurance and Washington Medical Leave Insurance. These two new Washington state taxes are effective for January 1, 2019 for generally all employers who have employees that work in the state of Washington. In the scenario where the employer wishes to pay the employee portion of the premium for either Washington Family Leave or Washington Medical Leave, entering a zero in this function for that Employee Tax will prevent that tax from being calculated for the employee. Please also note that if your organization will be paying any portion of the employee premium for these taxes, that the Employer Rates entered in Tax Manager will need to be adjusted accordingly.

State Employee Tax Rate Override

+ add

*Legal Entity: Outback Group

*Effective Date: 01/01/2019

*State: Washington

*State Tax:

*no value

Family Leave

Med Leave Ins

refresh

To update, click on information in the left column.

Effective Date	Employee Tax Percent	Action
01/01/2019	0.0000	delete

+ add

SUI and W-2 Manager – Employer Withholding Reconciliation Return – West Virginia

For the 2018 West Virginia W-2 file – the state now requires amounts be present in the RV record for the Quarterly Tax Due for each quarter during the year. New fields have been added in this function to allow the user to enter these amounts for each Legal Entity in West Virginia for each tax year.

Update Employer Withholding Reconciliation Return

Legal Entity:	Value Solutions	State:	West Virginia	Tax Year:	2018
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First Quarter Tax Due:	<input type="text"/>
Second Quarter Tax Due:	<input type="text"/>
Third Quarter Tax Due:	<input type="text"/>
Fourth Quarter Tax Due:	<input type="text"/>
Total Tax Due For The Year:	<input type="text" value="0"/>
Total Number of W-2 Forms:	<input type="text"/>
Total Tax Withheld:	<input type="text"/>

W-2 Data Generation, W-2 Data Generation for Administrators, W-2 File Creation

West Virginia 2018 W-2 File Changes

- RS record positions 248-267 – must now include the FEIN from Legal Entity Definition, left-justified, zero-filled - NOT the SIT account number from SUI and W-2 Manager.
- An RV Record is now required which is specific to WV – which will contain Quarterly Tax Due for each quarter during the year – which will come from new fields in Employer Withholding Reconciliation Return specifically for West Virginia.

Missouri 2018 W-2 File Changes

- The entire layout of the RS Record has been changed to conform to the SSA Federal EFW2 specs for 2018.
- The required data on the RV record has changed. Data from the MO-W3 payment voucher, which was added last year by utilizing new fields in the Employer Withholding Reconciliation Return function, is no longer needed in the W-2 file.

Puerto Rico 2018 W-2 File Changes

- The RS Record has been changed to include indicators for Physician Service (position 150), Domestic Service (position 151), or Other Services (positions 152-192) for 2018.
- The RS Record has been changed to allow for the amounts and codes for Exempt Salaries in Box 16B of form 499/W-2 to be included on positions 232-244. The total of all three boxes, 16, 16A, 16B, will now be included in the RV Record, positions 63-77.

W-2 History

When W-2's are created for employees and records are created in the W-2 History function in Manager Services, users will be able to view and print a reproduced copy of the W-2 forms and the Puerto Rico form 499/W-2, along with the instructions. The reproduced layout has been updated to reflect the fields and layout of the new 2018 forms, and the instructions have been updated to the 2018 instructions for the respective forms.

For the 2018 W-2 Form – there are no layout changes from 2017.

For the 2018 Puerto Rico form 499/W-2, please note the new section for “Patrono: - Employer” which contains the new “Services” indicators (Physician Services, Domestic Services, and Other Services), and there are now three sections for Exempt Salaries: Box 16, 16A, and 16B. The box for the Save and Double Your Money Program has been re-numbered to Box 16C.

Please see the 2018 Puerto Rico form 499/W-2 below.

Formulario Form 499R-2/W-2PR Rev. 07-18		ESTADO LIBRE ASOCIADO DE PUERTO RICO - COMMONWEALTH OF PUERTO RICO DEPARTAMENTO DE HACIENDA - DEPARTMENT OF THE TREASURY		INFORMACION PARA EL DEPARTAMENTO DE HACIENDA - DEPARTMENT OF THE TREASURY INFORMATION		INFORMACION PARA EL SEGURO SOCIAL SOCIAL SECURITY INFORMATION	
222 COMPROBANTE DE RETENCION - WITHHOLDING STATEMENT				7. Sueldos - Wages 11657.72		17. Total Sueldos Seguro Social Social Security Wages 15836.09	
1. Nombre - First Name JUAN		3. Núm. Seguro Social Social Security No. 121-92-3948		8. Comisiones - Commissions			
Apellido(s) - Last Name(s) ESTEBAN-RODRIGUEZ		4. Núm. de Ident. Patronal Employer Ident. No. (EIN) 25-6664646		9. Concesiones - Allowances		18. Seguro Social Retenido Social Security Tax Withheld 981.84	
Dirección Postal del Empleado - Employee's Mailing Address 100 KM. 2.1 APARTADO 1015 HATO REY, PR 00932-1015		5. Costo de cubierta de salud auspiciada por el patrono - Cost of employer-sponsored health coverage 13100.00		10. Propinas - Tips		19. Total Sueldos y Pro. Medicare Medicare Wages and Tips 15836.09	
Fecha de Nacimiento: Día Mes Año Date of Birth: Day Month Year		6. Donativos Charitable Contributions		11. Total = 7 + 8 + 9 + 10 11657.72		20. Contrib. Medicare Retenida Medicare Tax Withheld 229.62	
2. Nombre y Dirección Postal del Patrono Employer's Name and Mailing Address OUTBACK RESTAURANTS, INC. 338 BERDAN AVE. SUITE 1015 NEW YORK, RI 10012		Patrono: - Employer: Indique si la remuneración incluye pagos al empleado por: Indicate if the remuneration includes payments to the employee for: A - <input checked="" type="checkbox"/> Servicios prestados por un médico cualificado bajo la Ley 14-2017 Services rendered by a qualified physician under Act 14-2017 B - <input type="checkbox"/> Servicios domésticos Domestic services C - <input type="checkbox"/> Otros / Others: _____		12. Gastos Reemb. y Beneficios Marginales Reimb. Expenses and Fringe Benefits 116.00		21. Propinas Seguro Social Social Security Tips	
Número de Teléfono del Patrono Employer's Telephone Number (212) 478-3257				13. Cont. Retenida - Tax Withheld 3274.43		22. Seguro Social no Retenido en Propinas-Uncollected Social Security Tax on Tips	
Fecha Cese de Operaciones: Día Mes Año Cease of Operations Date: Day Month Year				14. Fondo de Retiro Gubernamental Governmental Retirement Fund		23. Contrib. Medicare no Retenida en Propinas-Uncollected Medicare Tax on Tips	
Número Confirmación de Radicación Electrónica Electronic Filing Confirmation Number PR02018				15. Aportaciones a Planes Cualific. Contributions to CODA PLANS 3930.03			
Número Control - Control Number 000000000		Año: 2018 Year:		Salarios Exentos (Ver instrucciones) Exempt Salaries (See instructions) Código/Code 16. 16A. 16B. 16C. Aportaciones al Programa Ahorra y Duplica tu Dinero - Contributions to the Save and Double your Money Program			
Fecha de radicación: 31 de enero - Filing date: January 31				Reproduced By Unicorm HRO, LLC			

Updated iCON Tools Functions

This section describes updated functions in iCON Tools

Employee Payroll

In iCON Tools, the two fields regarding 83(i) Qualified Equity Grants and Deferrals have been added, as they were for Manager Services Misc. Payroll (see description above).

Payroll Common Object Dictionary – Pay Codes

In iCON Tools, the fields for the 2018 Puerto Rico form 499/W-2 have been added: Physician Service, Domestic Service, and Other Services. Also, two new codes, H and I, will appear in the list box for the field Puerto Rico W-2 Exempt Code, as described above.

State Employee Tax Rate Override

In iCON Tools, the system has been updated so that this function now accepts overrides not only for New Jersey State Unemployment, but for Washington Family Leave Insurance and Washington Medical Leave Insurance, as in Manager Services as described above.

SUI and W-2 Manager – Employer Withholding Reconciliation Return – West Virginia

In iCON Tools, the fields required on the West Virginia W-2 file for Quarterly Tax Due for each quarter during the year have been added to this function, as in Manager services as described above.

W-2 Data Generation, W-2 Data Generation for Administrators, W-2 Diskette Creation

The same changes as described above, in Manager Services, for West Virginia, Missouri, and Puerto Rico W-2 files, have been made in iCON Tools.