



Version 2.072

Release Notes



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Updated Manager Services Functions

This section describes updated functions in Manager Services.

ACA Data Generation

This function has been updated to print the 2021 1095-C forms.

Common Object Dictionary – Pay Codes

- Please note that for Pay Codes which need to be identified as Puerto Rico W-2 Other Services, the valid values that should be entered in that field are as follows for Tax Year 2021:
 - 1- Representing services rendered by an employee outside the course of the employer's trade or business, in any calendar quarter, and whose remuneration is more than \$875 and such services are rendered by an individual who is regularly employed by said employer to render such services.
 - 2- Representing compensation or indemnification received by an employee due to dismissal, without the need to determine their just cause, up to a maximum amount equivalent to the compensation that the employee could receive under Act No. 80 of May 30, 1976, or under a dismissal compensation agreement between the employer and employee.
 - 3- 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.

- Please note that for Pay Codes which need to be identified as a Puerto Rico W-2 Exempt Code, the descriptions of the codes in the list box are as follows for Tax Year 2021:
 - "A" represents public employees' wages for overtime worked during emergency situations under Act 324-2004.
 - "B" represents exempt income paid to a Puerto Rico Police member under Section 1031.02(a)(34) of the Code.
 - "C" represents stipends received by certain physicians during the internship period under Section 1031.02(a)(9) of the Code.
 - "D" represents compensation paid to an eligible researcher or scientist for services rendered under Section 1031.02(a)(26) of the Code or under Section 2022.05 of the Puerto Rico Incentives Code, Act 60-2020 (Incentives Code).
 - "E" represents salary not over \$40,000 per year under Section 1031.02(a)(36) of the Code.
 - "F" represents vacation and sick leave liquidation payment to public employees under Act 211-2015.
 - "G" represents disaster payments declared exempt by the Governor of Puerto Rico or the President of the United States.
 - "H" represents payments to public employees under the Voluntary Transition Program, according to AAFAF's Administrative Orders.
 - "I" represents compensation or indemnification paid to an employee due to dismissal under Section 1031.01(b)(15) of the Code.
 - "J" represents Payments to professionals regarding hard-to-fill positions under Section 2022.03(a) of the Incentives Code.

Payroll Feeder - Taxable Wage Calculation for Massachusetts FLI and MLI

For Massachusetts - the employer match for 401k deduction should be added to SUI Taxable wages if the flag is marked in Payroll Common Object/Deductions for the 401K deduction. We had not also been adding the employer match to for 401k to MA FLI and MLI wages if the flag is marked. This has been corrected and will start for the first Payments of 2022.

SUI and W-2 Manager, Employee Withholding Reconciliation Return

This function has been updated so that when selecting the State of Delaware – the screen now has fields that are required by the state of Delaware on the WTH-REC file, which replaced the W-3. For Bulk filers, the WTH-REC file needs to be filed electronically – in XLS format - with the Delaware W-2 file. The W-2 Data Generation and W-2 File Creation functions will use this information to create 2 files for Delaware, the main W-2 File and the WTH-REC file.

Update Employer Withholding Reconciliation Return	
Legal Entity:	Brite Star
State:	Delaware
Tax Year:	2019
Total Number of W-2 Forms:	421
Total Withholding Tax Reported This Year:	107,529.33
Total Withholding Tax Paid This Year:	107,529.33
Amount of Withholding Tax Due:	0.00
Amount of Overpayment:	0.00
<input type="button" value="submit"/> <input type="button" value="cancel"/>	

If Unicorn HRO handles your tax filing, you do not need to take any action regarding this updated function.

W-2 Data Generation, W-2 Data Generation for Administrator, and W-2 File Creation

- For the Delaware W-2 Magnetic Media file - these functions have been updated to create the WTH-REC (replacing the W-3) file in XLS format – along with the regular W-2 file, due to the requirement that Delaware Bulk filers need to file the WTH-REC file electronically. The WTH-REC file reports information on Number of W-2s filed, and amounts of Delaware State Taxable Wages, State Tax

Reported, State Tax Paid, and any Overpayment or Amount Due. It also details the withholding of Delaware State Tax by month for the year.

If Unicorn HRO handles your tax filing, you do not need to take any action regarding this updated function.

- For the Puerto Rico W-2 Forms - in the W-2 Data Generation for Administrators function - when users select “Official Employee Copies Available on Employee Self Service” - the W-2 that is produced in W-2 History in Manager Services and Employee Self Service will be updated to the Tax Year 2021 version of the form and will now include the employer E-mail address.

- For the W-2 Forms – these functions have been updated to print the amounts of Qualified COVID Leave Pay that each employee received in 2021 in Box 14 on the W-2. This year, the requirements are not only to separate the amounts by COVID Leave Pay Type, but to also separate by when the leave was paid out to the employee. The pay will be identified as follows:
 - SK511 3 – Sick Leave Pay at max \$511.00 per day, paid 1/1/2021 to 3/31/2021
 - SK511 9 – Sick Leave Pay at max \$511.00 per day, paid or taken 4/1/2021 to 9/30/2021
 - SK200 3 – Sick Leave Pay at max \$200.00 per day, paid 1/1/2021 to 3/31/2021
 - SK200 9 – Sick Leave Pay at max \$200.00 per day, paid or taken 4/1/2021 to 9/30/2021
 - FL 3 - Family Leave Pay, paid 1/1/2021 to 3/31/2021
 - FL 9 - Family Leave Pay, paid or taken 4/1/2021 to 9/30/2021

- For W-2 Forms that include Oklahoma Taxable Wage Information – the COPY 2 of these forms will have the employee’s Social Security Number masked in the format ***-**-1234.

***Please Note:

- on the 8 ½ by 11 letter-size forms with 4 forms per page – the two COPY 2s appear on the right side of the page.
- on the 8 ½ by 14 pressure seal forms with 4 forms per page – the two COPY 2s appear on the bottom.

W-2 Local Data Generation, W-2 Local File Creation for Central Collection Agency (CCA), Ohio

These functions have been updated make some changes in the Local W-2 files for the Central Collection Agency (CCA) for Ohio, based on the latest specifications document.

If you have to report W-2s to the CCA Local Tax Agency, you MUST ensure that the correct values are in the 3-digit Locality Code field and the 5-digit City Code field in the W-2 Local File Manager function.

Below is an example of the values to be used for the city of Cleveland.

Update W-2 Local File Manager
* = Required

W-2 Local File Manager Details			
*Tax Authority:	Central Coll Ag	*State/Province:	Ohio
*Locality:	Cleveland City	Locality Code:	200
*Local Tax:	City Tax	Legal Entity:	Olympics, Inc. ▼
Account Number:	555111	City Code:	16000

The values for the 3-digit Locality Code should come from Appendix A of the CCA DATA FORMAT SPECIFICATION document, which can be downloaded from here:

<http://ccatax.ci.cleveland.oh.us/?p=mmspec>

The values for the 5-digit City Code should come from Column C of the Ohio Municipal Income Tax Rate Database Table – which can be downloaded as a CSV file from here:

<https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/Download/MuniRateTableInstructions.aspx>

If Unicorn HRO handles your tax filing, you do not need to take any action regarding this updated function.

New Hire, Payroll Activation, Paycheck Calculator, and Tax Elections

A new field has been added to the system in these functions. If an employee's worked state is Colorado, there is a new field labeled *Colorado Allowance Amount*, that will appear, which will allow the user to enter the amount from Line 2 of the new Colorado form DR 0004 – the 2022 Colorado Employee Withholding Certificate. This amount will be used in the calculation of Colorado State Income Tax on the employee's periodic payroll payment, starting for payment dates of January 1, 2022 and later. It will reduce the employee's calculated annualized taxable wage from the payment before applying the Colorado tax rate of 4.55% for 2022.

Nancy Colorado-NAP
 Human Resources Assistant
 mruberto@unicornhro.com
 Cons. Group / Olympics / US Corporate / Alpine Ski / Women / California / Northern

Employee Details
 Number: 900649
 Status: Active
 Hire Date: 01/01/2021
 Reports To:
Direct Reports: 0

Payroll Activation
 * = Required

Payroll Information:
 *Employee No: 900649
 *Effective Date: 01/01/2021 *Tax Year: 2021
 *Company: Olympics, Inc. *Payroll Status: *no value
 *Payroll Processing Group: *no-value *Pay Frequency: *no value
 *Deduction Group: *no value
 Scheduled Hours: Time Card Exempt: Yes No
 Default Type Of Pay: *no value Check Sorting Code:
 Suppress Printing of Direct Deposit Voucher: Yes No
 Accumulate Retirement Earnings: Yes No

Exempt From Workers Compensation: Yes No
 J1 Visa: Yes No

W-2 Information:
 Retirement Plan: Yes No Statutory Employee: Yes No

Tax Withholding:

Federal:
 *Filing Status: *no value Additional amount to be withheld per pay period:
 Employee claims exemption from FIT: Yes No Exempt Expiration Date:
 Employee is Police/Firefighter hired after March 31, 1986 who is NOT subject to FICA:
 Multiple Jobs: Yes No Dependent Credit and other Credit Amount:
 Other Income Amount: Other Deductions Amount:
 State: Colorado SUI Location: *no-value
 *Work State: Colorado *Filing Status: *no-value
 Additional amount to be withheld per pay period: Additional Annual Allowance:
 Colorado Allowance Amount:

Summary

Nancy Colorado-NAP
 Human Resources Assistant
 mruberto@unicornhro.com
 Cons. Group / Olympics / US Corporate / Alpine Ski / Women / California / Northern

Employee Details
 Number: 900649
 Status: Active
 Hire Date: 01/01/2021
 Reports To:
Direct Reports: 0

Update Tax Elections - State
 * = Required
 * Effective Check Date: 01/01/2021 * State: Colorado
 * State Tax: Income Tax
 Legal Entity: Olympics, Inc.

Active (accumulate wages): Yes No Exempt (from withholding): Yes No
 Filing Status (where applicable): Single
 Additional Annual Allowance: 0.00
 Additional amount to withhold per pay period: 0.00
 Adjustment Amount: 0.00 Adjustment Effective Date:
 Percent of Base to Tax: .0000 Override Tax Amount: 0.00
 Colorado Allowance Amount: 19,222.36

submit cancel

Payroll Funding Statement - for COVID Leave taken in September 2021 but Paid in October 2021

The Payroll Funding Statement function will be updated to now include the proper calculation for Qualified Taxable COVID Leave Wages taken up to September 30, 2021 but paid in 4th Quarter 2021. Hosted customers will be able to use these statements to determine amounts to claim for COVID credits on their 4th Quarter 941 filings.

Payroll Funding Statement – Issue with Refund of HSA

If a payroll included a refund, as a negative deduction, to an employee for an HSA contribution, the Payroll Funding Statement was lowering the funding amount by the amount of the negative deduction. This has been corrected.

State Income Tax Withholding Changes for 2022

- Colorado – will include a Colorado Allowance Amount from the 2022 Colorado Employee Withholding Certificate when calculating the State Income Tax on a payroll payment.
- Georgia – there are Standard Deduction changes for each filing status for 2022 payroll payments. There are no Tax Table changes.
- Maine – there are Standard Deduction changes for 2022 as well as Tax Table changes. The Annual Withholding Allowance Amount changes from \$4,300.00 to \$4,450.00 for 2022.
- South Carolina – there are Standard Deduction changes for 2022, and Tax Table changes.
- Wisconsin – the calculation for the Standard Deductions have changed. There are Tax Table changes also.

W-2 History

The Puerto Rico W-2 Forms in this function will be updated to the Tax Year 2021 version of the form and instructions, and the form will now include the employer E-mail address.

Updated Employee Self Service Functions

This section describes updated functions in Employee Self Service.

Multi-Factor Authentication

There was an issue regarding the system asking for Multi-Factor Authentication (MFA) credentials when a customer had MFA disabled in Employee Self Service, and an employee attempted to use the *Recover My Password* feature. This has been corrected.

My Account

There was an issue regarding the system asking for Multi-Factor Authentication (MFA) credentials when a customer had MFA disabled in Employee Self Service, and an employee attempted to update data in My Account. This has been corrected.

Paycheck Calculator

If an employee's worked state is Colorado, there is a new field labeled *Colorado Allowance Amount*, that will appear in this function, which will default to the amount in Manager Services Tax Elections function for this same field. This field can be updated in this function. This is part of the new Colorado form DR 0004 – the 2022 Colorado Employee Withholding Certificate. This amount will be used in the calculation of Colorado State Income Tax in this function, for payment dates of January 1, 2022 and later. It will reduce the employee's calculated annualized taxable wage from the payment before applying the Colorado tax rate of 4.55% for 2022.

W-2 History

The Puerto Rico W-2 Forms in this function will be updated to the Tax Year 2021 version of the form and instructions, and the form will now include the employer E-mail address.

Updated iCON Tools Functions

This section describes updated functions in iCON Tools.

Payroll Common Object Dictionary – Pay Codes

- Please note that for Pay Codes which need to be identified as Puerto Rico W-2 Other Services, the valid values that should be entered in that field are as follows for Tax Year 2021:
 - 1- Representing services rendered by an employee outside the course of the employer's trade or business, in any calendar quarter, and whose remuneration is more than \$875 and such services are rendered by an individual who is regularly employed by said employer to render such services.
 - 2- Representing compensation or indemnification received by an employee due to dismissal, without the need to determine their just cause, up to a maximum amount equivalent to the compensation that the employee could receive under Act No. 80 of May 30, 1976, or under a dismissal compensation agreement between the employer and employee.
 - 3- 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.

- Please note that for Pay Codes which need to be identified as a Puerto Rico W-2 Exempt Code, the descriptions of the codes in the list box are as follows for Tax Year 2021:
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 - "E" represents salary not over \$40,000 per year under Section 1031.02(a)(36) of the Code.
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 - "G" represents disaster payments declared exempt by the Governor of Puerto Rico or the President of the United States.
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 - "I" represents compensation or indemnification paid to an employee due to dismissal under Section 1031.01(b)(15) of the Code.
 - "J" represents Payments to professionals regarding hard-to-fill positions under Section 2022.03(a) of the Incentives Code.

Payroll Feeder - Taxable Wage Calculation for Massachusetts FLI and MLI

For Massachusetts - the employer match for 401k deduction should be added to SUI Taxable wages if the flag is marked in Payroll Common Object/Deductions for the 401K deduction. We had not also been adding the employer match to for 401k to MA FLI and MLI wages if the flag is marked. This has been corrected and will start for the first Payments of 2022.

SUI and W-2 Manager, Employee Withholding Reconciliation Return

As updated in Manager Services, this function in iCON Tools has been updated so that when selecting the State of Delaware – the screen now has fields that are required by the state of Delaware on the WTH-REC file, which replaced the W-3. For Bulk filers, the WTH-REC file needs to be filed electronically – in XLS format - with the Delaware W-2 file. The W-2 Data Generation and W-2 Diskette Creation functions will use this information to create 2 files for Delaware, the main W-2 File and the WTH-REC file.

You should enter the number of W-2 forms, Total Withholding Tax Reported for the year, and Total Withholding Tax Paid for the year. The fields Amount of Withholding Tax Due and Amount of Overpayment will be automatically calculated from the amounts entered in the Reported and Paid fields.

If Unicorn HRO handles your tax filing, you do not need to take any action regarding this updated function.

W-2 Data Generation, W-2 Data Generation for Administrator, and W-2 Diskette Creation

As updated in Manager Services, the creation of W-2 Forms and Files has also been updated in iCON Tools as follows:

- For the Delaware W-2 Magnetic Media file - these functions have been updated to create the WTH-REC (replacing the W-3) file in CSV format – along with the regular W-2 file, due to the requirement that Delaware Bulk filers need to file the WTH-REC file electronically. The WTH-REC file reports information on Number of W-2s filed, and amounts of Delaware State Taxable Wages, State Tax Reported, State Tax Paid, and any Overpayment or Amount Due. It also details the withholding of Delaware State Tax by month for the year. ***** PLEASE NOTE:** iCON Tools outputs this file in CSV format – and it needs to be converted to XLS format before uploading to the Delaware web site. **Please check the XLS file for accuracy before uploading it to the state's tax filing system.**

If Unicorn HRO handles your tax filing, you do not need to take any action regarding this updated function.

- For the Puerto Rico W-2 Forms - in the W-2 Data Generation for Administrators function - when users select “Official Employee Copies Available on Employee Self Service” - the W-2 that is produced in W-2 History in Manager Services and Employee Self Service will be updated to the Tax Year 2021 version of the form and will now include the employer E-mail address.
- For the W-2 Forms – these functions have been updated to print the amounts of Qualified COVID Leave Pay that each employee received in 2021 in Box 14 on the W-2. This year, the requirements are not only to separate the amounts by COVID Leave Pay Type, but to also separate by when the leave was paid out to the employee. The pay will be identified as follows:
 - SK511 3 – Sick Leave Pay at max \$511.00 per day, paid 1/1/2021 to 3/31/2021
 - SK511 9 – Sick Leave Pay at max \$511.00 per day, paid or taken 4/1/2021 to 9/30/2021
 - SK200 3 – Sick Leave Pay at max \$200.00 per day, paid 1/1/2021 to 3/31/2021
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 - FL 3 - Family Leave Pay, paid 1/1/2021 to 3/31/2021
 - FL 9 - Family Leave Pay, paid or taken 4/1/2021 to 9/30/2021
- For W-2 Forms that include Oklahoma Taxable Wage Information – the COPY 2 of these forms will have the employee’s Social Security Number masked in the format ***-**-1234.

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- on the 8 ½ by 14 pressure seal forms with 4 forms per page – the two COPY 2s appear on the bottom.

W-2 Local Data Generation, W-2 Local Diskette Creation for Central Collection Agency (CCA), Ohio

As updated in Manager Services, these functions in iCON Tools have been updated make some changes in the Local W-2 files for the Central Collection Agency (CCA) for Ohio, based on the latest specifications document.

If you have to report W-2s to the CCA Local Tax Agency, you MUST ensure that the correct values are in the 3-digit Locality Code field and the 5-digit City Code field in the W-2 Local File Manager function.

The values for the 3-digit Locality Code should come from Appendix A of the CCA DATA FORMAT SPECIFICATION document, which can be downloaded from here:

<http://ccatax.ci.cleveland.oh.us/?p=mmspec>

The values for the 5-digit City Code should come from Column C of the Ohio Municipal Income Tax Rate Database Table – which can be downloaded as a CSV file from here:

<https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/Download/MuniRateTableInstructions.aspx>

If Unicorn HRO handles your tax filing, you do not need to take any action regarding this updated function.

Payroll Activation Process, Employee Tax Options

Similar to functions updated in Manager Services, a new field has been added to the system in these functions in iCON Tools. If an employee's worked state is Colorado, there is a new field labeled *Colorado Allowance Amount* in the Payroll Activation Process function, and *State Free Form Allowance Amount* in the Employee Tax Options function, that will appear, which will allow the user to enter the amount from Line 2 of the new Colorado form DR 0004 – the 2022 Colorado Employee Withholding Certificate. This amount will be used in the calculation of Colorado State Income Tax on the employee's periodic payroll payment, starting for payment dates of January 1, 2022 and later. It will reduce the employee's calculated annualized taxable wage from the payment before applying the Colorado tax rate of 4.55% for 2022.

Payroll Funding Statement - for COVID Leave taken in September 2021 but Paid in October 2021

As in Manager Services, the Payroll Funding Statement created from iCON Tools will be updated to now include the proper calculation for Qualified Taxable COVID Leave Wages taken up to September 30, 2021 but paid in 4th Quarter 2021. Hosted customers will be able to use these statements to determine amounts to claim for COVID credits on their 4th Quarter 941 filings.

Payroll Funding Statement – Issue with Refund of HSA

If a payroll included a refund, as a negative deduction, to an employee for an HSA contribution, the Payroll Funding Statement was lowering the funding amount by the amount of the negative deduction. This has been corrected.

State Income Tax Withholding Changes for 2022

- Colorado – will include a Colorado Allowance Amount from the 2022 Colorado Employee Withholding Certificate when calculating the State Income Tax on a payroll payment.
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- Maine – there are Standard Deduction changes for 2022 as well as Tax Table changes. The Annual Withholding Allowance Amount changes from \$4,300.00 to \$4,450.00 for 2022.
- South Carolina – there are Standard Deduction changes for 2022, and Tax Table changes.
- Wisconsin – the calculation for the Standard Deductions have changed. There are Tax Table changes also.

Reconciliation Tax Summary - for COVID Leave taken in September 2021 but Paid in October 2021

The RTS file created from iCON Tools will be updated to now include the proper calculation for Qualified Taxable COVID Leave Wages taken up to September 30, 2021 but paid in 4th Quarter 2021.