

---

# W2 SUBMISSION TO SSA (PAY-W092)

Sacramento City Unified School District

---

## 1.0 SCOPE:

- 1.1 This work instruction is applied to the annual submission of the W2 file to the Social Security Administration.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

## 2.0 RESPONSIBILITY:

- 2.1 Supervisor IV, Payroll Services

## 3.0 APPROVAL AUTHORITY:

Authorized Signature on File

- 3.1 Supervisor IV, Payroll Services

## 4.0 DEFINITIONS:

- 4.1 The Payroll Services and Information Services departments coordinate to submit the District's annual W2 file electronically to the Social Security Administration.
- 4.2 ISET – Information Services and Educational Technology Department
- 4.3 Accuwage – Preliminary report submitted to the Social Security Administration

## 5.0 WORK INSTRUCTION:

- 5.1 ISET orders the W2 forms and loads the software update for the W2 printing.
- 5.2 Payroll confirms with ISET that the company set-up information has been verified: ID numbers, contact name, and District information.
- 5.3 Payroll loads the W2 file and error listing to verify accuracy.
- 5.c 0.b.

