Florida PALM
Planning, Accounting, and Ledger Management

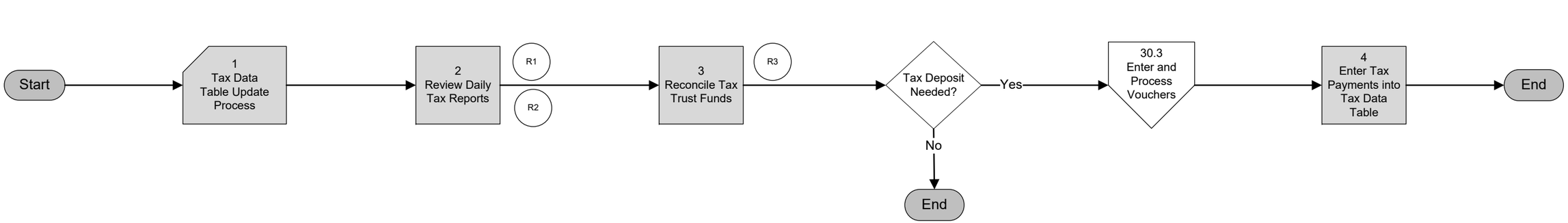
Shape Key

Start | End | Report | Acct. Event | On Page | Off Page | Process Activity | Manual System Activity (Enter Name) | Automated System Activity (Enter Name) | Decision or Process Branch | Florida PALM Manual Activity | Florida PALM System Activity | Database | Interface File

100.8 End of Period Processing
100.8.1 Process Daily Payroll Tax Data

Payroll Module

BOSP Tax Maintainer



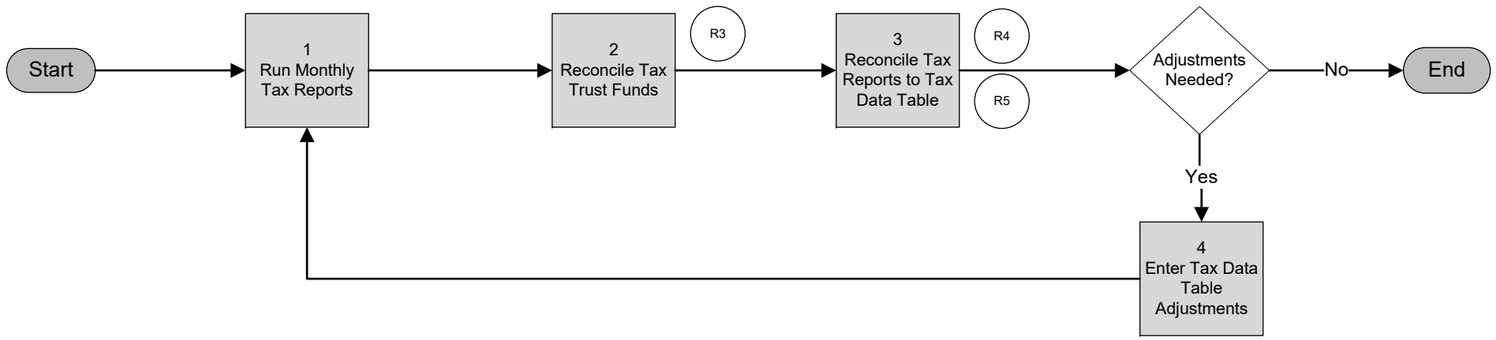
DRAFT
09/15/2023

Shape Key

Start | End | Report | Acct. Event | On Page | Off Page | Process Activity | Manual System Activity (Enter Name) | Automated System Activity (Enter Name) | Decision or Process Branch | Florida PALM Manual Activity | Florida PALM System Activity | Database | Interface File

Payroll Module

BOSP Tax Maintainer

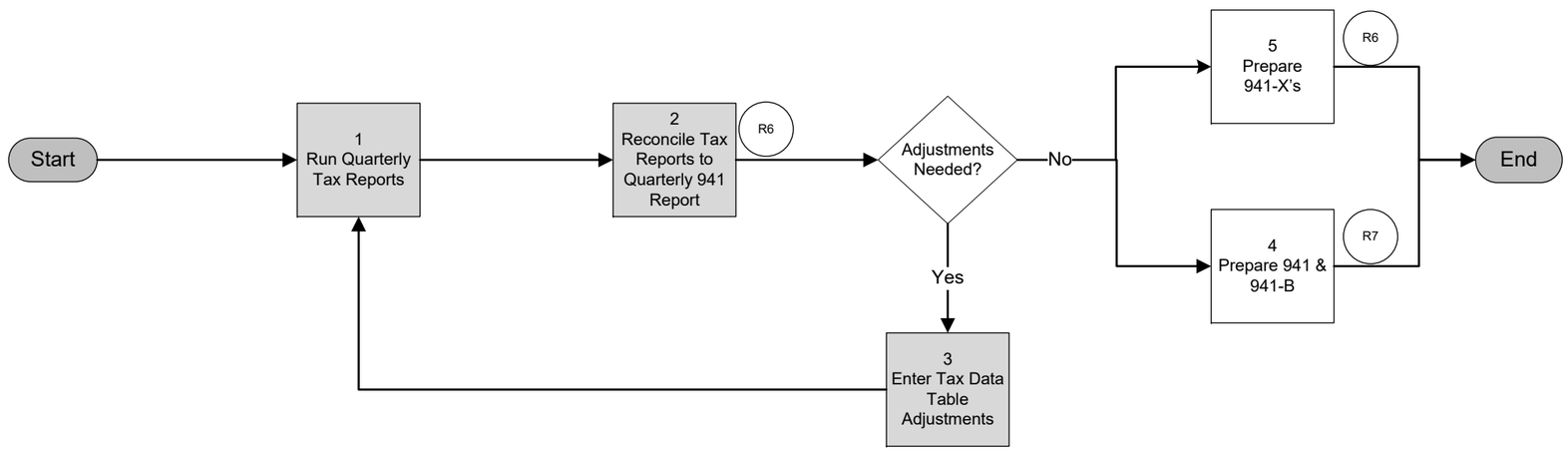


Shape Key

Start | End | Report | Acct. Event | On Page | Off Page | Process Activity | Manual System Activity (Enter Name) | Automated System Activity (Enter Name) | Decision or Process Branch | Florida PALM Manual Activity | Florida PALM System Activity | Database | Interface File

Payroll Module

BOSP Tax Maintainer



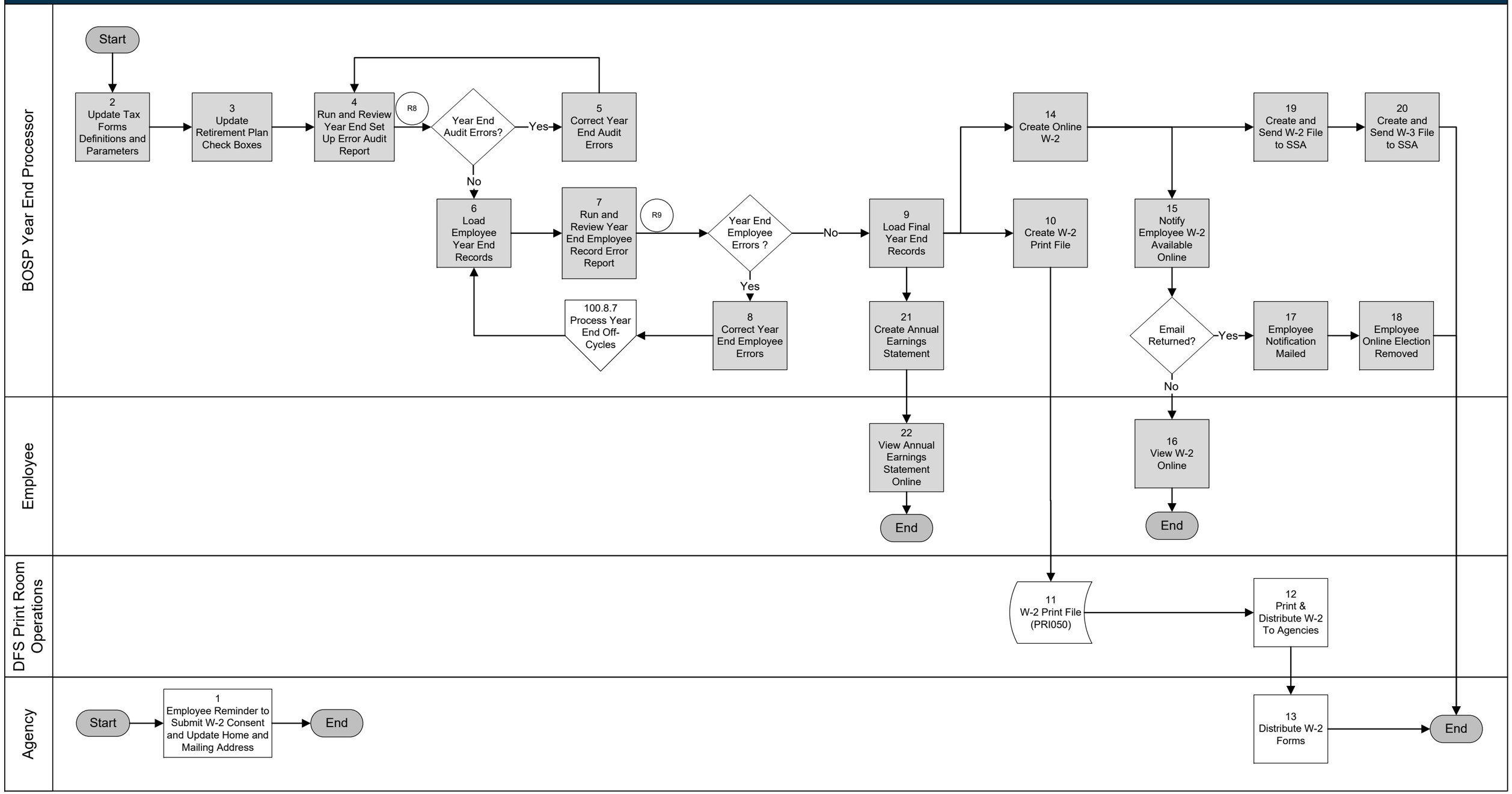
Florida PALM
Planning, Accounting, and Ledger Management

Shape Key

Start | End | Report | Acct. Event | On Page | Off Page | Process Activity | Manual System Activity (Enter Name) | Automated System Activity (Enter Name) | Decision or Process Branch | Florida PALM Manual Activity | Florida PALM System Activity | Database | Interface File

100.8 End of Period Processing
100.8.4 Produce Employee W-2 Forms

Payroll Module



DRAFT
09/15/2023

Florida PALM
Planning, Accounting, and Ledger Management

Shape Key

Start | End | Report | Acct. Event | On Page | Off Page | Process Activity | Manual System Activity – Enter Name | Automated System Activity – Enter Name | Decision or Process Branch | Florida PALM Manual Activity | Florida PALM System Activity | Database | Interface File

100.8 End of Period Processing
100.8.5 Produce Employee W-2c Forms

Payroll Module

Agency Payroll Processor

- 4 Process Payroll Correction
- 100.4.1 Off-Cycle Processing
- 7 Update Personal Data – HRIS
- End
- 17 Mail W-2c and/or Explanation to Employee

BOSP Year End Processor

- Start
- 1 Load W-2c Process
- 2 Create and Review W-2c Audit Report
- R10
- W-2c Amounts Correct? — No → 3 Remove W-2c and Notify Agency
- W-2c Personal Data Correct? — No → 5 Update W-2c Personal Data → 6 Notify Agency of Personal Data Updates
- Yes
- 8 Create W-2c PDF Files
- 9 Review W-2c PDF File
- W-2c Correct? — No
- Yes
- 10 Create W-2c for Online View
- 11 Notify Employee W-2c Available Online
- Email Returned? — Yes → 13 Employee Notification Mailed → 14 Employee Online Election Removed
- No
- 15 Close W-2c Processing Batch
- 16 Print W-2c PDF and Create Employee Letter
- 18 Create and Send W-2c File to SSA
- 19 Create and Send W-3c File to SSA

Employee

- 12 View Online W-2c
- End

Florida PALM
Planning, Accounting, and Ledger Management

Shape Key

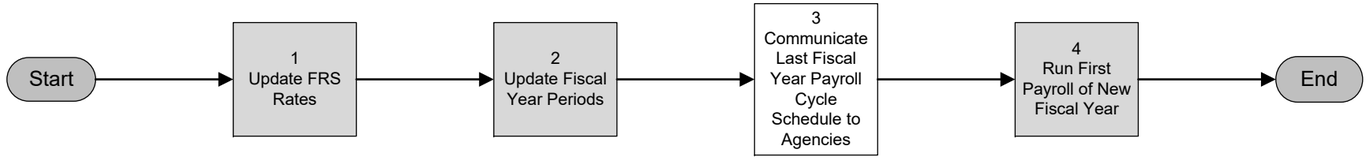
Start | Report | On Page | Process Activity | Manual System Activity (Enter Name) | Automated System Activity (Enter Name) | Decision or Process Branch | Florida PALM Manual Activity | Florida PALM System Activity | Database | Interface File

End | Acct. Event | Off Page

100.8 End of Period Processing
100.8.6 Maintain Fiscal Year End Updates

Payroll Module

BOSP Payroll Maintainer



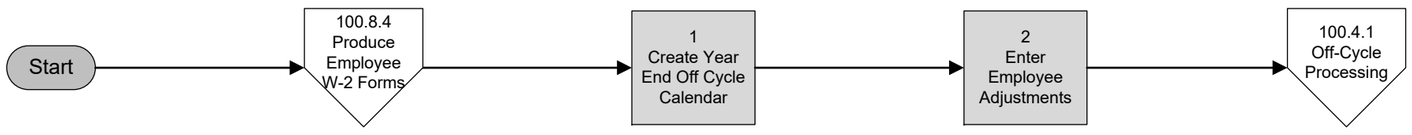
Shape Key

Start | Report | On Page | Process Activity | Manual System Activity (Enter Name) | Automated System Activity (Enter Name) | Decision or Process Branch | Florida PALM Manual Activity | Florida PALM System Activity | Database | Interface File

End | Acct. Event | Off Page

Payroll Module

BOSP Year End Processor



Florida PALM
Planning, Accounting, and Ledger Management

Shape Key

Start | End | Report | Acct. Event | On Page | Off Page | Process Activity | Manual System Activity – Enter Name | Automated System Activity – Enter Name | Decision or Process Branch | Florida PALM Manual Activity | Florida PALM System Activity | Database | Interface File

100.8 End of Period Processing
100.8.8 Reset Employee W-4 Exempt Status

Payroll Module

BOSP Year End Processor

Start

1 W-4 Exempt Reset Employee Email Notification

Email Returned?

Yes

2 Mail Employee Notification

No

Agency Payroll Processor

3 Run W-4 Exempt Employee Listing

4 Notify Employees of Feb 15th Reset

R11

5 Run W-4 Exempt Renewal Process

6 Run Report of Employees Who Were Reset

7 Notify Employees of W-4 Reset

R11

End