



SERVICE
LEADERSHIP
COLLABORATION
EXCELLENCE

Verify District Address	<input type="text"/>
Verify District EIN#	<input type="text"/>
Verify W2 Box Configuration for any Changes	<input type="text"/>
Were there Accounts Payable Checks issued for Payroll? Verify all have been run through Payroll	<input type="text"/>
Pay Item #9710 - Health Insurance File Loaded Box 12DD includes Total Cost Employee paid + Employer paid = Total Cost	<input type="text"/>
Do you have a HSA? Mapped both Employee & Employer piece	<input type="text"/>
Do you have any 3rd Party Tax Deferred NOT SETUP through CYBORG Payroll? Does it need to be reported on W2? Pay Item Created and File Loaded into SMART W2 Module	<input type="text"/>
Included both DC and PHF in 457 Retirement totals Pay Item #5380, #5430, #5385, #5435	<input type="text"/>
Do You have 3rd Party Sick? Is the District Responsible to Report on Employee W2? Verify amounts have been Reported	<input type="text"/>
Verify Totals Tax Filing Report Pay Detail / Summary Totals - Pay Execution	<input type="text"/>
Prior to Printing W2 From W2 Module Main Menu - Action / Refresh Data Verify nothing has changed and Print	<input type="text"/>
Form 6559 Completed with PO# and Count	<input type="text"/>

Payroll Signature

Business Manager