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NASA Shared Services Center Service Delivery Guide

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TRAVEL PAYROLL TAXES

Responsible Office: Financial Management Services Division

Approved by

ALISON BUTSCH Digitally signed by ALISON BUTSCH Date: 2022.10.05 14:31:46 -05'00'

Alison M. Butsch
Chief, Financial Management Division

Date

DOCUMENT HISTORY LOG

Status (Basic / Revision / Cancelled)	Document Version	Effective Date	Description of Change
Basic	1.0	08/27/2012	Document originated under NSSC-FM-SDG-0004 Payroll Time and Attendance SDG, and has been divided into three separate SDGs: NSSDG-9620-0001 Payroll Processing NSSDG-9620-0002 Leave Programs NSSDG-9620-0003 Awards and Taxes
Revision	2.0	7/1/15	To add CMP documentation, update tasks, and put in new SDG format.
Revision	3.0	12/15/15	To update due to new work management system, ServiceNow.
Revision	4.0	11/2/16	To update CS CMP Process Removed Process for CMP 7.1c per updated CMP Manual. Updated NEACC to AAO
Revision	5.0	12/5/16	Added statement, The SP is responsible for documenting and maintaining all Macros/Scripts utilized in these processes”.

Revision	6.0	3/17/2017	Updated CS review process for W-2/W3.
Revision	7.0	7/31/2017	Updating CMP 10.6b process and added Appendix H
Revision	8.0	7/2/2018	General updates to all processes during the annual review.
Revision	9.0	8/15/2019	Removal of NID references to add NPR references. Added process steps for tax funding estimation to Process 2. Changed Name of SDG to Travel Payroll Taxes
Revision	10.0	10/13/2020	Updated process flow charts. Minor updates made to all processes. Update to NSPWI-9000-0003, Financial Management Division / Internal Review Work Instructions and Procedures link. Moved Process 4 (CMP 10.6B) to General Travel SDG, updated appendices to move Acronym List to Appendix A Moved Appendix G (Expired Funds Open Entitlement E-mail) to General Travel SDG.

		11/09/20 12/8/20	Updated Process 1, Process 2, and Process 3 to add updated notes for Case creation. Update Process 1 to match the existing workflow chart to include one case for state reporting and one case for federal tax reporting; and then, the task for individual state and federal returns on a monthly and quarterly basis.
Revision	11.0	12/09/21	Minor updates made to all processes. Added W-2C instructions to Process 2 and Process 3.
Revision	12.0	10/01/2022	Annual Review: Minor updates made to all processes.

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1.0 Introduction

The NASA Shared Services Center (NSSC) Travel Payroll Department, posts Permanent Change of Station (PCS) and Extended Temporary Duty (ETDY) taxes, files and pays Federal and State withholding taxes for Non-NASA awards and Travel reimbursements for Intergovernmental Personnel Act (IPA) agreement personnel.

To obtain information on the External Audit Documentation Pull and Request for Extension, access the link to Financial Management Division / Internal Review Work Instructions and Procedures, NSPWI-9000-0003 or copy and paste the URL below into your Web browser: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/NSPWI-9000-0003_Rev_10.0_Final.pdf?gid=6576149&FixForIE=NSPWI-9000-0003_Rev_10.0_Final.pdf

2.0 Purpose

To outline Agency procedures followed by the NSSC related to the processing of PCS and ETDY taxes. The Service Provider (SP) is responsible for documenting and maintaining all Macros/Scripts utilized in these processes.

3.0 Applicability/Scope

In accordance with Federal regulations and NASA policy, the NSSC is responsible for processing PCS and ETDY taxes.

The NSSC shall use Core Financial Software – Services, Applications and Products (SAP) R/3 – to perform the financial management activities. Financial Management is required to use Business Object (BOBJ) for reporting, query, and reconciliation activity. NSSC is required to adhere to NASA Procedural Requirements (NPRs), NASA's Enterprise Performance Support System (EPSS), and other applicable Federal regulations and NASA policies and procedures. The NSSC shall process PCS and ETDY taxes in accordance with Agency guidelines.

4.0 Privacy Data

All participants involved must ensure protection of all data covered by the Privacy Act.

5.0 Records

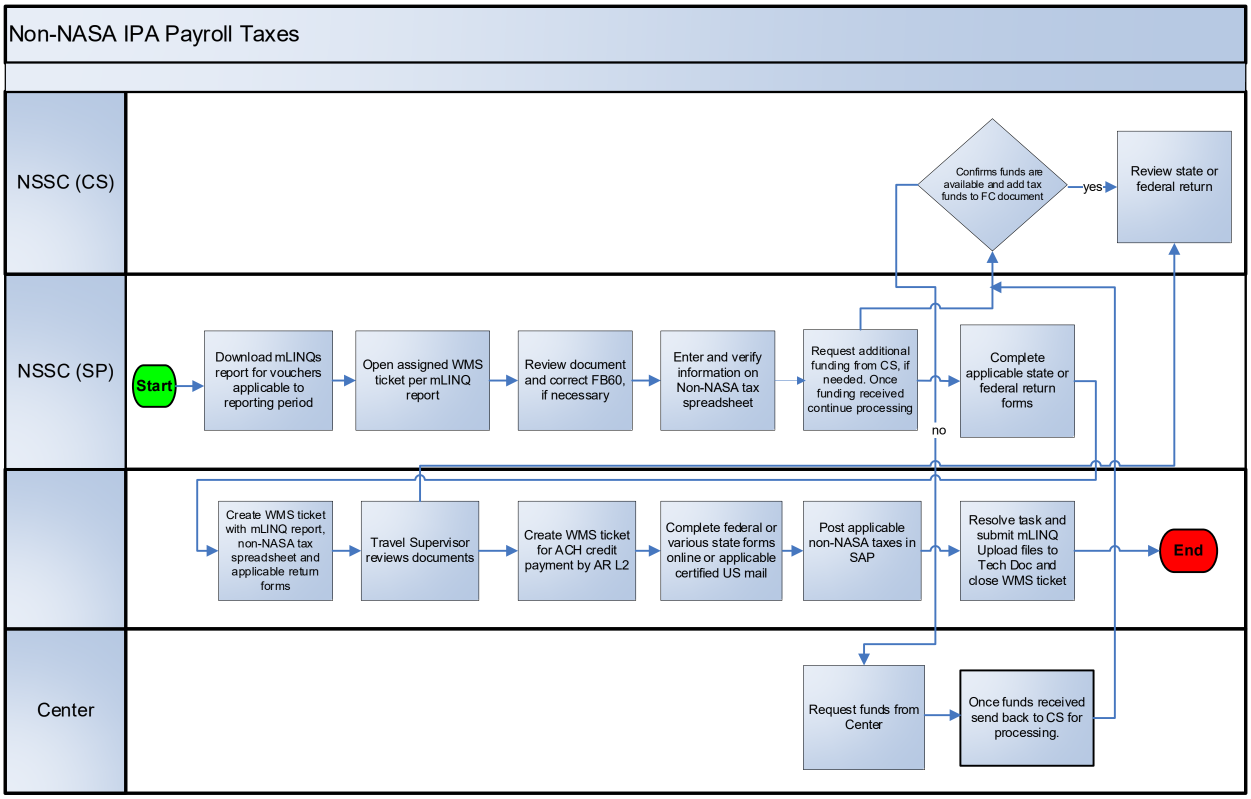
The Travel Payroll Taxes Service Delivery Guide outlines processes that include the creation and receipt of NASA official records as defined by NPR 1441.1. These records are included in the Travel functional Master Records Index (MRI), applicable NASA

Records Retention Schedule (NRRS) or General Records Schedule (GRS) items that provide retention/disposition authority.

6.0 Cancellation/Supersession of Previous Documents

This document supersedes NSSDG-9620-0003 Basic Version 11.0.

PROCESS 1 – NON-NASA IPA Payroll Taxes



Non-NASA IPA Payroll Taxes

Federal tax returns are submitted quarterly to the Internal Revenue Service (IRS) by the SP with CS approval and the Federal tax payment is made by the Civil Servant (CS). State Withholding taxes are submitted monthly and/or quarterly to the individual state revenue offices by the SP with CS approval. These taxes require monthly and/or quarterly individual state tax returns to be completed by the SP. ACH credit payments are made monthly/quarterly by the SP. State tax checks are generated by inputting an FB60 in SAP by the SP, only if the state does not accept ACH credit payments. The Federal payments for IPA Payroll taxes are invoiced and posted using SAP. A spreadsheet of the data that needs to be entered into SAP to create the invoice and payment clearing entries are attached to the case with the approved documents.

PROCESS 1A – MONTHLY TAXES

Overview: The states requiring monthly tax reporting are currently Virginia (VA) and the District of Columbia (DC). A list of all state due dates and reporting frequencies can be found at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\STATE DUE DATES.

STEP 1. **NSSC Travel (Service Provider (SP)** – Create a record in Work Management System (WMS) in the first month of each quarter, to contain state tax reporting details for the applicable quarter. Separate tasks will be created for each individual state return (monthly and quarterly, as required).

STEP 2. **NSSC Travel (Service Provider (SP)** – Run mLINQ tax reports—mLINQ reports are ran monthly, quarterly, and annually depending on the type of return that is being worked.

A. Sign into mLINQ at https://cos.nssc.nasa.gov/movelinq/relologin.aspx. The report is ran for the whole quarter up to the date the report is being ran. This is done to make sure no vouchers have been missed. The report is ran on a monthly basis for state taxes and a quarterly basis for federal taxes.

1. Select Organization NASA IPA ETDY
2. Go to Admin/Reports/Tax
3. Begin Date is first of calendar year (example 01/01/2015)
4. End Date is end of quarter (example 03/31/2015)
5. Report on Status Date
6. Document Status is “Report IPA”
    a) Report Format: Microsoft Excel
    b) Print Preview
    c) Open

B. Save report at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\20XX\20XX NON NASA SPREADSHEETS\XX QTR 20XX\MLINQS REPORTS.

C. Spreadsheet may need to be formatted and cells unmerged. Delete rows 1, 3 and 7.

D. Delete row 5.

E. May need to insert or delete cells for all columns to line up.

F. Make sure all subtotals are all lined up under the correct header.

G. If any Change of Station vouchers apply, manually add to the mLINQ report, and ensure amounts are included in total column sums.

H. Add month (and QTRLY if a quarterly reported state) that each voucher row was or will be paid/reported, under Order # column.

I. Highlight grey any voucher rows from the quarter that were paid/reported for previous months or will be reported in future months.

J. Add totals at the bottom for each state that is being reported. This makes it easier when confirming totals match. Also, color coding the totals to match each state is helpful for reviewing.

Output: mLINQ report complete.

STEP 3. **<u>NSSC Travel (Service Provider (SP)</u>** – Pre-existing tasks from Work Management System (WMS) record containing CS approved vouchers are reviewed.

A. Start a new Non NASA spreadsheet for each month using the current template \\nsscfs01p.ndc.nasa.gov\nssc-shared\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA. The template is called NON NASA AWARDS AND IPA TEMPLATE. Save the current spreadsheet under the current year, quarter and month that is being worked at \\nsscfs01p.ndc.nasa.gov\nssc-shared\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA. Spreadsheet is saved in this format: 01-CURRENT MONTH CURRENT YEAR.

1. Go to Summary Sheet Tab.
2. Update the month in which the Monthly/Quarterly Tax Payments will be made.
3. Update the Calendar Year in which the Monthly/Quarterly Tax Payments will be made.
4. Update the Month and Quarter for the reporting timeframe of the payments.
5. The next tab is the IPA Voucher Template tab. All information that needs to be reported is input on this tab.

6. Information input on the IPA Voucher Template tab is received by a pre-existing task from the CS. The task should have all information attached such as a copy of the approved mLINQ voucher, a copy of the Concur Government Edition (CGE) voucher, and the FB60 input sheet.
7. Log into mLINQ production. Select Organization: NASA IPA ETDY. Search by traveler's Last Name, then click the bold Relocation Description link. Under Trip Documents, locate the applicable voucher per the pre-existing task. Click Open Document, then click the Tracking tab. Under Stamp Document, select "Report IPA" Tracking Stamp, place a checkmark in the "Automatically Create Document Attachment (pdf) when Stamping" box, and then click Stamp Document. Click Close twice to exit voucher and traveler's mLINQ account. (Note: Never click the "X" to close a screen in this program, as it will cause the record to become locked. Also, if the record times out, this locks the record. The record must be unlocked by a mLINQ user with Admin roles.)
8. Once all reportable data has been input on the IPA Voucher Template tab, go to the Pivot Table tab. Right click in pivot table, click Data, and press Refresh All.
9. Go to each tab and make sure the checks and balances equal zero. If not, additional formulas may need to be added to accommodate all employees, or blanks/question marks/etc. may need to be removed from the cell(s).
10. If the Summary Sheet's checks and balances are only a few pennies off, this is acceptable and the report is ready for CS review.
11. Hide all tabs except Summary Sheet, IPA Voucher Template, and State Tax tabs.

Output: Vouchers are reviewed.

STEP 4. **<u>NSSC Travel (Service Provider (SP)</u>** – Verify SAP input sheets are correct.

A. SAP input sheets (named FB60 sheet) are saved down from the case. There is one FB60 sheet, but two tabs are needed. Verify that all information is correct such as vendor number, TA number, cost center, 400#, general ledger accounts and line items.

B. Save FB60 input sheets at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\20XX\20XX SAP INPUT SHEETS per quarter folder and traveler's name folder in this format: Last Name_Travel Authorization (TA) number_mLINQ voucher number. Two separate tabs are needed within each sheet for the state taxes and IPA federal/NASA taxes.

C. Verify funding is available in SAP via t-code FMZ3. If funding is not available reach out to the reviewer who worked the voucher to confirm they have completed a Tax Funding Estimation to and from the center funding POC(s).

D. This process can be done by the Travel Payroll Tax team; however, the reviewer team should take care of this prior to the taxable voucher being sent to report. Tax Funding Estimation process:

1. The form templates are saved here: N:\TRAVEL\EXTENDED TDY\Paperless Files\TAXABLE INFORMATION\FORMS FOR ESTIMATIONS.
2. The ETTRA Tax Funding Estimate Spreadsheet named "2019 ETDY FC Funding Estimate-JT," under the FUNDING ESTIMATE REQUEST FORMS folder within the step #1 path, is where you input the traveler's salary which is on the IPA agreement for Non-NASA employees and in FPPS for NASA employees via code LEVW.
3. The Taxable Amount is obtained from the parent authorization in CGE. This would be the Total Estimated Cost amount that is usually on the first page of the travel authorization.
4. All items that need manual input are the highlighted yellow cells. (The green highlighted cells will auto-fill after data has been entered in the yellow highlighted cells).

	A	B	C	D	E	F	G	H	I	J
1		Amount		Rates/Amount					Funding Amount	Description
2	Taxable	8,046.00				66162	Annual Salary		3,216.60	WTA & ETTRA (GL 6100.1284)
3	wta	2,269.38				76,477.38	Est W2 Total		861.59	NASA FICA/HIT (GL 6400.1246)
4	gross	10,315.38							4,078.19	
5	fit	2,269.38								
6	fica	639.55								FC 401061642
7	hit	149.57								
8				0.285600	cmtr=f+(1-f)s+(1-f)l					
9						24.00%	Federal Marginal Rate			
10						6.000%	State Marginal Rate			
11						0.000%	Local Marginal Rate			
12				947.21	RITA=((cmtr/(1-cmtr))*r)-z					
13					where "r" reimbursements					
14					where "z" total wta					
15	RIT Voucher									
16	gross	947.21								
17	fit	208.39		361.36	Employee WH					
18	fica	58.73		72.46	NASA FICA/HIT					
19	hit	13.73								
20	state	80.51		8.50%	State Rate					
21	net	585.85								

5. The Tax Bracket percentages for Federal and State rates is obtained from the IRS/State forms that are saved at N:\TRAVEL\EXTENDED TDY\Paperless Files\TAXABLE INFORMATION\FORMS FOR ESTIMATIONS\FEDERAL AND STATE TAX RATES\20XX TAX RATES. New rate sheets need to be obtained every calendar year (Form 1040-ES online for federal rates and State Tax Handbook for state rates from the Change of Station Travel Lead or the Travel L3 team).

6. The Funding Request Form, named “Copy of Funding Request Form (002)” within the FUNDING ESTIMATE REQUEST FORMS folder, needs to be filled out with all the funding information and sent to the centers. It is best practice to obtain this information from SAP to ensure the correct funding information is being used.

Taxable ETDY Labor Funding Estimate		
ETDY Traveler		
Travel Auth		
Fund		
WBS		
Cost Center		
Obj Class and Amount	1284	
Obj Class and Amount	1246	
Choose Funding to be used	Choose from Dropdown list	
Please sign to validate funding to be used	X	

7. The 1284 and 1246 amounts (green highlighted cells) are obtained from the Funding Estimate spreadsheet.

Funding Amount	Description
3,216.60	WTA & ETTRA (GL 6100.1284)
861.59	NASA FICA/HIT (GL 6400.1246)

8. Once all amounts are complete only the Funding Request Form is sent to the Labor Budget Analyst POC(s). The Labor Budget

Analyst POC list can be found at N:\TRAVEL\EXTENDED TDY\Paperless Files\POC LISTS\Labor Budget Analyst POC List.

Labor Budget Analyst POC list

Note: This is a working spreadsheet, and can be manually updated as needed to remove and/or add center POC(s) as notified by the center.

9. See APPENDIX F for e-mail that is sent to the center POC.

10. Once the signed funding request form is sent back with the approval to use the funding, a WMS case/task is created and sent to the CS to add funding with an e-mail letting them know a task has been sent to them. Include the approval e-mail and signed form within the WMS record.
11. Once funding has been added, any vouchers that were awaiting funding can be sent on for CS approval. The CS adds the funding to the Parent Auth FC, and for any nested trips the funds are moved from the Parent Auth FC to the nested FC.

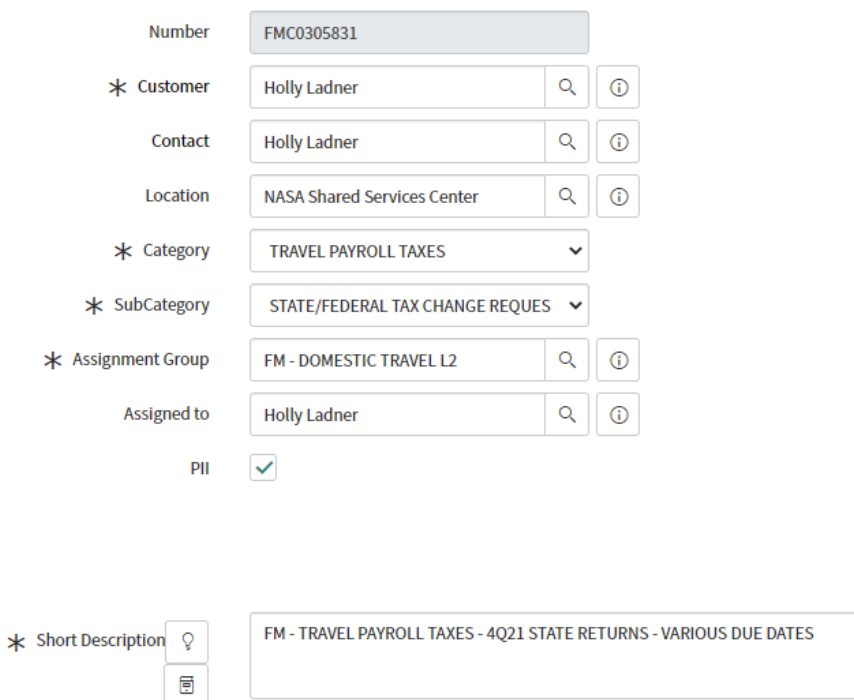
Output: SAP sheets ready for input, and funding is requested and added to FC document.

STEP 5. **<u>NSSC Travel (Service Provider (SP)</u>** – Prepare state tax forms. Note: Spreadsheets are located under the current quarter and month. State return forms can be found at each state's Department of Revenue website. The websites and sign in information can be found at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\States Tax Information\State & Federal Tax Login Information\State Tax Passwords. See previous month VA and DC files to determine which form is needed for those two states paid monthly (when applicable).

Note: See Process 1B for quarterly federal returns process.

A. Prepare tax forms using the most current tax form for each state. **<u>Payments should be made electronically.</u>** If a payment is required for a state that is not currently set up for ACH credit, research state site or contact the state office to find out how to set up that state up using a same day payment. Documentation from the state must be provided if the state does not support ACH credit payments.

B. Create a task (from the same WMS record for the applicable quarter) for each reporting month using the following criteria: Category – Travel Payroll Taxes, SubCategory – State/Federal Tax Change Request for all state returns due that month. Attach a copy of the applicable state return(s), the state spreadsheet, and the mLINQ report to the task. Task is routed to Travel SP Supervisor, then to CS for approval. Add task number to Non-NASA template spreadsheet saved at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\20XX\20XX NON NASA SPREADSHEETS\XX QTR 20XX.



C. Once each state return is approved for payment, CS will document in the task that return(s) have been reviewed and payment can be made. Payments are made electronically using a same day payment also called ACH credit payment.

STEP 6. <u>**NSSC Travel (Service Provider (SP)**</u> – ACH credit payment (same day payment) is sent to AP.

A. A new WMS record is created for AP L2 using the following criteria, following CS approval received for each state return:

Number	FMC0199171		FD Se
* Customer	Rose Taverna		St
Contact	Rose Taverna		* Pric
Location	NASA Shared Services Center		Age
* Category	ACCOUNTS PAYABLE		Days
* SubCategory	PAYMENT PROPOSAL		Opene
gnment Group	FM - ACCOUNTS PAYABLE L2		Ope
Assigned to	TRACEY MARTIN		Watcl
PII	✓		
ort Description	FM-TRAVEL PAYROLL TAXES ---MARCH 2019 VA RETURN --ACH CREDIT PAYMENT-DUE DATE 04/25/2019		

1. A copy of the signed state tax return is attached as supporting documentation for the Certifying Officer. Once case is set up for payment, add the case number to the Non-NASA template spreadsheet (State Tax tab).
2. All states have different ACH credit instructions. Notate in case that a payment needs to be made electronically and send e-mail to AP L2 Lead and CC the CS POC and Travel SP Supervisor. Two examples are below:

   <u>DC example</u>

   Receiving Bank: **Wells Fargo**
   o State Routing & Transit Number: **121000248**
   o Account Title: **District of Columbia Office of Tax and Revenue**
   o Account Number: **2066701862929**
   o Tax Payer Identification #: **300000098839**
   o Period end date: **181031**
   o Payment amount **$1395.62**
   o TAS/BETC information: **See Below**
   o ALC: **80000001**
   o PAYEE ID/TIN: **009219637**
   o Schedule number **NSSC181001**

VA example

Receiving Bank: **N/A**
o State Routing & Transit Number: **061000104**
o Account Title: **Virginia Department of Taxation**
o Account Number: **201328895**
o Tax Payer Identification #: **30030553879F001**
o Period end date: **190430**
o Payment amount: **$3004.67**
o TAS/BETC information: **See Below**
o ALC: **80000001**
o PAYEE ID/TIN: **546001734**
o Schedule number: **NSSC19402**

B. Prior to due date, confirm via the WMS record that AP has made the payment.

STEP 7. **NSSC Travel (Service Provider (SP)** – Create check payments for state taxes (not the preferred method) in lieu of ACH credit payment. This step is included in case a state is not able to get NASA set up to use ACH credit payment in a timely manner. Documentation from the state is required to gain approval to issue a check payment to a state.

A. Receive approved state return(s) from CS via existing WMS task for applicable state, then begin payment process.

B. Log into SAP and input the FB60.

C. All state payments being paid using a check payment are input using the appropriate state department vendor number but are input together. Payments are separated by their Funds Commitment (FC) number.

D. On the Basic data tab input, the following fields: Vendor number, Invoice Receipt date, Invoice date, Reference, Document type [ZU], amount and text as: applicable state abbreviation + month voucher paid + year + “STATE PYMT” for state returns. Verify all information has been input correctly.

Note: Invoice receipt date and Invoice date would be today’s date. Reference field would need to be in this format (example): “AUGUST 2014 EIN 030553879” or follow state department instructions.

E. On the payment tab, only input the payment method which would be "C" for check payment.

F. Select the Details tab and input the correct business area (the Center that is paying for the travel). Normally this would be 10 for Headquarters (HQ).

G. Once data has been input on the Basic data tab, Payment tab and also the Details tab, then input the G/L account, amount in doc., cost center, order #, earmarked funds which is the FC number and also the earmarked funds document item which is the line number the funding is being paid from.

H. After FB60 is complete the payment is ready for a payment proposal. Create a new WMS record and route the case and task to the tech who will be creating the payment proposal. The tech needs to know the doc type, amount, the business area, and the vendor that is being paid.

I. Once payment proposal is complete, the tech sends the proposal case and task to AP L2 to complete processing.

J. Within 5 – 10 business days the payment is mailed directly to the NSSC. The mailroom notifies Travel Payroll CS or SP that a check is ready for pick up. Also, case is sent with a copy of the check. Relate the check case to the parent case with all approved state returns attached. Also, a copy of the check is saved down on the N drive with all other corresponding state documents. Check number needs to be input onto the Non-NASA master spreadsheet. (Note: DC's state check is mailed directly to DC.)

K. The check and copy of the approved return needs to be sent via USPS certified mail to the appropriate state.

Output: State check payments complete.

STEP 8. **<u>NSSC Travel (Service Provider (SP)</u>** – Posting of taxes

A. Once ACH credit payment goes through (confirmed by FBWT team e-mail received), the state taxes have to be posted in SAP. This requires an FB60 (Invoice) and an F-53 (Clearing).

B. FB60 entry steps:

1. Vendor number

2. Invoice receipt and Invoice date is the DRN date listed in the FBWT payment confirmation e-mail. The only way this is different is if there are two vouchers with the same TA number. Then you would use the previous business day on the second posting, and so forth, to avoid an error in SAP.
3. Reference is the DRN/Schedule Number for state tax postings (found in the FBWT e-mail and on the state spreadsheet “State Tax” tab).
4. Posting date will automatically populate.
5. Document type is KR (Vendor Invoice).
6. Text field is input based on the state payment (example for DC: DC JUNE 2020 STATE PYMT).
7. Click on the Details tab to input the Business area (the paying center).
8. Then go back to the Basic data tab to input the G/L account, amount of state tax only, cost center, order number (FC000000), funds commitment number (400 or 401 number) and the line item the taxes should be posted on. Repeat this step for all vouchers reporting to the same state in your current reporting period.
9. Click the blue post icon and this should produce the 1900#. This is what is used to clear the F-53.

C. F-53 entry steps:

1. Document date is the DRN date listed in the FBWT payment confirmation e-mail.
2. Document type is EZ.
3. Posting date automatically populates.
4. Reference is the DRN number for state postings (found in the FBWT e-mail and on the state spreadsheet “State Tax” tab).
5. Doc Header Text is equivalent to Text field of FB60 entry.
6. Clearing text is the Vendor name from FB60 screen (example for DC: “DIST OF COLUMBIA OFF OF TAX & REVE”).
7. Account (Bank Data tab) is 1010.6100.
8. Enter Amount.
9. Account (Open Item Selection tab) is the vendor number.

10. Additional Selections needs to have Document Number selected.
11. Click Process Open Items.
12. Input 1900# (produced by the FB60 posting) into the From box, then click Process Open Items.
13. Then click Post.
14. Verify “not assigned” equals $0. This shows the amounts entered balance.
15. Click enter twice. This should provide a 1500#.

D. Enter the 1900# and 1500# for each state’s payment on the master spreadsheet for the applicable month at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\20XX\20XX NON NASA SPREADSHEETS on the IPA Voucher Template tab, under column AC (State SAP Document), AD (State SAP Clearing), and AE (State Payment Clearing Date from FBWT confirmation e-mail). Note that SAP document numbers for federal postings will be recorded quarterly.

E. Once all taxes have been posted for the state(s), SP will update Work Notes of each state task to document completion of SAP postings. Resolve pre-existing voucher tasks.

F. Submit mLINQ vouchers with appropriate tracking stamp comment (example: “4Q21”).

G. Upload task-attached files to Tech Doc. Individual state task(s) can be resolved at this time, while the “parent” case will remain open due to federal tax reporting done quarterly.

PROCESS 1B – QUARTERLY TAXES

Overview: The states requiring quarterly tax reporting are currently Alabama (AL), Arizona (AZ), California (CA), Colorado (CO), Georgia (GA), Hawaii (HI), Iowa (IA), Massachusetts (MA), Maryland (MD), and New York (NY). A list of all state due dates and reporting frequencies can be found at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\STATE DUE DATES.

Note: Follow PROCESS 1A, Step 2 – Step 8 for any/all remaining states with state tax dollar amounts to report for the applicable quarter (i.e. California, Maryland, Georgia, etc.) This will vary per quarter and may not apply for any additional states in a given quarter.

STEP 1. **NSSC Travel (Service Provider (SP)** – Create a record in Work Management System (WMS) in the beginning of the month immediately following each quarter, to contain federal tax reporting details and $0 state returns for the applicable quarter. Two separate tasks will be created for the federal return and the $0 state returns.

STEP 2. **NSSC Travel (Service Provider (SP)** – Run mLINQ tax reports—mLINQ reports are ran monthly, quarterly, and annually depending on the type of return that is being worked.

A. Sign into mLINQ at https://cos.nssc.nasa.gov/movelinq/relologin.aspx. The report is ran for the whole quarter up to the date the report is being ran. This is done to make sure no vouchers have been missed. The report is ran on a monthly basis for state taxes and a quarterly basis for federal taxes.

1. Select Organization NASA IPA ETDY
2. Go to Admin/Reports/Tax
3. Begin Date is first of calendar year (example 01/01/2015)
4. End Date is end of quarter (example 03/31/2015)
5. Report on Status Date
6. Document Status is “Report IPA”
   a) Report Format: Microsoft Excel; Print Preview
   b) Open

B. Save report “MLINQS REPORT AS OF XX.XX.XX—FEDERAL” where X’s signify the date of the report ran. Save at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\20XX\20XX NON NASA SPREADSHEETS\XX QTR 20XX\MLINQS REPORTS.

C. Spreadsheet may need to be formatted. Delete rows 1, 3 and 7.

D. Delete row 5.

E. May need to insert or delete cells for all columns to line up, as well as unmerge rows/cells.

F. Make sure all subtotals are all lined up under the correct header.

G. If any Change of Station vouchers apply, manually add to the mLINQ report, and ensure amounts are included in total column sums.

H. Add federal totals at the bottom for all vouchers being reported. This makes it easier when confirming totals match. Remove any color coding at this time, as that is helpful only during state reporting. However, for any vouchers included on the report that were NOT included in the applicable quarter (such as upcoming vouchers in the system that will not be reported until the following quarter), these rows may be highlighted gray and amounts removed from the federal reported totals.

I. Compare mLINQ report to the mLINQ report from the final monthly report of the applicable quarter. The vouchers and dollar amounts within should match your new report.

J. Compare mLINQ report to prior quarter federal mLINQ report for sequence continuity.

Output: mLINQ report complete.

STEP 3. **NSSC Travel (Service Provider (SP)** – Create Federal tax spreadsheet and prepare Federal tax forms. Note: Spreadsheets are located under the current quarter and months. A federal return form can be found at the Internal Revenue Service website. The website and sign in information can be found at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\States Tax Information\State & Federal Tax Login Information\State Tax Passwords. See previous quarter files to determine which form is needed. Federal returns are prepared quarterly.

A. Open a new NON NASA AWARDS AND IPA TEMPLATE spreadsheet, and save as “XXX QTR (YEAR) FEDERAL” at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\ followed by applicable year and quarter. Copy and paste all vouchers/rows from each month's "IPA Voucher Template" sheet within the quarter, including comments containing voucher numbers. Update the "Summary" sheet and refresh data on the "Federal Summary" sheet. Revise Number of Employees per Center, as well as Groups of ALC on Federal Summary sheet if necessary. Hide all tabs except Summary, IPA Voucher Template, and Federal Summary tabs.

B. Prepare Federal 941 form to report Federal withholding tax. The CS does the payment for this return electronically. Example of a previously submitted federal 941 return: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/4TH_QTR_2014_941_NON_NASA_approved_.pdf?gid=2143025&FixForIE=4TH_QTR_2014_941_NON_NASA_approved_.pdf.

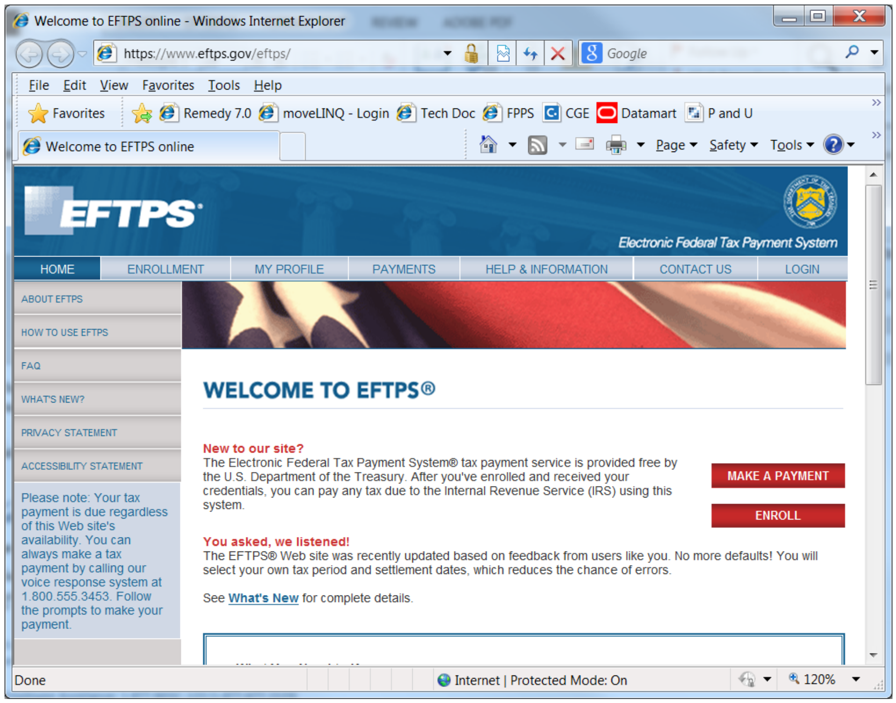
C. Complete $0 returns for states that had no taxes withheld for the current quarter. These are all filed electronically. The links, usernames, and passwords to all state accounts are saved at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\States Tax Information\State & Federal Tax Login Information\State Tax Passwords.

D. Create a task for each (one for federal return and one for $0 returns) using the following criteria: Category – Travel Payroll Taxes, SubCategory – State/Federal Tax Change Request for each return. Attach a copy of the federal return, the federal spreadsheet, and the mLINQ report to the federal return task. Attach a copy of each $0 state return/confirmation to the $0 returns task. Route task to Travel SP Supervisor, then to CS for approval. (Note: $0 returns do not need to be reviewed by Travel SP Supervisor prior to CS review, and can be resolved following CS approval, electronic filing, and uploading of files to Tech Doc.) Add federal return case number to Non-NASA template spreadsheet for applicable quarter (Federal Summary tab).

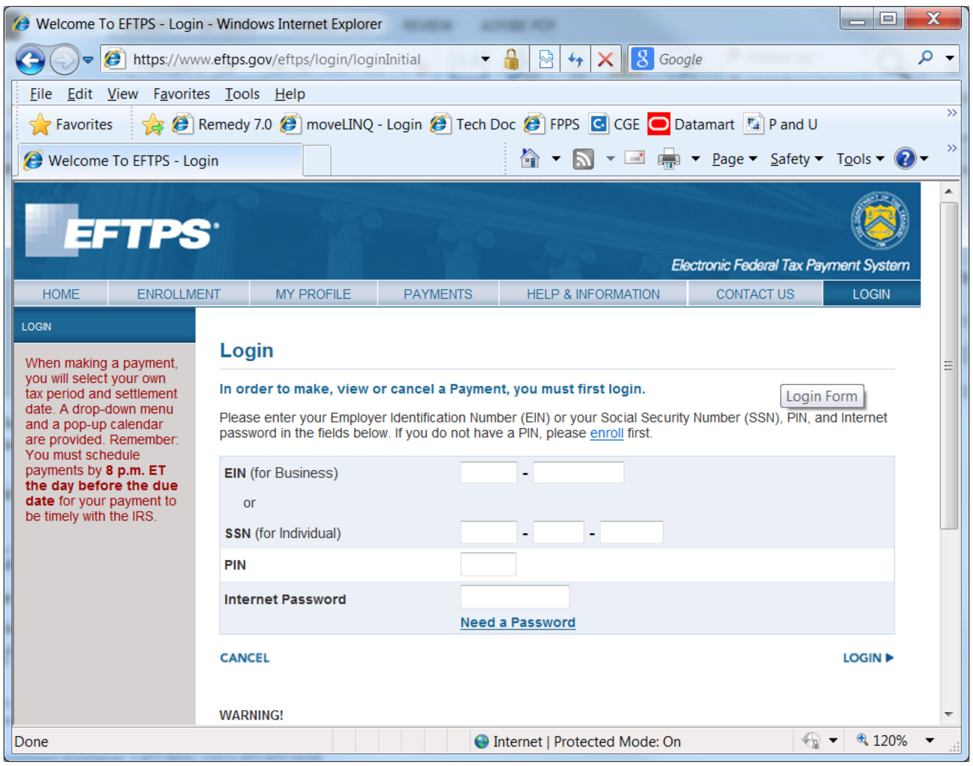
STEP 4. <u>**NSSC Travel (Civil Servant (CS)**</u> – Following the end of each quarter, CS POC will make the Federal quarterly payment in the Electronic Federal Tax Payment System (EFTPS) once the Federal return has been approved via the WMS task. *(Control Activity)*

A. Payment of Federal, Federal Insurance Contributions Act (FICA), and Health Insurance Tax (HIT) taxes: https://www/eftps.gov/etps

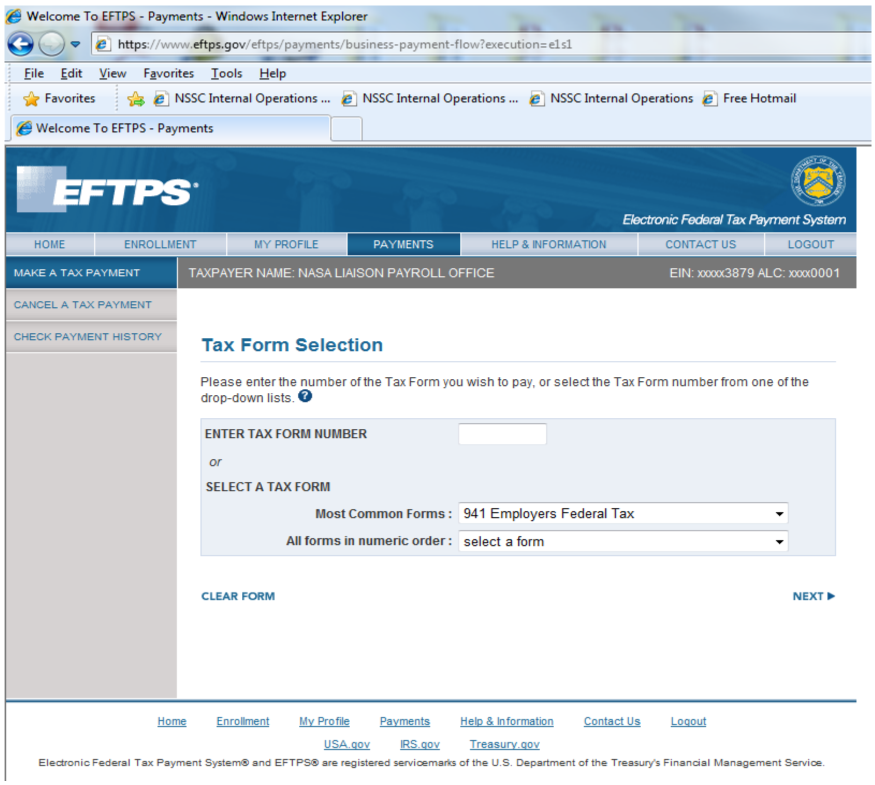
B. Go to Make a Payment.



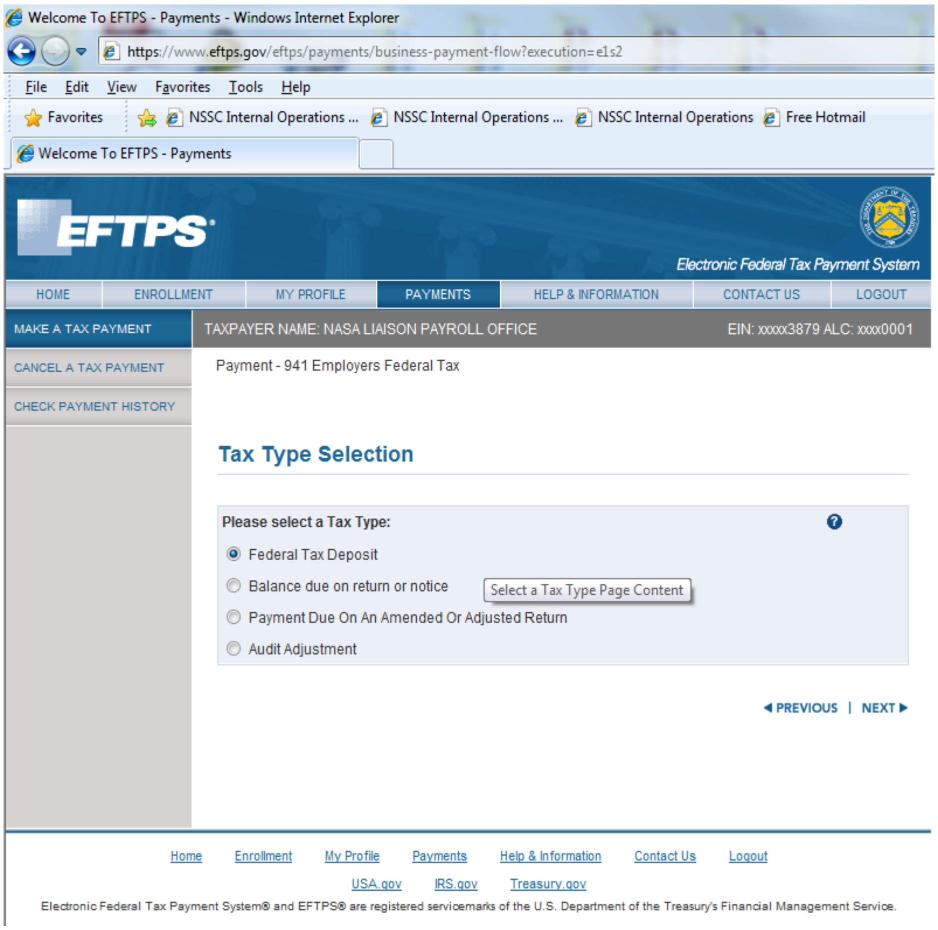
C. Enter the EIN, Personal Identification Number (PIN) and Internet Password (This information can be found in a locked Payroll folder). Each Center will have their own EIN, PIN and Internet Password. **Scan secure, encrypted information into Tech Doc. Also, this is an official payment. This does not have to be a Certifying Officer, just has to be a Government CS.



D. Select Tax Form Number 941 Employer's Federal Tax and press next.

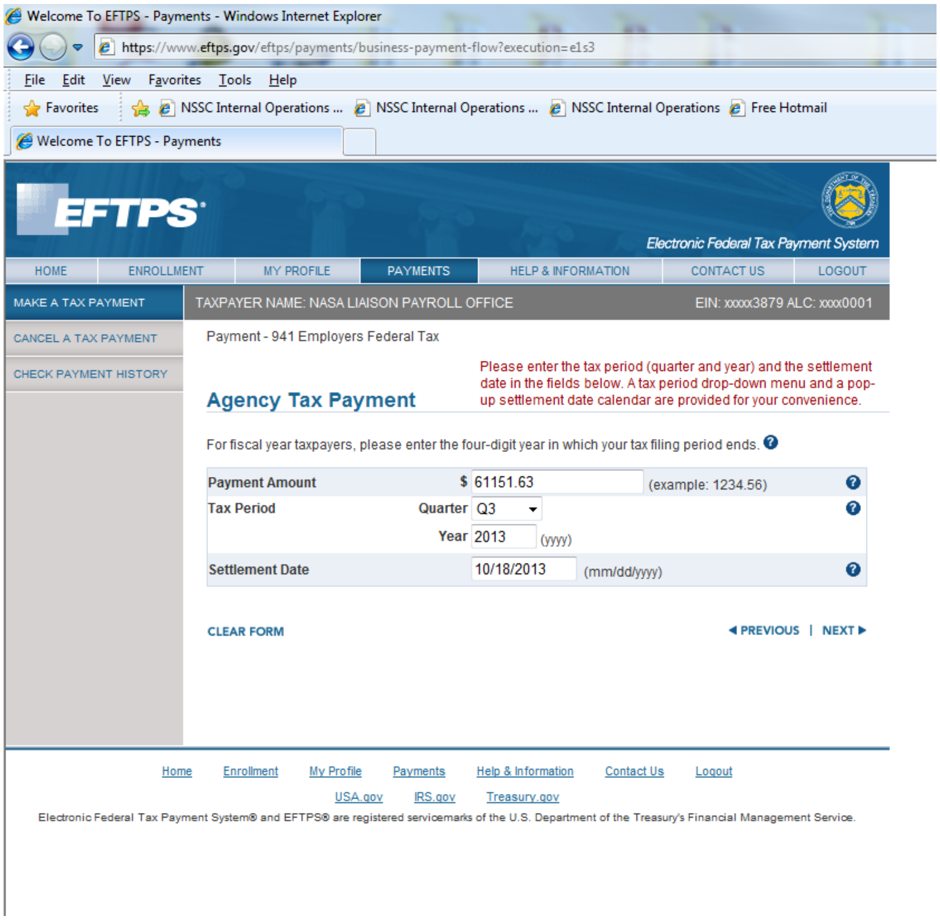


E. Select Tax Type: Federal Tax Deposit.

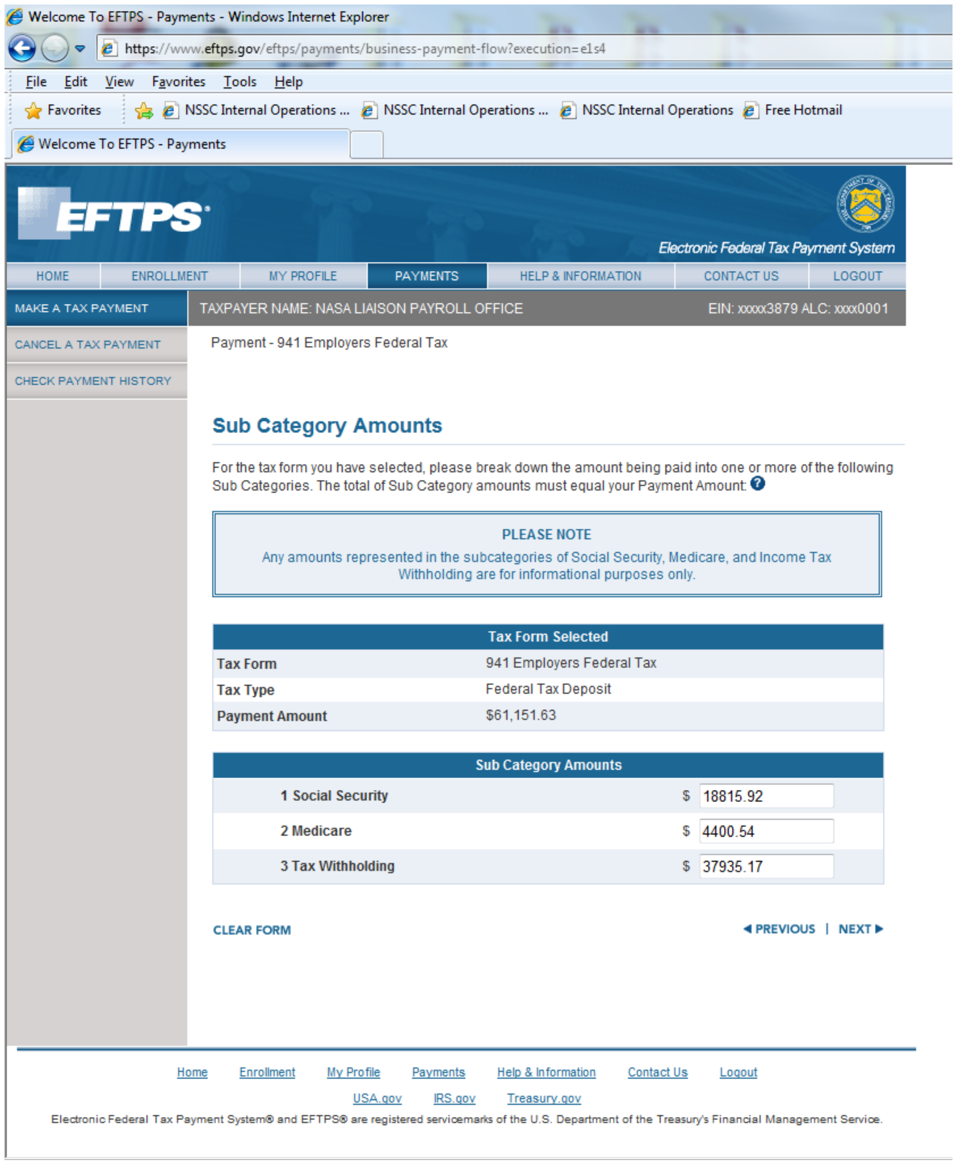


F. Enter in Payment Amount. This comes from the NSSC NON NASA Awards CS verified spreadsheet on the FedTax Tab / Total Payment to IRS. Balance due (Line 12) on Form 941 must coincide with this amount.

G. Select the correct Quarter and Year, for the calendar year, not fiscal year. The Settlement Date should be today's date. Press Next.

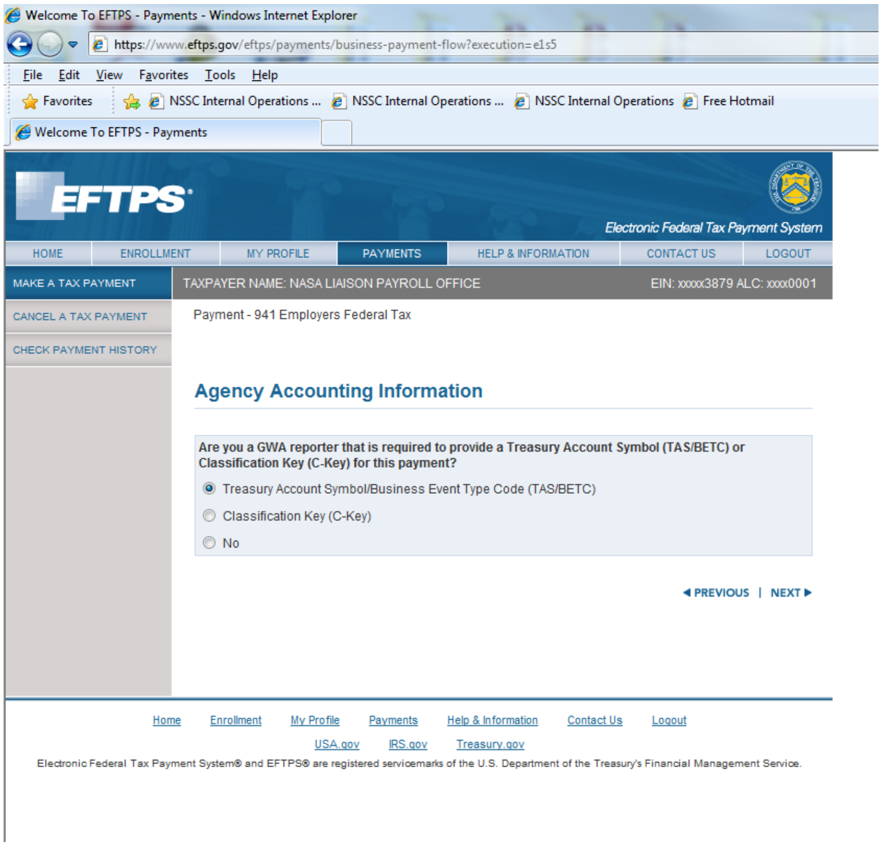


H. The Social Security, Medicare, and Tax Withholding information populates from the FedTax Tab on the NON NASA Awards spreadsheet.
I. Enter in the Social Security information. This information comes from the FICA and FICA EMPR columns
J. Enter in the Medicare information. This information comes from the HIT and HIT EMPR columns
K. Enter in the Tax Withholding information. This information comes from the FEDERAL column
L. Manually add these numbers to make sure they total the amount of the payment to the IRS.
M. Press Next.

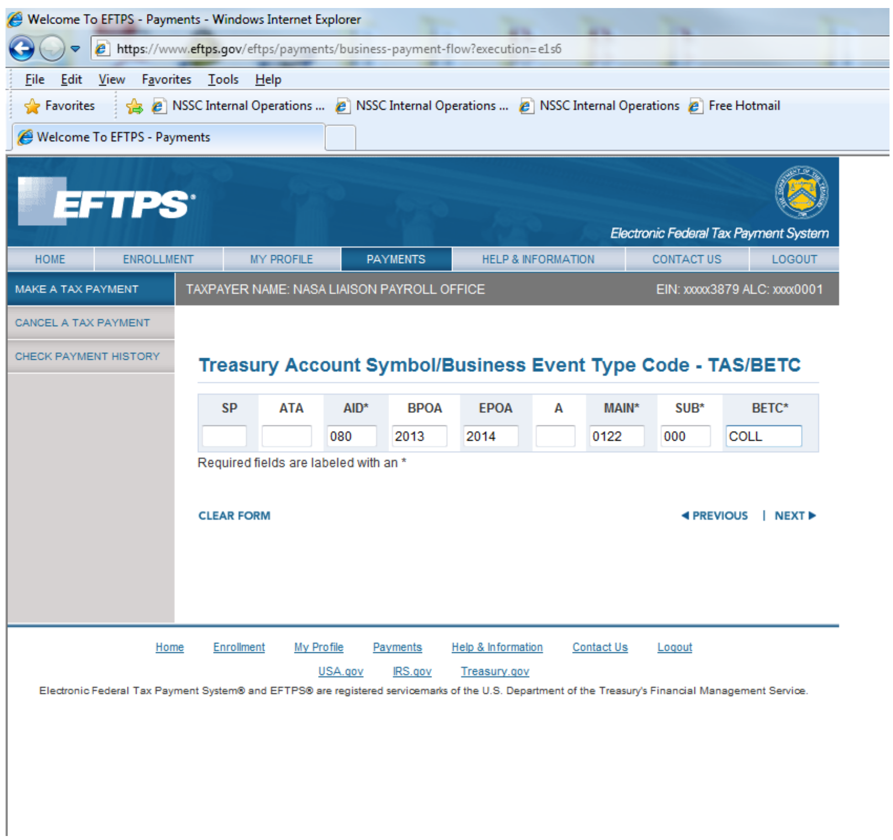


Welcome To EFTPS - Payments - Windows Internet Explorer
https://www.eftps.gov/eftps/payments/business-payment-flow?execution=e1s4
File Edit View Favorites Tools Help
Favorites NSSC Internal Operations ... NSSC Internal Operations ... NSSC Internal Operations Free Hotmail
Welcome To EFTPS - Payments
EFTPS
Electronic Federal Tax Payment System
HOME ENROLLMENT MY PROFILE PAYMENTS HELP & INFORMATION CONTACT US LOGOUT
MAKE A TAX PAYMENT
TAXPAYER NAME: NASA LIAISON PAYROLL OFFICE
EIN: xxxxx3879 ALC: xxxx0001
CANCEL A TAX PAYMENT
CHECK PAYMENT HISTORY
Payment - 941 Employers Federal Tax
Sub Category Amounts
For the tax form you have selected, please break down the amount being paid into one or more of the following Sub Categories. The total of Sub Category amounts must equal your Payment Amount.
PLEASE NOTE
Any amounts represented in the subcategories of Social Security, Medicare, and Income Tax Withholding are for informational purposes only.
Tax Form Selected
Tax Form 941 Employers Federal Tax
Tax Type Federal Tax Deposit
Payment Amount $61,151.63
Sub Category Amounts
1 Social Security $ 18815.92
2 Medicare $ 4400.54
3 Tax Withholding $ 37935.17
CLEAR FORM
PREVIOUS | NEXT
Home Enrollment My Profile Payments Help & Information Contact Us Logout
USA.gov IRS.gov Treasury.gov
Electronic Federal Tax Payment System® and EFTPS® are registered servicemarks of the U.S. Department of the Treasury's Financial Management Service.

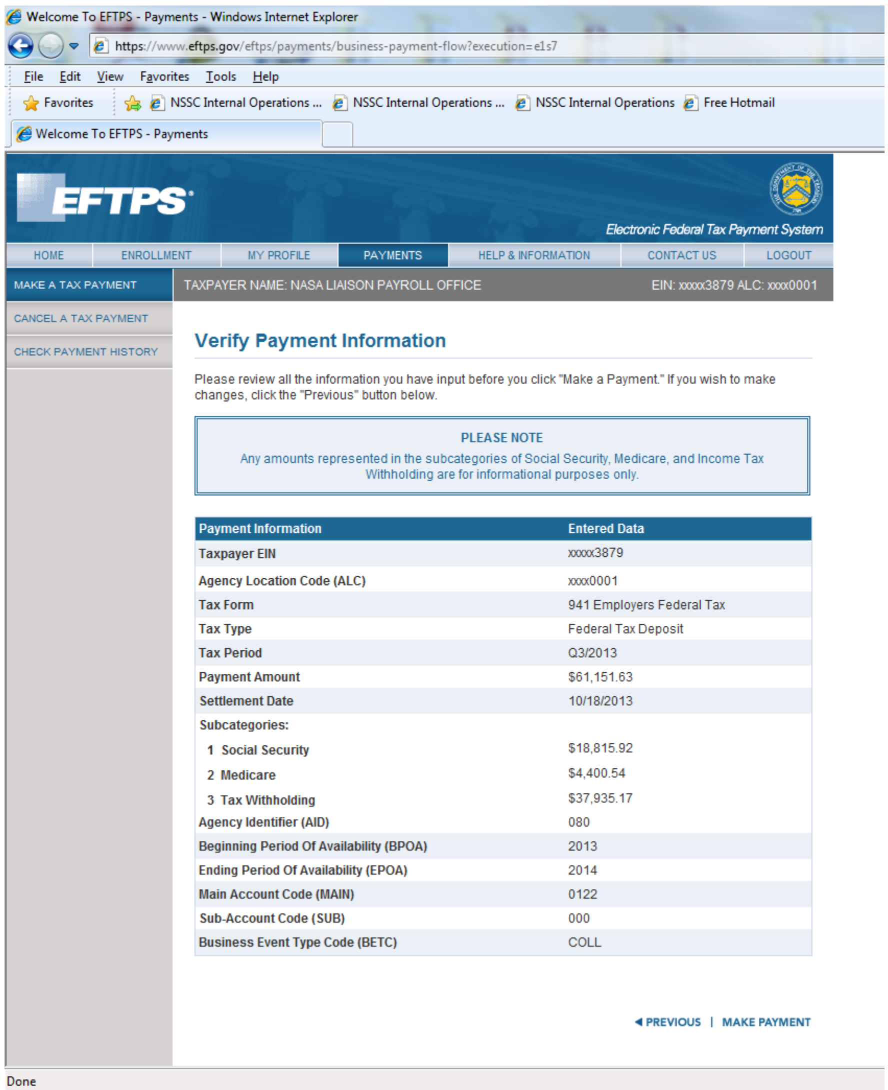
N. Select the Treasury Account Symbol/ Business Event Type Code (TAS/BETC). Press Next.



O. Enter in the following information and Press Next:
1. AID: 080
2. BPOA: 20XX*** Must reflect new Fiscal tax year, when making 3rd quarter payments.
3. EPOA: 20XX*** Must reflect new Fiscal tax year, when making 3rd quarter payments.
4. MAIN: 0122
5. SUB: 000
6. BETC: COLLAJ



P. Verify all the information. Press Make Payment.



Q. Save a PDF copy of the deposit confirmation to N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\20XX\20XX FEDERAL RETURNS AND PAYMENTS\XX QTR FEDERAL – 20XX.

R. CS will notify the SP via the WMS task that the Federal Tax payment for NON-NASA Quarterly Taxes was made.
   1. Attach a copy of the signed Employer's Quarterly federal tax return (Form 941) to the task.
   2. Attach a copy of the payment confirmation form(s) per Center.

STEP 5. **NSSC Travel (Service Provider (SP)** – Prepare envelopes and USPS certified mail cards for any/all state and federal returns requiring mailings. (All mailed returns must be sent as Certified Mail.)

A. Mail out signed forms if required by State/Treasury, and save to N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\20XX\ and either 20XX RETURNS AND CONFIRMATIONS for state mailings or 20XX FEDERAL RETURNS AND PAYMENTS for federal mailings, per quarter (and state if applicable).

B. Mail out return(s) via mail basket in Travel SP office or directly to Document Imaging office on first floor of NSSC building.

C. Once all actions are complete, update WMS task(s) with USPS tracking number and all documents should be uploaded and archived in Tech Doc for the quarter. All certified mail cards (confirmations) need to be checked for updates via USPS.com (enter tracking number to search) and upload confirmation in the Tech Doc file. The Tech Doc link(s) need to be added to each task within the "parent" record. The parent ticket can be closed only after all actions are complete for all tasks within the record.

Note: Currently for DC, the payment needs to be made monthly and the return is filed quarterly. Virginia is paid by ACH credit payment monthly and no return is required. The most up to date information is saved here for each state: N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\States Tax Information and N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\STATE DUE DATES. The following states require quarterly returns: Alabama, Arizona, California, Colorado, Georgia, Hawaii, Iowa, Maryland, Massachusetts, and New York. Indiana and Montana updated NASA's status to annual reporting. Michigan also requires annual reporting. NASA's account with Ohio has been cancelled. All states have different requirements and need to be reviewed prior to completing returns each month or quarter.

Output: Completed 941 Federal and State quarterly returns.

STEP 6. **NSSC Travel (Service Provider (SP)** – Posting of federal taxes

A. Once the EFTPS payment goes through (confirmed by FBWT team e-mail received), the federal taxes have to be posted in SAP. Federal taxes include all remaining taxes EXCEPT state tax. This requires an FB60 (Invoice) and an F-53 (Clearing).

B. FB60 entry steps:

1. Vendor number
2. Invoice receipt and Invoice date is the DRN date listed in the FBWT payment confirmation e-mail. The only way this is different is if there are two vouchers with the same TA number. Then you would use the previous business day on the second posting, and so forth, to avoid an error in SAP.
3. Reference is the TA number (for federal tax postings).
4. Posting date will automatically populate.
5. Document type is KR (Vendor Invoice).
6. Text field is input based on the federal payment. (Example for 2Q20 federal: 2ND QTR 2020 FEDERAL PYMT.)
7. Click on the Details tab to input the Business area (the paying center).
8. Then go back to the Basic data tab to input the G/L account, amount, cost center, order number (FC000000), funds commitment number (400 or 401 number) and the line item(s) the taxes should be posted on.
9. Click the blue post icon and this should produce the 1900#. This is what is used to clear the F-53.

C. F-53 entry steps:

1. Document date is the DRN date listed in the FBWT payment confirmation e-mail.
2. Document type is EZ.
3. Posting date automatically populates.
4. Reference is TA number (for federal taxes).
5. Doc Header Text is equivalent to Text field of FB60 entry.
6. Clearing text is the Vendor name from FB60 screen (traveler's name).
7. Account (Bank Data tab) is 1010.6100.
8. Enter Amount of total federal taxes (not including state tax).

9. Account (Open Item Selection tab) is the traveler's vendor number.
10. Additional Selections needs to have Document Number selected.
11. Click Process Open Items.
12. Input 1900# (produced by the FB60 posting) into the From box, then click Process Open Items.
13. Then click Post.
14. Verify "not assigned" equals $0. This shows the amounts entered balance.
15. Click enter twice. This should provide a 1500#.

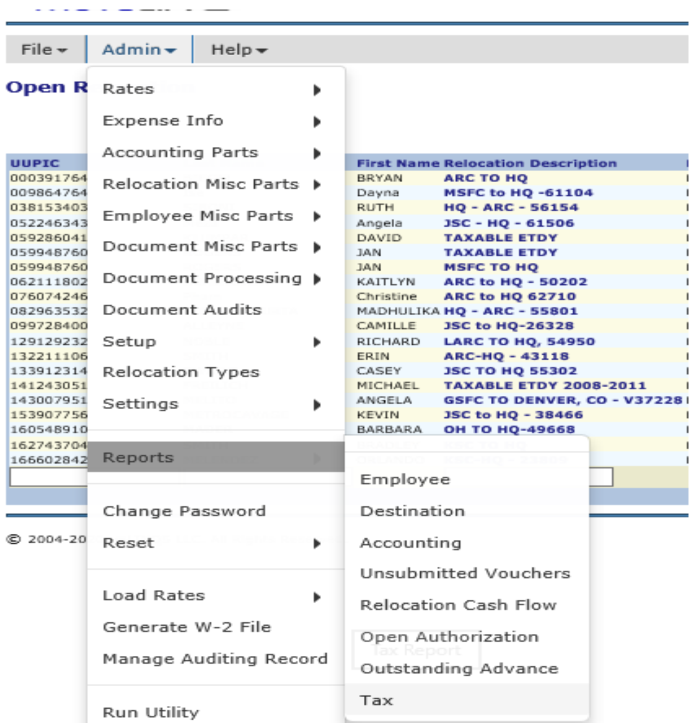
D. Enter the 1900# and 1500# for each state's payment on the master spreadsheet for the applicable month at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\20XX\20XX NON NASA SPREADSHEETS on the IPA Voucher Template tab, under columns AC (State SAP Document) and AD (State SAP Clearing) as well as column AE (State Payment Clearing Date) with the date provided in the FBWT confirmation e-mail. SAP document numbers for federal postings should be recorded on the same tab, under columns AG (Federal SAP Document), AH (Federal SAP Clearing), and AI (Federal Payment Clearing Date from FBWT confirmation e-mail).

E. Once all federal taxes have been posted for the quarter, SP will update Work Notes of task to document completion of SAP federal tax postings. Resolve pre-existing voucher tasks and submit mLINQ vouchers (tracking stamp "Submitted" with comment of quarter and state such as "4Q21". Upload task-attached files to Tech Doc. Ensure links for all Tech Doc documents are created from the task and included in the WMS record. Federal task(s) can be resolved at this time. The "parent" case for the quarterly taxes can be closed.

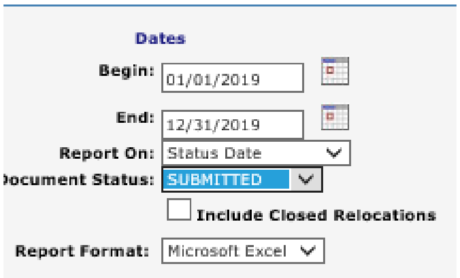
STEP 7. **<u>NSSC Travel (Service Provider (SP)</u>** – Quarterly balancing is done every quarter for the first three quarters of the calendar year. Beginning in September, the balancing is performed monthly, then biweekly beginning in November through the end of December each year. This is to ensure all taxes are being reported accurately and in a timely manner. This should be completed prior to working each Federal Quarterly return.

A. Run the MLINQS reports for all statuses Created, Submitted and Report IPA.

1. Log into MLINQS: https://cos.nssc.nasa.gov/moveLINQ/ReloLogin.aspx?ReturnUrl=%2fmoveLINQ%2fCheckOrg.aspx
2. Select NASA IPA ETDY from organization.
3. Click on Admin-Reports-Tax.



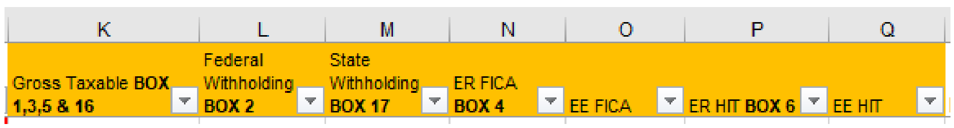
4. Begin date will be January 1 of current year (01/01/20XX).
5. End Date is the current date you are running the report. Keep in mind some vouchers may pull with Report IPA however they may not have been paid during the current quarter that is being worked.
6. Each Document status report (Created, Submitted and Report IPA) will need to be ran individually using the same criteria. The Created status is all the vouchers that have been created in MLINQS, the Report IPA status is all vouchers that have been approved by CS and are ready to be reported and the Submitted status is all the vouchers that have been reported and the taxes have been posted.



7. Click on “print preview” at the top.
8. Report will generate. Save under the current year and quarter of which you are working: N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\2020\2020 NON NASA SPREADSHEETS\1ST QTR 2020
9. All vouchers that are “Report IPA” and “Submitted” need to be combined.
10. In order to keep the date stamp on when the report was ran, make a copy of the worksheet and keep the original.
11. Unmerge the report—this may need to be done prior to combining the reports. Format the report so that all columns line up. If a traveler is a COS IPA this will not pull on the MLINQS report. Also, if an employee was entered as a NASA employee and are no longer able to be reported to DOI they will not pull on the Non NASA reports. A new record would need to be created by the Reviewer team to add that traveler to the Non-NASA employee side. Alternatively, the information could be added manually by the Travel Payroll Tax SP team member.
12. Once all columns are formatted, do a subtotal for all tax amount columns.
13. Once MLINQS report is ready then you combine all of the manual Federal quarter spreadsheets. This is to ensure the manual spreadsheet that is created every quarter balances to the MLINQS report. You can use the quarterly template and just copy the data from each quarter’s Federal Spreadsheet at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\QUARTERLY AND ANNUAL TEMPLATE.
14. If there are any variances you would then do subtotals by each traveler to find the outage.

15. Running the “Created” Status MLINQS report will ensure there are no vouchers that are not being sent for CS review on time. If these vouchers are from the prior month, look up each voucher in MLINQS and reach out to the SP tech who is working the voucher for a status, so these remain regularly monitored.

16. Replace the headers in row 1 for column K through Q with the following (can be copied/pasted from prior year’s annual federal template):



17. Delete all tabs except “IPA Voucher Template.” Rename IPA Voucher Template tab to “W-2 INPUT.” Add tab “IPA ADDRESS” and copy/paste address tab data from prior year’s annual federal spreadsheet. Update names and information to match current year individuals per W-2 Input tab. (Addresses can be found on the most recently submitted ETTRA forms at N:\TRAVEL\EXTENDED TDY\ITRA\ANNUAL ITRA VOUCHER INFO or via an EFC file, for active ETDY travelers, within the Paperless Files at N:\TRAVEL\EXTENDED TDY\Paperless Files\DOMESTIC.)

18. Confirm e-mail addresses via https://id.nasa.gov/MyIdentity.uss# or via t-code XK03 in SAP using the traveler’s vendor number. Send individual e-mails to each traveler to confirm mailing address for W-2.

PROCESS 1C – ANNUAL PROCESSES

Overview: The states requiring annual tax reporting are currently Indiana (IN), Michigan (MI), and Montana (MT). Follow PROCESS 1B for reporting Indiana, Michigan, and Montana following the 4th quarter only. However, annual reconciliation is required for all monthly or quarterly reportable states except California (CA). A list of all state due dates and reporting frequencies can be found at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\STATE DUE DATES. W-2's are also processed annually as part of the annual reconciliation process.

STEP 1. **<u>NSSC Travel (Service Provider (SP)</u>** – Annual State Withholding Reconciliation.

A. Create a new WMS record to document the Annual State Reconciliations process. (See FMC0311530 as an example.)

B. An Annual Reconciliation must be filed after the 4th quarter filings are complete each year. An annual reconciliation is done for each state filed (except CA), as noted here: N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\STATE DUE DATES.

C. Each quarter's spreadsheet that is saved on the N: drive needs to be combined so all data is together in one spreadsheet for the annual returns.

D. Data from quarter spreadsheets needs to be copied into the Non NASA template located at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\NON NASA AWARDS AND IPA TEMPLATE.

E. Download current annual recon return forms from each state tax website for state returns with an amount to submit.

F. Complete returns for each state necessary and send a task containing completed forms to Travel SP Supervisor and then to the CS POC for approval.

Output: Annual reconciliations are completed, saved, and will be mailed once all W-2's and W-3's are complete.

Note: Some states require a copy of the W-2's for employees in that state. It should indicate such on the form and/or per NASA's account online per each state's Department of Revenue website.

STEP 2. **NSSC Travel (Service Provider (SP)** – Creating W-2's and W-3's. *(Control Activity)*

A. Go to Social Security Administrations website: http://www.ssa.gov/bso/bsowelcome.htm

1. All travelers' addresses need to be verified prior to sending out W-2's. This is done to ensure the traveler's W-2 is going to the most up to date address.
2. Login with username and password found at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\States Tax Information\State & Federal Tax Login Information\State Tax Passwords.
3. Click "Report Wages to Social Security."
4. Check the "I Accept" box for terms and conditions.
5. Click "Submit/Resubmit Wage File, W-2 online, and W-2c online."
6. Under "Create Form W-2 online", Click "Enter Form W-2."
7. You can select W-2's from the previous year with pre-filled information.
8. Ensure "Retirement Plan" box is checked in box 13.
9. Employer's state ID number will vary per state in box 15. (See applicable state tax website, registration documents, or previous year W-2s for applicable ID number.)
10. Verify information, then click under "For whom are you filing," then "I am filing Forms W-2 for my company's employees," then click "Continue." Verify the address is correct for the NSSC.

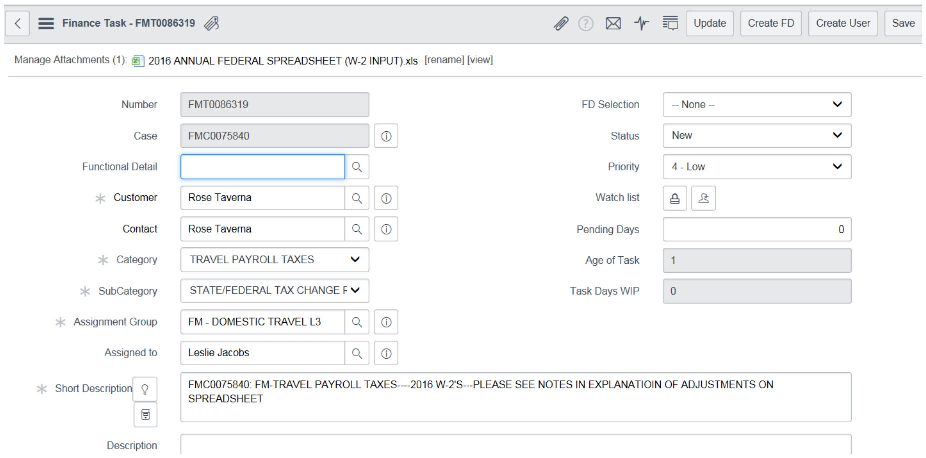
B. Input individual information for each W-2, including the person's name, Social Security Number (SSN), Wages (gross amt of wages), Federal Income tax withheld, Social Security (FICA) wages, and Medicare (HIT) withheld. The W-2's can be edited; just follow the button commands. All information is provided on the Non NASA master spreadsheet on the N drive.

C. Enter the individual's name and mailing address. Verify that the retirement plan box is checked. Input the state, state identification number, state wages and state income tax withheld.

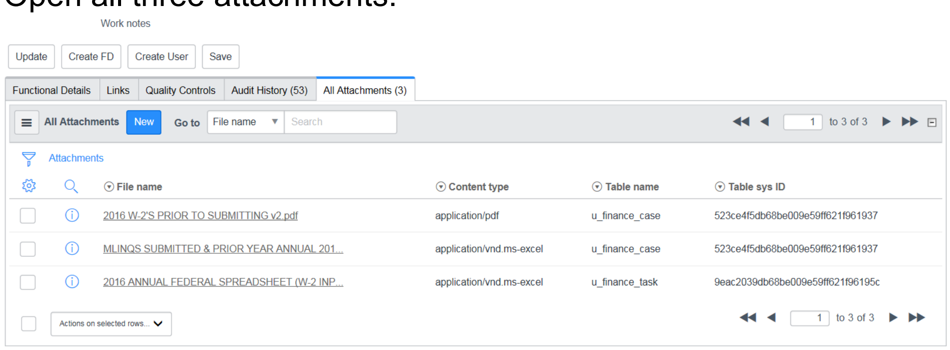
D. After verifying all information is correct, print the "Unsubmitted W-2s" (PDF) via the SSA prompt, then send to CS via a WMS task for review. (See FMC0278698 for example.)

STEP 3. **<u>NSSC Travel (Civil Servant (CS)</u>** – Reviews the W-2 and validates that information is accurately presented. Once reviewed, the CS then approves or requests revision from the SP as needed.

A. Receive a task in WMS from SP L2.

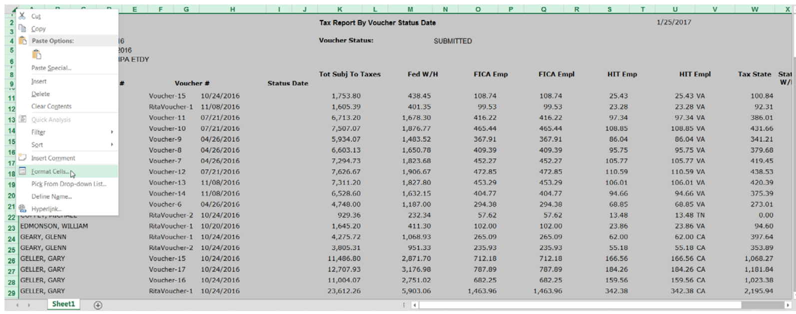


B. At the bottom of the task, there are three attachments in the task. Open all three attachments:

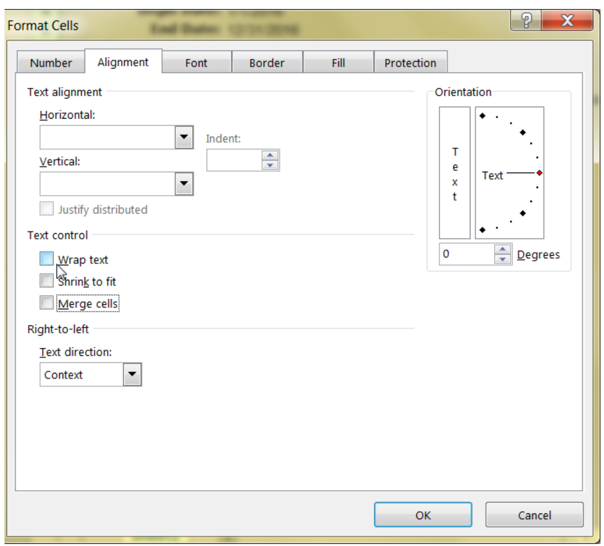


C. For the *MLINQs Submitted & Prior Year Annual 20XX* spreadsheet, reformat the spreadsheet for review.

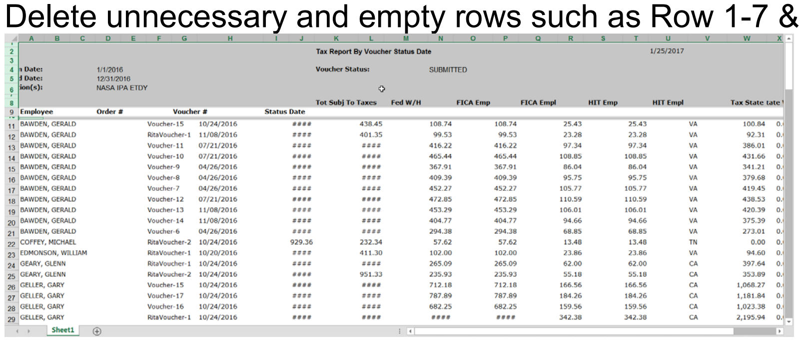
1. Go to the left corner of the spreadsheet, right click, and select *Format Cells.*



2. On the *Alignments* tab, in the Text control group, unselect *Wrap text* and *Merge cells.*



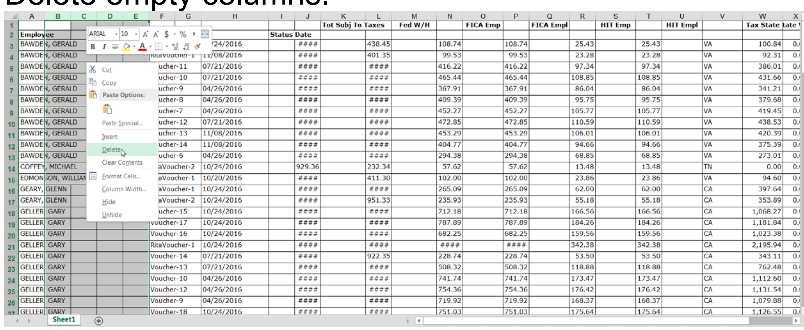
3. Delete unnecessary and empty rows such as Row 1-7 & 10.



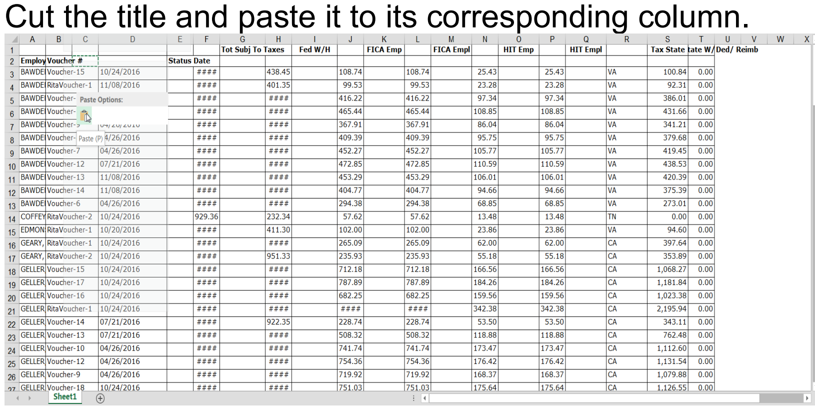
4. Add border.

Employee	Order #	Voucher #		Status Date	Tot Subj To Taxes	Fed W/H	FICA Emp	FICA Empl	HIT Emp	HIT Empl
BAWDEN, GERALD		Voucher-15	10/24/2016	####	438.45	108.74	108.74	25.43	25.43	
BAWDEN, GERALD		RitaVoucher-1	11/08/2016	####	401.35	99.53	99.53	23.28	23.28	
BAWDEN, GERALD		Voucher-11	07/21/2016	####	####	416.22	416.22	97.34	97.34	
BAWDEN, GERALD		Voucher-10	07/21/2016	####	####	465.44	465.44	108.85	108.85	
BAWDEN, GERALD		Voucher-9	04/26/2016	####	####	367.91	367.91	86.04	86.04	
BAWDEN, GERALD		Voucher-8	04/26/2016	####	####	409.39	409.39	95.75	95.75	
BAWDEN, GERALD		Voucher-7	04/26/2016	####	####	452.27	452.27	105.77	105.77	
BAWDEN, GERALD		Voucher-12	07/21/2016	####	####	472.85	472.85	110.59	110.59	
BAWDEN, GERALD		Voucher-13	11/08/2016	####	####	453.29	453.29	106.01	106.01	
BAWDEN, GERALD		Voucher-14	11/08/2016	####	####	404.77	404.77	94.66	94.66	
BAWDEN, GERALD		Voucher-6	04/26/2016	####	####	294.38	294.38	68.85	68.85	
COFFEY, MICHAEL		RitaVoucher-2	10/24/2016	929.36	232.34	57.62	57.62	13.48	13.48	
EDMONSON, WILLIAM		RitaVoucher-1	10/20/2016	####	411.30	102.00	102.00	23.86	23.86	
GEARY, GLENN		RitaVoucher-1	10/24/2016	####	####	265.09	265.09	62.00	62.00	
GEARY, GLENN		RitaVoucher-2	10/24/2016	####	951.33	235.93	235.93	55.18	55.18	
GELLER, GARY		Voucher-15	10/24/2016	####	####	712.18	712.18	166.56	166.56	
GELLER, GARY		Voucher-17	10/24/2016	####	####	787.89	787.89	184.26	184.26	
GELLER, GARY		Voucher-16	10/24/2016	####	####	682.25	682.25	159.56	159.56	
GELLER, GARY		RitaVoucher-1	10/24/2016	####	####	####	####	342.38	342.38	
GELLER, GARY		Voucher-14	07/21/2016	####	922.35	228.74	228.74	53.50	53.50	
GELLER, GARY		Voucher-13	07/21/2016	####	####	508.32	508.32	118.88	118.88	
GELLER, GARY		Voucher-10	04/26/2016	####	####	741.74	741.74	173.47	173.47	
GELLER, GARY		Voucher-12	04/26/2016	####	####	754.36	754.36	176.42	176.42	
GELLER, GARY		Voucher-9	04/26/2016	####	####	719.92	719.92	168.37	168.37	

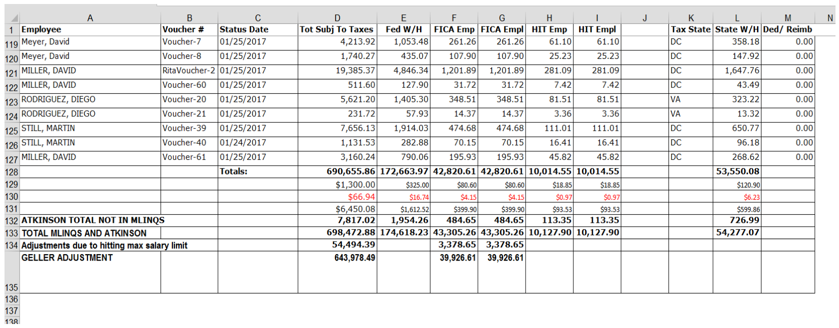
5. Delete empty columns.



6. Cut the title and paste it to its corresponding column.

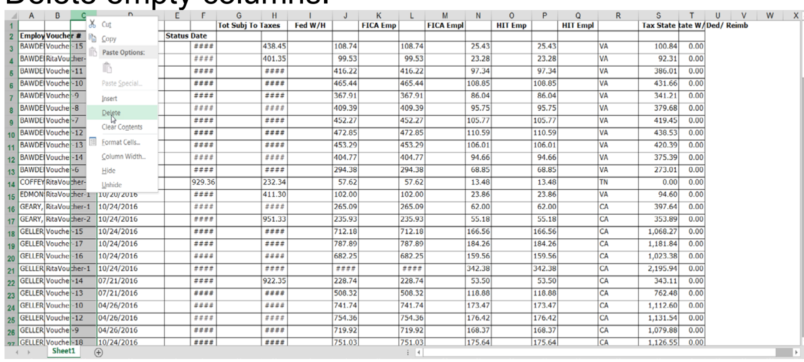


7. Continue to do this until all columns have been completed as below:



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Employee	Voucher #	Status Date	Tot Subj To Taxes	Fed W/H	FICA Emp	FICA Empl	HIT Emp	HIT Empl		Tax State	State W/H	Ded/ Reimb
119	Meyer, David	Voucher-7	01/25/2017	4,213.92	1,053.48	261.26	261.26	61.10	61.10		DC	358.18	0.00
120	Meyer, David	Voucher-8	01/25/2017	1,740.27	435.07	107.90	107.90	25.23	25.23		DC	147.92	0.00
121	MILLER, DAVID	RitaVoucher-2	01/25/2017	19,385.37	4,846.34	1,201.89	1,201.89	281.09	281.09		DC	1,647.76	0.00
122	MILLER, DAVID	Voucher-60	01/25/2017	511.60	127.90	31.72	31.72	7.42	7.42		DC	43.49	0.00
123	RODRIGUEZ, DIEGO	Voucher-20	01/25/2017	5,621.20	1,405.30	348.51	348.51	81.51	81.51		VA	323.22	0.00
124	RODRIGUEZ, DIEGO	Voucher-21	01/25/2017	231.72	57.93	14.37	14.37	3.36	3.36		VA	13.32	0.00
125	STILL, MARTIN	Voucher-39	01/25/2017	7,656.13	1,914.03	474.68	474.68	111.01	111.01		DC	650.77	0.00
126	STILL, MARTIN	Voucher-40	01/24/2017	1,131.53	282.88	70.15	70.15	16.41	16.41		DC	96.18	0.00
127	MILLER, DAVID	Voucher-61	01/25/2017	3,160.24	790.06	195.93	195.93	45.82	45.82		DC	268.62	0.00
128			Totals:	690,655.86	172,663.97	42,820.61	42,820.61	10,014.55	10,014.55			53,550.08	
129				$1,300.00	$325.00	$80.60	$80.60	$18.85	$18.85			$120.90	
130				$66.94	$16.74	$4.15	$4.15	$0.97	$0.97			$6.23	
131				$6,450.08	$1,612.52	$399.90	$399.90	$93.53	$93.53			$599.86	
132	ATKINSON TOTAL NOT IN MLINQS			7,817.02	1,954.26	484.65	484.65	113.35	113.35			726.99	
133	TOTAL MLINQS AND ATKINSON			698,472.88	174,618.23	43,305.26	43,305.26	10,127.90	10,127.90			54,277.07	
134	Adjustments due to hitting max salary limit			54,494.39		3,378.65	3,378.65						
135	GELLER ADJUSTMENT			643,978.49		39,926.61	39,926.61						
136													
137													

8. Delete empty columns.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1							Tot Subj To Taxes		Fed W/H		FICA Emp		FICA Empl		HIT Emp		HIT Empl		Tax State	tate W/	Ded/ Reimb
2	Employ	Voucher #			Status Date																
3	BAWDE	Vouche	-15			####		438.45		108.74		108.74		25.43		25.43		VA	100.84	0.00	
4	BAWDE	RitaVou	cher-			####		401.35		99.53		99.53		23.28		23.28		VA	92.31	0.00	
5	BAWDE	Vouche	-11			####		####		416.22		416.22		97.34		97.34		VA	386.01	0.00	
6	BAWDE	Vouche	-10			####		####		465.44		465.44		108.85		108.85		VA	431.66	0.00	
7	BAWDE	Vouche	-9			####		####		367.91		367.91		86.04		86.04		VA	341.21	0.00	
8	BAWDE	Vouche	-8			####		####		409.39		409.39		95.75		95.75		VA	379.68	0.00	
9	BAWDE	Vouche	-7			####		####		452.27		452.27		105.77		105.77		VA	419.45	0.00	
10	BAWDE	Vouche	-12			####		####		472.85		472.85		110.59		110.59		VA	438.53	0.00	
11	BAWDE	Vouche	-13			####		####		453.29		453.29		106.01		106.01		VA	420.39	0.00	
12	BAWDE	Vouche	-14			####		####		404.77		404.77		94.66		94.66		VA	375.39	0.00	
13	BAWDE	Vouche	-6			####		####		294.38		294.38		68.85		68.85		VA	273.01	0.00	
14	COFFEY	RitaVou	cher-			929.36		232.34		57.62		57.62		13.48		13.48		TN	0.00	0.00	
15	EDMON	RitaVou	cher-1	10/20/2016		####		411.30		102.00		102.00		23.86		23.86		VA	94.60	0.00	
16	GEARY,	RitaVou	cher-1	10/24/2016		####		####		265.09		265.09		62.00		62.00		CA	397.64	0.00	
17	GEARY,	RitaVou	cher-2	10/24/2016		####		951.33		235.93		235.93		55.18		55.18		CA	353.89	0.00	
18	GELLER	Vouche	-15	10/24/2016		####		####		712.18		712.18		166.56		166.56		CA	1,068.27	0.00	
19	GELLER	Vouche	-17	10/24/2016		####		####		787.89		787.89		184.26		184.26		CA	1,181.84	0.00	
20	GELLER	Vouche	-16	10/24/2016		####		####		682.25		682.25		159.56		159.56		CA	1,023.38	0.00	
21	GELLER	RitaVou	cher-1	10/24/2016		####		####		####		####		342.38		342.38		CA	2,195.94	0.00	
22	GELLER	Vouche	-14	07/21/2016		####		922.35		228.74		228.74		53.50		53.50		CA	343.11	0.00	
23	GELLER	Vouche	-13	07/21/2016		####		####		508.32		508.32		118.88		118.88		CA	762.48	0.00	
24	GELLER	Vouche	-10	04/26/2016		####		####		741.74		741.74		173.47		173.47		CA	1,112.60	0.00	
25	GELLER	Vouche	-12	04/26/2016		####		####		754.36		754.36		176.42		176.42		CA	1,131.54	0.00	
26	GELLER	Vouche	-9	04/26/2016		####		####		719.92		719.92		168.37		168.37		CA	1,079.88	0.00	
27	GELLER	Vouche	-18	10/24/2016		####		####		751.03		751.03		175.64		175.64		CA	1,126.55	0.00	

D. Once the MLINQs spreadsheet has been reformatted, open the other two attachments, 20XX W-2's Prior to Submitting v2 and 20XX Annual Federal Spreadsheet (W-2 Input) and verify the information on the W-2.

1. 20XX W-2's Prior to Submitting v2: Verify the following sections:

   a) Section b. Kind of Payer- **941** and Kind of Employer- **Federal govt**.

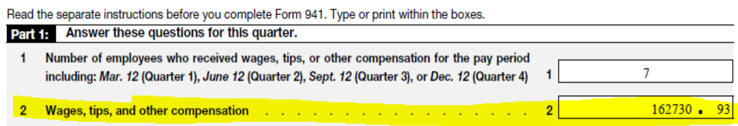
   b) Section c. Total number of Forms W-2 and the total number of W-2 returns. (This is the total of employees on *20XX Annual Federal Spreadsheet [W-2 Input]).*

   c) Section 1. Wages, tips, other compensation - must equal to:

      i. The total amount of all travelers on the **Tot Subj to Taxes** column *on the MLINQs Submitted & Prior Year Annual 20XX spreadsheet* + the traveler(s) that is/are not in the spreadsheet which is noted at the bottom. This will be the difference from the total amount of all travelers on the **Gross Taxable Box 1,3,5, & 16** column on the *20XX Annual Federal Spreadsheet (W-2 Input); And*

ii. The total amount of all travelers on the **Gross Taxable BOX 1,3,5 & 16** column on the 20XX Annual Federal Spreadsheet (W-2 Input); And

iii. The total amount for QTR 1, QTR 2, QTR 3, and QTR 4 on the *Form 941 for 20XX: Employer's Quarterly Federal Tax Return* on **Part 1:2 Wages, tips, and other compensation.**


Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: *Mar. 12* (Quarter 1), *June 12* (Quarter 2), *Sept. 12* (Quarter 3), or *Dec. 12* (Quarter 4) . . . 1 | 7

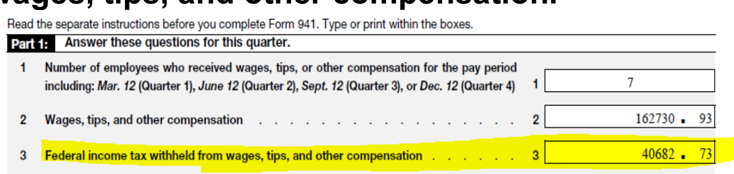
2 Wages, tips, and other compensation . . . 2 | 162730 . 93

d) Section 2 Federal income tax withheld - must equal to:

i. The total amount of all travelers on the **Fed W/H** column *on the MLINQs Submitted & Prior Year Annual 20XX spreadsheet* + the traveler(s) that is/are not in the spreadsheet which is noted at the bottom This will be the difference from the total amount of all travelers on the **Federal Withholding BOX 2** column on the *20XX Annual Federal Spreadsheet (W-2 Input); And*

ii. The total amount of all travelers on **Federal Withholding BOX 2** column on the 20XX Annual Federal Spreadsheet (W-2 Input); And

iii. The total amount for QTR 1, QTR 2, QTR 3, and QTR 4 on the *Form 941 for 20XX: Employer's Quarterly Federal Tax Return* on **Part 1:3 Federal income tax withheld from wages, tips, and other compensation.**


Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: *Mar. 12* (Quarter 1), *June 12* (Quarter 2), *Sept. 12* (Quarter 3), or *Dec. 12* (Quarter 4) . . . 1 | 7

2 Wages, tips, and other compensation . . . 2 | 162730 . 93

3 Federal income tax withheld from wages, tips, and other compensation . . . 3 | 40682 . 73

e) Section 3 Social security wages - must equal to:

i. The total amount of all travelers on the **Tot Subj to Taxes** column **on** the *MLINQs Submitted & Prior Year Annual 20XX* spreadsheet + the traveler(s) that is/are not in the spreadsheet, which is noted at the bottom. This will be the difference from the total amount of all travelers on the **Gross**

Taxable Box 1,3,5, & 16 column *on the 20XX Annual Federal Spreadsheet (W-2 Input); And*

ii. The total amount of all travelers on the **Gross Taxable BOX 1,3,5 & 16** column on the *20XX Annual Federal Spreadsheet (W-2 Input).*

f) Section 4 Social security tax withheld - must equal to:

i. The total amount of all travelers on the **FICA Emp** column on the *MLINQs Submitted & Prior Year Annual 20XX* spreadsheet + the traveler(s) that is/are not in the spreadsheet which is noted at the bottom This will be the difference from the total amount of all travelers on the **ER FICA** column *on the 20XX Annual Federal Spreadsheet (W-2 Input); And*

ii. The total amount of all travelers on the **ER FICA** column on the *20XX Annual Federal Spreadsheet (W-2 Input).*

g) Section 5 Medicare wages and tips - must equal to:

i. The total amount of all travelers on the **Tot Subj to Taxes** column on the *MLINQs Submitted & Prior Year Annual 20XX* spreadsheet + the traveler(s) that is/are not in the spreadsheet which is noted at the bottom This will be the difference from the total amount of all travelers on the **Gross Taxable Box 1,3,5, & 16** column *on the 20XX Annual Federal Spreadsheet (W-2 Input); And*ii. The total amount of all travelers on the **Gross Taxable BOX 1,3,5 & 16** column on the *20XX Annual Federal Spreadsheet (W-2 Input).*

h) Section 6 Medicare tax withheld - must equal to:

i. The total amount of all travelers on the **HIT Emp** column on the *MLINQs Submitted & Prior Year Annual 20XX* spreadsheet + the traveler(s) that is/are not in the spreadsheet which is noted at the bottom This will be the difference from the total amount of all travelers on the **Gross Taxable Box 1,3,5, & 16** column *on the 20XX Annual Federal Spreadsheet (W-2 Input); And*

ii. The total amount of all travelers on the **ER HIT** column on the *20XX Annual Federal Spreadsheet (W-2 Input).*

i) Section 16 State wages, tips, etc. - must equal to:

i. The total amount of all travelers on the **Tot Subj to Taxes** column on the *MLINQs Submitted & Prior Year Annual 20XX* spreadsheet + the traveler(s) that is/are not in the spreadsheet which is noted at the bottom This will be the difference from the total amount of all travelers on the **Gross Taxable Box 1,3,5, & 16** column *on the 20XX Annual Federal Spreadsheet (W-2 Input); And*

ii. The total amount of all travelers on the **Gross Taxable BOX 1,3,5 & 16** column on the *20XX Annual Federal Spreadsheet (W-2 Input)*

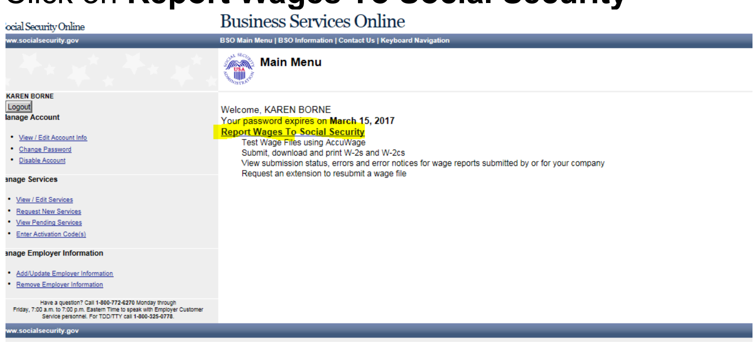
j) Section 17 State income tax - must equal to:

i. The total amount of all travelers on the **State W/H** column on the *MLINQs Submitted & Prior Year Annual 20XX* spreadsheet + the traveler(s) that is/are not in the spreadsheet which is noted at the bottom This will be the difference from the total amount of all travelers on the **Gross Taxable Box 1,3,5, & 16** column *on the 20XX Annual Federal Spreadsheet (W-2 Input); And*ii. The total amount of all travelers on the **State Withholding** column on the *20XX Annual Federal* Spreadsheet (W-2 Input).

2. After verifying W-2, login to https://secure.ssa.gov/acu/LoginWeb/loginHandler.do.

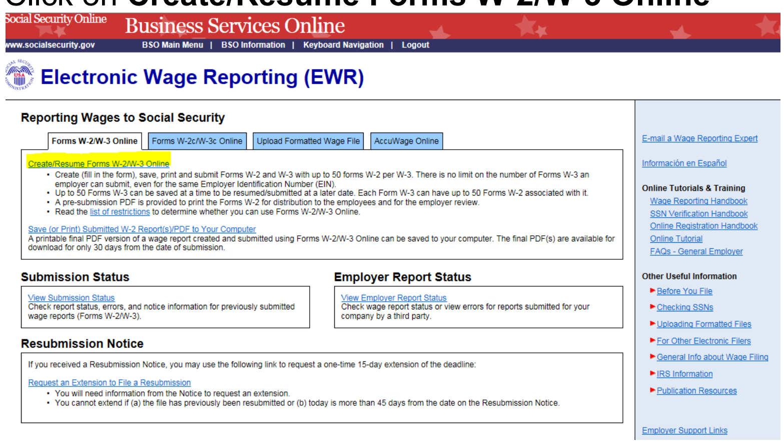
a) Login with username and password found on N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\States Tax Information\State & Federal Tax Login Information\State Tax Passwords.

b) Click on **Report Wages To Social Security**

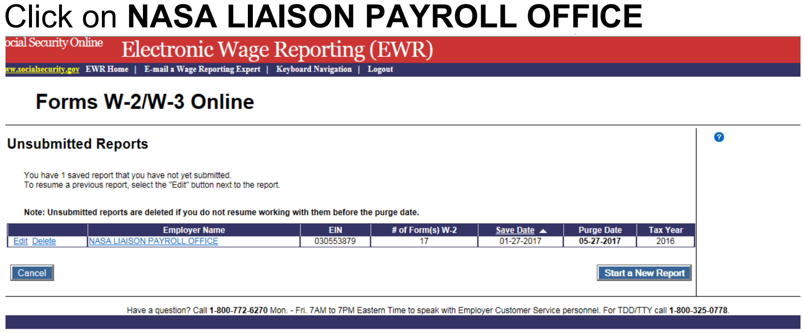


c) Click **I Accept** box for terms and conditions.

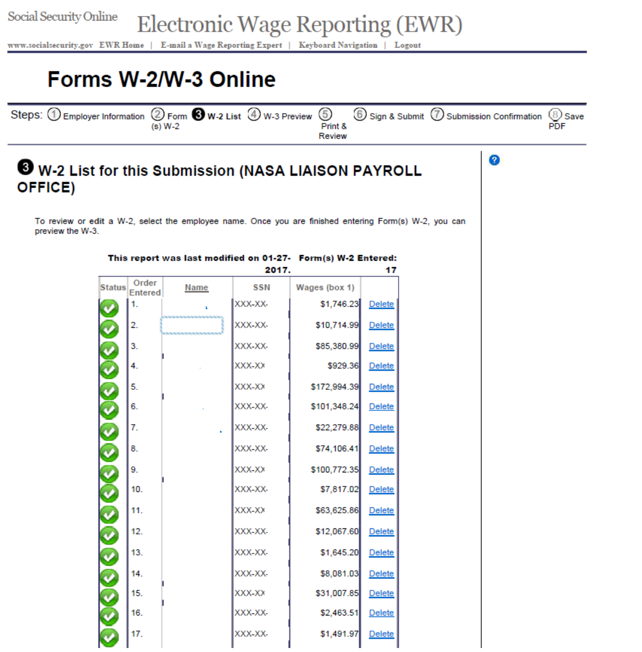
d) Click on **Create/Resume Forms W-2/W-3 Online**



e) Click on **NASA LIAISON PAYROLL OFFICE**



f) Click on each W-2 and verify that information (Step 3).



Social Security Online Electronic Wage Reporting (EWR)

www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2/W-3 Online

Steps: ① Employer Information ② Form (s) W-2 ❸ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

❸ W-2 List for this Submission (NASA LIAISON PAYROLL OFFICE)

To review or edit a W-2, select the employee name. Once you are finished entering Form(s) W-2, you can preview the W-3.

This report was last modified on 01-27-2017. Form(s) W-2 Entered: 17

Status	Order Entered	Name	SSN	Wages (box 1)	
	1.		XXX-XX-	$1,746.23	Delete
	2.		XXX-XX-	$10,714.99	Delete
	3.		XXX-XX-	$85,380.99	Delete
	4.		XXX-XX	$929.36	Delete
	5.		XXX-XX	$172,994.39	Delete
	6.		XXX-XX-	$101,348.24	Delete
	7.		XXX-XX-	$22,279.88	Delete
	8.		XXX-XX-	$74,106.41	Delete
	9.		XXX-XX	$100,772.35	Delete
	10.		XXX-XX-	$7,817.02	Delete
	11.		XXX-XX	$63,625.86	Delete
	12.		XXX-XX-	$12,067.60	Delete
	13.		XXX-XX-	$1,645.20	Delete
	14.		XXX-XX-	$8,081.03	Delete
	15.		XXX-XX	$31,007.85	Delete
	16.		XXX-XX-	$2,463.51	Delete
	17.		XXX-XX-	$1,491.97	Delete

3. When you click on W-2 in the SSA system, use the same data as in the *20XX W-2's Prior to Submitting*.pdf. Verify the data by:

   a) There must be the total number of W-2's as in Section C. Total number of Forms W-2 is the total of employees on 20XX Annual Federal Spreadsheet (W-2 Input) and the total number of W-2 returns.

   b) Verify by using the filter button on the spreadsheet, filter by the employee name.

      i. Section A: Employee's social security number on **Social Security Number** column on the *20XX Annual Federal Spreadsheet*

      ii. Section B: Employer identification number (EIN) must be **03-0553879** (hint: look at previous year return to verify).

      iii. Section C: Employer's name, address, and zip code:

      NASA LIAISON PAYROLL OFFICE

      C/O NSSC PAYROLL OFFICE

      BLDG 1111

      STENNIS SPACE CENTER, MS 39529-0001

iv. Section E: Employee’s first name and initial/Last name must match in **Employee** column in the MLINQs Submitted & Prior Year Annual 20XX spreadsheet and **Group of Employee Name** column on the 20XX Annual Federal Spreadsheet.

v. Section F: Employee’s address and zip code.

vi. Section 1: Wages, tips, other compensation must equal to **Tot Subj to Taxes** column on the *MLINQs Submitted & Prior Year Annual 20XX* spreadsheet and **Gross Taxable** column on the *20XX Annual Federal Spreadsheet.*

vii. Section 2: Federal income tax withheld must equal to **Fed W/H** column on the *MLINQs Submitted & Prior Year Annual 20XX* spreadsheet and **Federal Withholding** column on the *20XX Annual Federal Spreadsheet.*

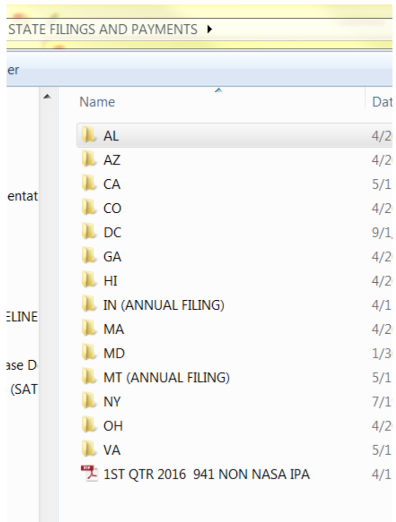
viii. Section 3: Social security wages must equal to **Tot Subj to Taxes** column on the *MLINQs Submitted & Prior Year Annual 20XX* spreadsheet and **Gross Taxable** column on the *20XX Annual Federal Spreadsheet.*

ix. Section 4: Social security tax withheld must equal to **FICA Emp** column on the *MLINQs Submitted & Prior Year Annual 20XX* spreadsheet and **ER FICA** column on the *20XX Annual Federal Spreadsheet.*

x. Section 5: Medicare wages and tips must equal to **Tot Subj to Taxes** column on the *MLINQs Submitted & Prior Year Annual 20XX* spreadsheet and **Gross Taxable** column on the *20XX Annual Federal Spreadsheet.*

xi. Section 6: Medicare tax withheld must equal to **HIT Emp** column on the *MLINQs Submitted & Prior Year Annual 20XX* spreadsheet and **ER HIT** column on the *20XX Annual Federal Spreadsheet.*

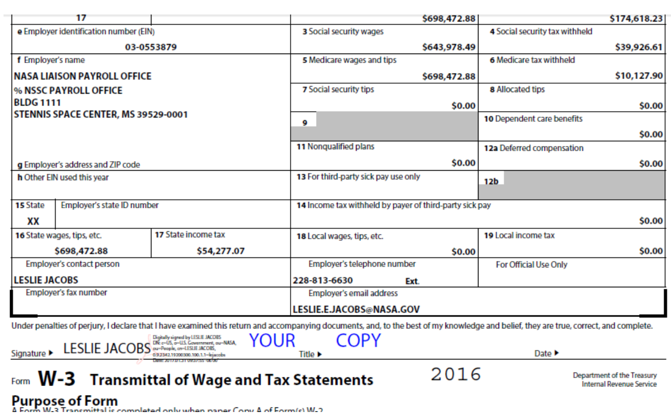
xii. Section 15: State/Employer’s state ID number is located at *N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\20XX\20XX RETURNS AND CONFIRMATIONS \XX QTR 20XX* and select the state of withholding tax.



xiii. Section 16: State wages, tips, etc. must equal to **Tot Subj to Taxes** column on the *MLINQs Submitted & Prior Year Annual 20XX* spreadsheet and **Gross Taxable** column on the *20XX Annual Federal Spreadsheet.*

xiiii. Section 17: State income tax must equal to **State W/H** column on the *MLINQs Submitted & Prior Year Annual 20XX* spreadsheet and **State Withholding** column on the *20XX Annual Federal Spreadsheet.*

4. If no corrections are required, sign the form W-3 and save at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\20XX\20XX ANNUAL FOLDER.



17 | $698,472.88 | $174,618.23

e Employer identification number (EIN): 03-0553879
3 Social security wages: $643,978.49
4 Social security tax withheld: $39,926.61
f Employer's name: NASA LIAISON PAYROLL OFFICE
% NSSC PAYROLL OFFICE
BLDG 1111
STENNIS SPACE CENTER, MS 39529-0001
5 Medicare wages and tips: $698,472.88
6 Medicare tax withheld: $10,127.90
7 Social security tips: $0.00
8 Allocated tips: $0.00
9
10 Dependent care benefits: $0.00
11 Nonqualified plans: $0.00
12a Deferred compensation: $0.00
g Employer's address and ZIP code
h Other EIN used this year
13 For third-party sick pay use only
12b
15 State: XX
Employer's state ID number
14 Income tax withheld by payer of third-party sick pay: $0.00
16 State wages, tips, etc.: $698,472.88
17 State income tax: $54,277.07
18 Local wages, tips, etc.: $0.00
19 Local income tax: $0.00
Employer's contact person: LESLIE JACOBS
Employer's telephone number: 228-813-6630 Ext.
For Official Use Only
Employer's fax number
Employer's email address: LESLIE.E.JACOBS@NASA.GOV

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature ▸ LESLIE JACOBS YOUR COPY Title ▸ Date ▸

Form **W-3** **Transmittal of Wage and Tax Statements** 2016 Department of the Treasury Internal Revenue Service

Purpose of Form

5. Attach the signed *20XX W-2'S PRIOR TO SUBMITTING signed* PDF in the task and assign back to SP L2.

STEP 4. <u>**NSSC Travel (Service Provider (SP)**</u> – Once CS gives the approval, review the W-3 in the SSA website and then click the "Submit This Wage Report" button, then click "ok".

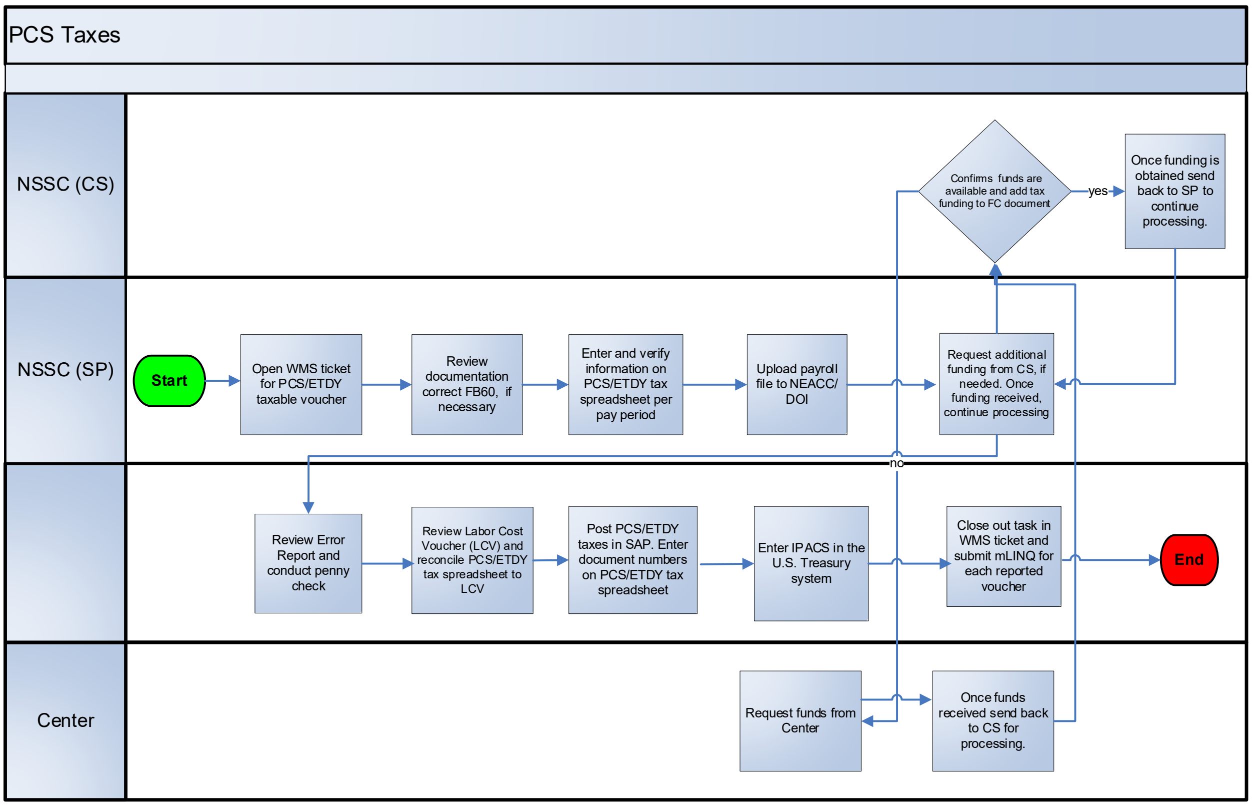
A. The Print box will appear. Save the W-2's on the N drive at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\NSSC NON NASA AND IPA\20XX\20XX ANNUAL FOLDER\20XX OFFICIAL W-2'S.

Helpful Notes:

1. You may enter 50 forms W-2 per W-3, using this system. Once you have done 50 you will start a new W-3 and continue until you have completed entering all individuals paid in that year. Verify the employer address information and re-enter address corrections for each set of 50.
2. Click the "new W-2" button to continue adding individuals.
3. Mail the employee copies 2, C and B. Mail copy to the state (if required by state) with the annual state tax reconciliation and keep copy D for NSSC records.

B. Once all actions are complete, all Federal/State returns/W-2's/W-3's are saved in Tech Doc and WMS record(s) can be closed/completed.

PROCESS 2 – PCS TAXES



Roles & Responsibilities

As payments for PCS are being made to employees, the tax information is being collected and sent to the Department of the Interior (DOI). The normal payroll processing does not capture this information and DOI has to enter PCS taxes into FPPS separately. Therefore, the NSSC Travel Payroll Team will need to compile the tax information, reconcile it, and send it to DOI in an appropriate format to enter into FPPS. DOI enters this data into FPPS before the payroll is processed for that pay period. This is an electronic process.

DOI will pick up the tax file on the Wednesday (Day 11) of a Payroll Period (i.e., the Wednesday before a Payroll Period [PP] ends). For this to happen in the correct timeframe, the tax file should be reconciled, formatted and the file placement complete by the Tuesday before a PP ends (Day 10). It takes the Competency Center one night to process the file for DOI pickup.

PCS Taxes

STEP 1. **<u>NSSC Travel (Service Provider (SP)</u>** – Review PCS Taxes and update the PCS/ETDY Taxes Spreadsheet. *(Control Activity)*

A. Open up the Center spreadsheet master template at N:\TRAVEL\TRAVEL PAYROLL\CENTER SPREADSHEET TEMPLATE MASTER – UPDATED FOR BOT. One spreadsheet is used for all ten Centers per pay period. Save the file as “PP XXXX” (first two digits are the last 2 digits of current calendar year, and last 2 digits are the pay period number within the calendar year) at N:\TRAVEL\TRAVEL PAYROLL\FY 20XX under a new applicable pay period folder (e.g. PP 2105).

B. Receive and review paid PCS Travel Voucher and record voucher data on the PCS/ETDY Center Spreadsheet.

   1. PCS taxable vouchers are received from the Change of Station (COS) Travel Office via a pre-existing WMS task.
   2. Change the task status to Work in Progress. In the notes section of task assign to a pay period “Assigned to PP 21XX” or similar to ensure correct pay period is assigned.
   3. Copy and paste (Special Values) the task number to column AB of the PCS/ETDY Center spreadsheet in the same row you will enter the voucher data.

C. Documents should be attached under the Attachments tab in the WMS record.

D. Save documents needed from the case or task. Open the FB60 Excel sheet and enable editing to save. The FB60 sheets need to be saved at N:\TRAVEL\TRAVEL PAYROLL\FY 20XX\SAP INPUTS under current pay period and Center.

E. Open FB60 form. Go to the Continuous Monitoring Program (CMP) info tab.

F. Copy columns A – W and paste on the PCS/ETDY spreadsheet’s matching columns. Verify that correct information is pasted in the correct columns. If any discrepancies are found discuss with PCS SP lead to clarify.

G. Log in to FPPS. Verify if the traveler's retirement is Federal Employees Retirement System (FERS) or Civil Service Retirement System (CSRS) and also if they have met their FICA limit. FICA limit can be met by a MAX FICA amount or by a Salary limit. If the FICA limit has been reached and the tech withheld FICA PCS, the voucher will need to be returned for a FICA refund. These amounts vary from year to year. See Step 2 for further guidance.

H. Go back over copied information on the spreadsheet and make sure it matches the CMP info tab.

I. Open mLINQ voucher attached to WMS task. When scrolling through pages if you see a (signed) final voucher flag, notate this with a checkmark and yellow highlighted cell on the FB60 input sheet for the applicable G/L code. Ensure the mLINQS voucher is signed by the CS.

J. Verify that the spreadsheet matches the voucher. It is very important all totals match to the voucher exactly. Also verify that on the first page of the mLINQ voucher if there is an amount in box 14 column f. Amt Not Covered (Non-Taxable/Deductible) that it is on the spreadsheet.

   Note: This may not always match. For example, a Taxable Storage over 30 days voucher (Household Goods (HHG)) requires a Bill of Collection (BOC) be issued to the employee for the employee portion of payroll taxes. The employee does not actually receive a reimbursement.

   There should never be a 33A amount reported to DOI for box 14 column e. Amt Not Covered (Non-Taxable/Non-Deductible or No WTA) of the mLINQ. If an amount exists in 14.e. it should be filtered out from the 33A box on the CMP info tab by a calculation on the FB60 tab within the FB60 sheet.

K. Open up the saved FB60 sheet if not already opened. The totals on this form need to be verified. Make sure all taxes match. There will be amounts in NASA HIT & FICA, EMP HIT, STATE, FICA. NASA covers the Fed Withholding and this amount will go on the 6100.1284 line.

L. Confirm funding is available and if not, send an e-mail request to the CS to add the funding.

M. If there is a final voucher flag that was signed by CS then make sure the correct line is highlighted and checkmarked on the FB60 sheet.

N. Open up t-code FMZ3 in SAP to verify that all data such as the traveler's name, TA number, vendor, cost center, order number, FC number, and line item number are correct. Also make sure the correct funding lines have been selected and the necessary funds are still available.

O. Once all actions are complete open up the task and change the status to Pending Internal Action. Add notes in the task to say, "Ready for DOI upload PP XXXX (current pay period)".

Output: PCS documents have been reviewed and are ready for DOI upload.

STEP 2. **NSSC Travel (Service Provider (SP)** – Audit the tax information in FPPS.

A. Login to FPPS (https://webfpps.ibc.doi.gov/).
   1. Enter User-ID and password (completed by two-step PIV card verification). Click [OK].
   2. Click on [FPPS Production].
      a) Enter LEVW code in the FPPS Command section in the top right-hand corner and click [GO]; Or
      b) From the toolbar, select [Employee and Position Views]; then click [Leave & Earning Statement (LEVW)].
   3. Enter employee's SSN and the tax year/pay period (e.g. 2016 for pay period 16 of year 2020) you want to view. This should be the latest pay period available. (Note: The FPPS system updates data to the most recent pay period reported on the Tuesday night following DOI upload.)
   4. Click [OK].

B. Verify the Center (NN) of the employee.

C. If the employee's salary is paid by the same Center paying for the travel then proceed. If not, an Intra Governmental Payment and Collection (IPAC) needs to be completed. (See Appendix E for IPAC example.)

D. Check the Retirement Status (FERS/CSRS) to ensure the appropriate FICA taxes have been taken out. (CSRS has no FICA withheld; CSRS Offset does have FICA withheld as does FERS.)

E. Check to be sure the FICA limit has not been reached.

F. If the FICA Limit has not been reached, proceed to the next step.

G. If the FICA limit has been reached, delete the entered data (highlight row, right click, and select Clear Contents) on the PCS/ETDY spreadsheet to remove the voucher. Once the FICA refund has been issued, the voucher is sent back through the normal process and will be reported to DOI once the CS has approved the voucher with no FICA withheld. Send an e-mail to alert the SP tech who worked the voucher (and CC the Lead) and the tech will set up a WMS task to track the FICA refund.

Output: Verified data with FPPS.

STEP 3. **<u>NSSC Travel (Service Provider (SP)</u>** – Submit the Consolidated Spreadsheet and Forward the COS Tax File to the Agency Applications Office (AAO).

Travel Payroll SP documents COS Payments on a biweekly basis. Each Tuesday before the end of a pay period the Excel file is prepared and converted to a computer language (text file) that DOI's Federal Personnel/Payroll System (FPPS) can accept and record.

A. Open pay period Center spreadsheet that needs to be uploaded. Go to COS Tab and copy all cells that have data.

B. Open new Excel workbook and right click Paste Special Values in cell A1. The purpose is to have no formulas present.

C. Save spreadsheet at N:\TRAVEL\TRAVEL PAYROLL\FY 20XX under current pay period as "COS."

D. Highlight the full tab and make sure all cells are spread evenly (expand all columns by double-clicking between any two columns) so that all data is shown.

E. Once all totals match, prepare COS file for upload. Click on the View tab then Page Break Preview. Make sure all data fits on one page; if not, drag arrow to make all data fit on one page.

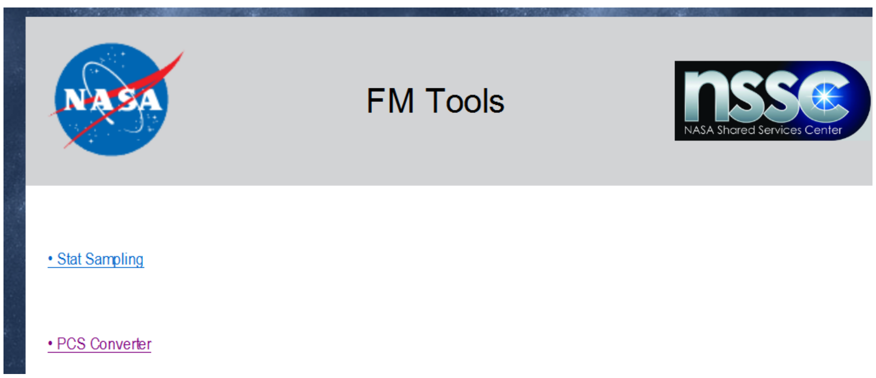
F. Click back on normal view.

G. Click on Page Layout tab.

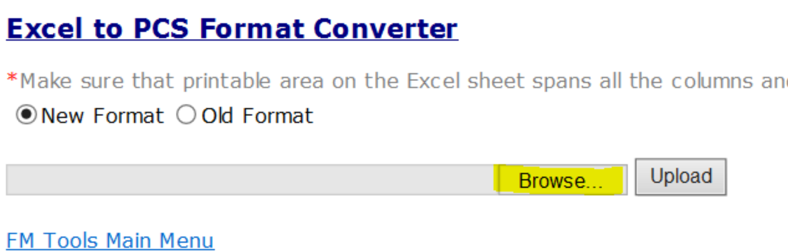
H. Click in cell A1, hit shift and down arrow and right arrow until all data is highlighted.

I. Click on Print Area and set Print area. Note: File will not convert properly if the Excel file has not had the print area set and every cell is not filled with something. For example: all the states must be included and all cells either have a number or zeroes.

J. Open up the following link: https://fm.nssc.nasa.gov/index.aspx and select PCS Converter. If the PCS converter causes an error, the POC is Teresa (Teri) Brenning. Alternatively, see manual process via Excel beginning in step P. below.



K. Click browse and go to current COS file that is saved on N:\TRAVEL\TRAVEL PAYROLL\FY 20XX.



L. Click Upload. The date should convert and the output should show “Imported Data” and also the Converted File.

M. Make sure New Format is selected. Save to File. File download box will appear. Click save and name the file COS_output.txt under current pay period folder at N:\TRAVEL\TRAVEL PAYROLL\FY 20XX. Make sure there is nothing after the .txt when saving file.

N. If the PSC Converter tool is unavailable, there is now a converter option within the Microsoft O365 version of Excel. Click File, then Export, then Change File Type, then double-click Text (Tab delimited). This will prompt a Save As window; save the text file as “COS_output” under current pay period folder at N:\TRAVEL\TRAVEL PAYROLL\FY 20XX. Make sure there is nothing after the .txt when saving file.

Note: First verify with DOI that this format is acceptable (Adrian Hafner and Yvonne Morgan are the current POCs at DOI for this: Adrian_P_Hafner@IBC.DOI.gov and Yvonne_Hoyt@IBC.DOI.gov). As of June 2022, the Excel converter option was not an acceptable PCS file layout for DOI processing.

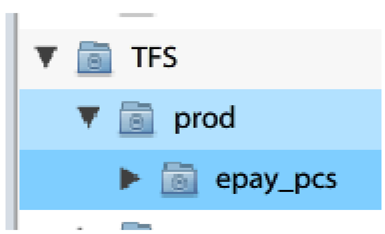
O. Download the WAT (Web Access Tool) application from the desktop client if not already installed on computer, as the WAT previously found at https://bready.nasa.gov is no longer available for secure use. The download instructions can be found at https://help.aao.nasa.gov/web/guest/welcome/-/knowledge_base/wat/desktop-client. (If assistance is needed with the WAT desktop application, contact Sabrina Cole with AAO at sabrina.w.cole@nasa.gov.) Note: DOI will have the taxes in FPPS by the Thursday after the Pay Period ends.

P. Double-click the WAT icon within your “wat-desktop” folder installed on your desktop.

Q. Click Launchpad Login from the WAT application home screen.

R. Under TFS, click the down arrow next to prod.

S. Double-click epay_pcs.



T. Left Click the UP arrow above the Name column.

U. You need to upload the N:\TRAVEL\TRAVEL PAYROLL\FY 20XX\COS_output.txt file that was converted. Note: The AAO releases the tax payment file to DOI on the Wednesday before the end of a pay period.

V. Once you select the file you will see a little clock, and the file should appear under the Name column shortly.

W. Double check file was uploaded by hitting the back arrow on the WAT page. Double Click on epay_pcs and if successful the file should be there.

Note: If issues arise with uploading the file to the AAO, the POCs are currently Desiree Gaiser or Sabrina Cole.

Output: Consolidated spreadsheet uploaded to the AAO.

STEP 4. **<u>NSSC Travel (Service Provider (SP)</u>** – Receive DOI Error Report from DOI via the AAO to the NSSC Secure File Server*. (Control Activity)*

A. Usually on Thursday (the day following the file upload), the NSSC Payroll Office SP reviews and resolves any discrepancies or fatal errors.

B. NSSC Travel Payroll Office SP receives from NSSC IT Security Support – a New Files notification e-mail. The COS error report is the file in the Distribution/IEMP/IEMPPROD/PCS folder. Click the file name in the above folder that starts with “PCS.” This will take you to the login screen for the Secure File Transfer website.

C. Enter your Launchpad username and password and click sign on. Under File Actions click Download; click Open with Notepad and click Ok. Save the Notepad file to N:\TRAVEL\TRAVEL PAYROLL\FY 20XX under the current pay period. Convert this text file to Adobe PDF.

D. Research any errors on the PDF report and correct the COS entries as needed. Save the report as “PP 20XX ERROR REPORT” at N:\TRAVEL\TRAVEL PAYROLL\FY 20XX under the current pay period. (Note: Any previous text or Notepad file versions can now be deleted. Only the analyzed PDF version should remain.)

Output: Submitted and error checked PCS taxes.

STEP 5. **<u>NSSC Travel (Service Provider (SP)</u>** – Conduct penny check/Verify pennies in FPPS.

A. Beginning on the Thursday after the consolidated file is uploaded to AAO, pennies have to be verified in FPPS. This is done to make sure the NSSC’s records balance exactly back to what FPPS calculated NASA’s taxes (FICA and HIT) to be. (See APPENDIX D)

B. Pennies can also be verified using OBIEE, see Step 6. However, if there is more than one voucher payment per traveler within the pay period, you would have to use the APPENDIX D manual process.

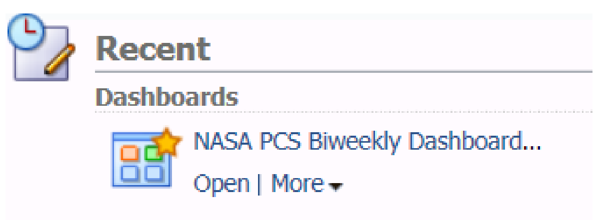
Output: Pennies verified.

STEP 6. **<u>NSSC Travel (Service Provider (SP)</u>** – Download and Reconcile Labor Cost Voucher (LCV). Provide COS Tax Payment Excel Spreadsheet to NSSC Fund Balance with Treasury (FBWT) and Center Agency Labor Distribution (ALDS) Labor Analysts. *(Control Activity)*

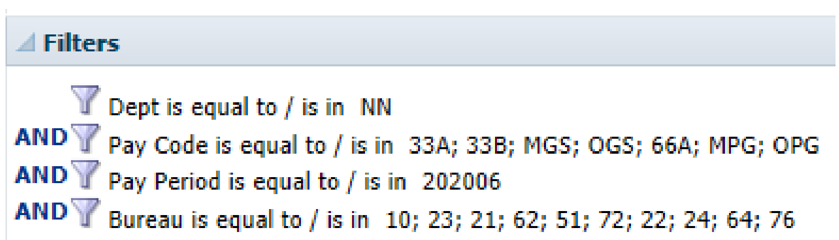
A. On the Friday after the end of a pay period, the NSSC Travel Payroll Office SP downloads the LCV from OBIEE (use FPPS log in info) via https://obiee.ibc.doi.gov/IBC_Login/index.jsp. The NSSC Travel Payroll Office SP reconciles the PCS total from the LCV to the totals on the Center spreadsheet. The NSSC Travel Payroll Office SP forwards a copy of the reconciled spreadsheet to the NSSC FBWT SP if there are outages that need to be reviewed.

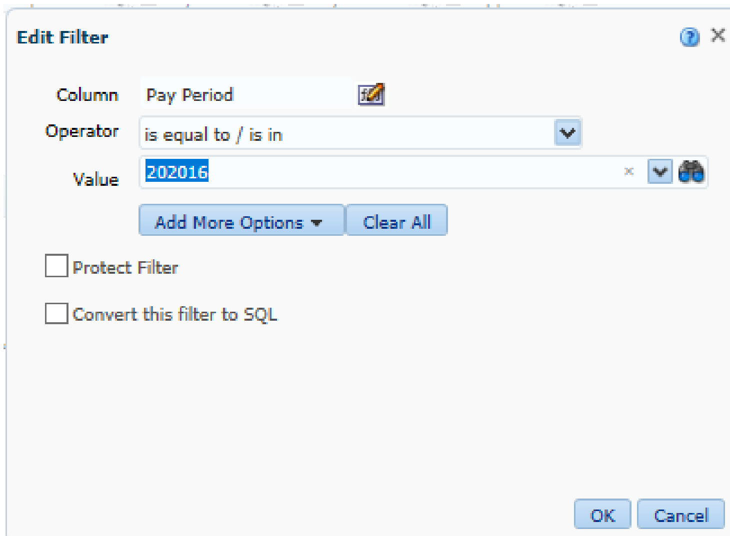
B. Reconcile the data entered by DOI to ensure everything is correct using OBIEE (the Thursday after Pay calculation).

1. Log into OBIEE at https://obiee-12c.ibc.doi.gov/IBC_Login/index.jsp using your FPPS User ID and Vanguard ez/PivCard generated password. Click Continue to OBIEE.
2. Click on the “NASA PCS BIWEEKLY DASHBOARD” folder.

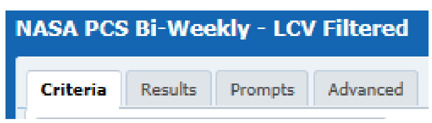


3. Scroll to the bottom of the screen and click Edit on the left.
4. Under Filters, select the pencil icon (Edit Filter) next to the Pay Period row and update the Value field to your applicable pay period needed. Enter current pay period in this format: 202016 (four digit year + two digit pay period). Click OK.

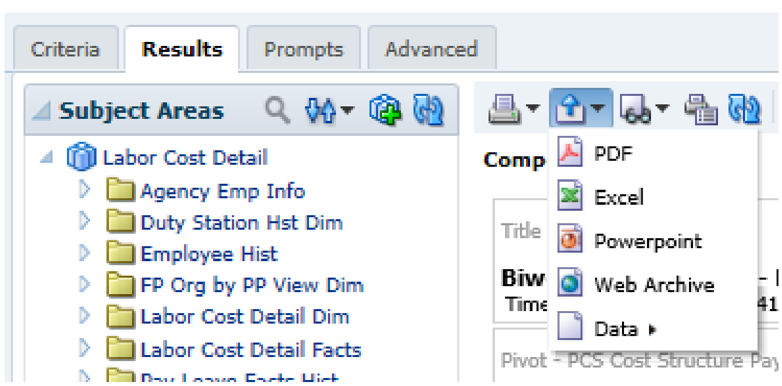




5. Ensure the other filters are in place as shown in Step 4 above. Edit as necessary.
6. Click on the Results tab at the top left of the screen.



7. After the Compound Layout results load, click the Export icon and select "Excel."



C. Open and save the file under current pay period folder at N:\TRAVEL\TRAVEL PAYROLL\FY 20XX\PP XXXX. Name file as PP XXXX LCV (current pay period Labor Cost Voucher).

1. The top report is the one used for balancing. All reports below the top report/table can be deleted. (If there are issues found, however, the bottom reports may be helpful.)
2. Click on Merge & Center to unmerge cells. Delete all columns that have zeros. The only columns remaining should be 33B (Other Taxable Income), 66A (Payment outside the System), NASA HIT (Medicare-Govt. Share) and NASA FICA (OASDI-Govt. Share).
3. Do an auto sum under each column. Example:

	A	B	C	D	E	F	G	H	I
1	Biweekly PCS Report - PCS Cost Structure Only								
2	Time run: 11/16/2021 7:59:25 AM								
3									
4	Cost Structure	PCS							
5						33B	66A		
6						Amount	Amount	HIT	FICA
7	Bureau	Name Compressed	SSN	Pay Period	Yrpp Eff	OTHER-TAXABLE-INCOME	PAYMENT OUTSIDE SYS	MEDICARE-GOVT-SHARE	OASDI - GOVT SHARE
8	10	UZO-OKORO, EZINNE E.	212573371	202123	202122	$8,394.37	$5,943.21	$121.71	
9	21	PHAM, CHRISTINE M.	373926845	202123	202122	$2,053.30	$1,253.54	$29.77	$127.30
10	24	LUDWIG, GABRIELLE E.	632566357	202123	202122	($8,355.57)	($5,397.70)	($121.15)	($518.03)
11	51	LUDWIG, GABRIELLE E.	632566357	202123	202122	$8,355.57	$5,397.70	$121.15	$518.03
12	62	CHAMPION, ROBERT H.	417663839	202123	202122	$26,022.44	$18,619.05	$377.32	
13	62	KNIGHT, KAREN H.	419498582	202123	202122	$8,325.00	$5,894.10	$120.71	
14	72	ARNOLD, RICHARD R.II	219686870	202123	202122	$4,813.59	$3,408.02	$69.79	
15						$49,608.70	$35,117.92	$719.30	$127.30

D. This report is compared to the current Travel Payroll Biweekly Spreadsheet at N:\TRAVEL\TRAVEL PAYROLL\FY 20XX\PP XXXX.

1. The Biweekly spreadsheet needs to be updated on the LCV Recon tab. Click the LCV Recon tab, then click in the second pivot table and click Data, Refresh All. On the dropdown select current pay period. If a reversal entry was included from a prior pay period, select both the current pay period and the pay period from the original entry. Make sure the pivot table is pulling Taxable Income (33B), NASA HIT, NASA FICA and Net Voucher Amount (66A).

   See example:

PCS BRK down information				
PP	1714			
	Data			
BA	Sum of Taxable Income (Posting 33B)	Sum of NASA HIT (70N MGS)	Sum of NASA FICA (70N OGS)	Sum of NET VOUCHER AMOUNT (66A)
10	$7,801.99	$113.12	$483.72	$4,652.29
21	$8,063.74	$116.92	$499.95	$4,967.26
23	$13,222.12	$191.71	$819.76	$8,144.81
51	$9,346.35	$135.52	$579.47	$5,787.22
62	$7,217.93	$104.65	$447.51	$4,500.38
72	$76.88	$1.11	$4.75	$51.78
24	$7,849.40	$113.81	$486.66	$4,556.58
Grand Total	$53,578.41	$776.84	$3,321.82	$32,660.32

2. These totals should match the OBIEE LCV report. This report can be used to verify pennies but most of the time if there is more than

one voucher for a traveler you would have to go into FPPS to verify amounts manually. (See Appendix D.)

3. If all centers balance, no further action is necessary.
    a) If a Center is out of balance, you need to locate the outage. The types of issues can be a penny was not adjusted that should have been, or the invoice amount was not adjusted with the penny adjustment. The outage has to be found and corrected, possibly with a reversal and re-reporting of a voucher correction in a following pay period.
4. Once all centers are reconciled and all are in balance, documents need to be scanned in Tech Doc under the current pay period folder.

    (Example: https://dm.nssc.nasa.gov/servlet/dm.web.Explore?fid=66235)

Output: Reconciled PCS taxes.

STEP 7. **NSSC Travel (Service Provider (SP)** – Post COS Taxes to SAP.

A. Usually on Wednesday after the end of a pay period, the NSSC Payroll Office SP posts reported COS taxes into SAP and returns the COS voucher to the NSSC Travel Office. This typically hits FBWT records overnight on Thursday after the end of a pay period, thus posting may begin on Friday, the very next business day.
B. Enter the PCS Tax as an Incoming Invoice into SAP using transaction command FB60. The data is found on each voucher's FB60 sheet within the SAP INPUTS folder of the most recent pay period folder.
    1. On the Basic data tab, enter the Vendor number.
    2. Enter the Inv. Recpt date and Invoice date (which is the posting date/current date).
    3. Enter the Reference (TA number).
    4. Enter the Document Type ZU (COS Invoice).

        Note: A vendor profile appears on the right; this information should match the SAP input form.
    5. Enter the Amount (total dollar amount).
    6. Enter the Text in the following format: Center PCS Taxes Month Year (e.g., GSFC PCS TAXES AUG 2020).

7. Click in the G/L account box in the section immediately below, and input the G/L information.
   a) Enter the G/L account number.
   b) Tab to Amount and enter the amount.
   c) Tab to Cost Center and enter the cost center number.
   d) Tab to Order and enter the order number.
   e) Tab to Earmarked Funds and enter the FC Document number (400#).
   f) Tab to Earmarked Funds doc items cell and enter the line item number.

   Note: The following columns will have to be input with information: G/L, Amount, Cost Center, Order, Earmarked Funds, and Earmarked Funds Document Item.
8. Once all line items are entered, click the Details tab. Enter the 2-digit Bus. Area number for the paying Center.
9. Click the disk near the top of the screen that represents Post.

   Note: If an error appears at the bottom left in red, make sure all your information is input correctly (e.g., you typed a O instead of a Zero [0] or dollar signs exist in front of your totals). If there are funding problems, back the posting out by clicking the yellow circle button and contact the Travel CS POC for the Center for additional funding, so they can complete an adjustment to the funding. Do not click the disk that has Park beside it.
10. A 1900# will be displayed on the bottom left hand corner. Record the number on the pay period master spreadsheet in column X (and column Z, if payment was split between 2 centers).

Output: Posted PCS Tax invoice.

STEP 8. **NSSC Travel (Service Provider (SP)** – Clear PCS Tax Invoice to Cash.

A. Clear PCS Tax Invoice using SAP transaction command F-53.
   1. Enter the Document Date (posting/current date).
   2. Enter the Reference number (TA number).
   3. Document Type: KI.

4. Input the Doc. Header Text as: Center PCS Taxes Month Year (e.g., GSFC PCS TAXES AUG 2020).
5. Input the Clearing Text (Customer's Name as it appears on the form).
6. On the "Bank Data" section, enter in the Account box: 1010.8100.
7. Enter the Total Amount.
8. On the "Open Item Selection" section, enter the Vendor Number in the Account box.
9. On the "Additional Selections" section, check the circle next to Document Number.

B. Click the [Process Open Items button at top left, then click the disk that represents Post.

C. In the box next to "From," input the 1900# from the SAP input form or the FB60 screen output.

D. Click the Process Open Items button.

E. Check the "Not Assigned" box, making sure it totals zero.

F. Press enter twice through any yellow, soft error messages at the bottom of the screen.

G. A 1500# will be displayed on the bottom left hand corner. Record the number on the pay period master spreadsheet in column Y (and column AA, if payment was split between 2 centers).

Output: Cleared COS tax invoice to cash in SAP.

STEP 9. **<u>NSSC Travel (Service Provider (SP)</u>** – Update the PCS/ETDY Center Spreadsheet.

A. Go back to your PCS/ETDY Center master spreadsheet and input the 1900# and the 1500# for each transaction, if not already recorded here.

Output: PCS Spreadsheet updated.

STEP 10. **<u>NSSC Travel (Service Provider (SP)</u>** – Enter any IPAC(s) in the U.S. Treasury system. This should be completed for all vouchers that require such, even while pending funding prior to SAP posting. An IPAC is required when a Center other than the traveler's home Center (per FPPS) is funding the tax payment.

A. Log in to the IPAC system at https://ipac.fiscal.treasury.gov/
B. Click Transactions.
C. Enter data from IPAC forms completed during voucher review process during Steps 1 and 2. Verify total amount, and revise if adjusted by a penny or two during the penny check process.
D. Click Next, and click Next again. Type SGL "1010" in top box under Sender GLS Accounts and "6100" in box immediately below. Enter total Invoice Amount (amount of taxes) as Debit Amount (first box) and Credit Amount (second box down). Click Total. Click Next.
E. Review entry and edit if necessary. Click Finished.
F. Click Print, then OK, then OK again.
G. Click Download to save your IPAC transaction output. Save at N:\TRAVEL\TRAVEL PAYROLL\IPACs then applicable year and pay period folder. Save the file as the existing PDF for the voucher but add "_OUTPUT" at the end of the file name.

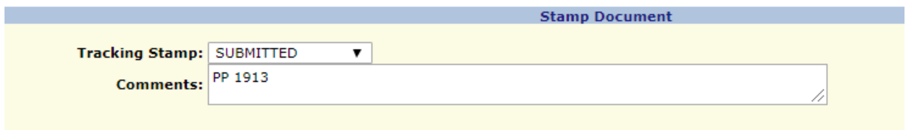
Output: IPACS completed to provide FBWT any true outages remaining.

STEP 11. **NSSC Travel (Service Provider (SP)** – Close out applicable pay period (pre-existing) PCS tasks in WMS and submit mLINQ vouchers.

A. All WMS tasks can be assigned back to PCS tech (via Work in Progress status) for QA (Quality Assurance) review. Update the FD tab Voucher Status to "QA." In the Work Notes of the task, input "DOI complete PP XXXX" with applicable pay period number. This informs the SP tech who processed the voucher that all tax actions are complete.
B. PCS tech will submit PCS vouchers in mLINQ. Log into mLINQ: https://cos.nssc.nasa.gov/movelinq/relologin.aspx
    1. Select the applicable center's Relocation organization and click Submit.
    2. Locate traveler and click on the correct relocation description.

3. Verify that the correct voucher has been selected. If so, in the upper right-hand corner, click Tracking.

4. On the drop-down menu for tracking stamp, select SUBMITTED. In the comments section input the pay period that the voucher was reported to DOI (e.g., PP XXXX).



C. After all actions are taken, tax documents need to be loaded in Tech Doc under the current pay period (e.g. https://dm.nssc.nasa.gov/servlet/dm.web.Explore?fid=9957). The following files should be loaded to Tech Doc per pay period:

1. COS (Excel file)
2. COS_output (Notepad text file)
3. Error Report (Adobe file)
4. Master Center spreadsheet (Excel file: PP XXXX)
5. Labor Cost Voucher (Excel file: PP XXXX LCV)

Output: Vouchers completed, taxes reported, and pay period closed out.

STEP 12. **NSSC Travel (Service Provider (SP)** – W-2C process occurs, if a correction is needed to the previous year W-2 form for any given PCS or ETDY traveler.

A. Reviews voucher(s). If an error is discovered and no correction can be made by the normal DOI process a W-2C must be completed. There is a small time frame that DOI has to do a Year End Adjustment (YEA) which would fall under PP 1499. This is after the normal year-end cutoff. Dates are sent out when the year-end cutoff gets closer. The YEA timeframe can be given by DOI directly. The current POC for DOI is Karen Galperin, karen.a.galperin@ibc.doi.gov, 303-969-7409. The section supervisor is Rebecca Romero, rebecca_n_romero@ibc.doi.gov, (303) 969-5026.

B. Complete W-2C spreadsheet and template located on N:\TRAVEL\TRAVEL PAYROLL\W-2C\W-2C TEMPLATE.

C. W-2C is reviewed by Travel Payroll SP and, once the form is free from errors, it is routed to the CS via a task. Attach the DOI W-2C form and the W-2C – Back Up form.

STEP 13. **<u>NSSC Travel (Civil Servant (CS)</u>** – Review the W-2C via WMS task and once completed, it is stamped approved and returned to the Travel Payroll SP.

STEP 14. **<u>NSSC Travel (Service Provider (SP)</u>** – Send W-2C documents to DOI for processing.

A. Gather completed documents to be sent to DOI. The documents are printed to PDF format and combined. It is recommended to put a note as to why a W-2C is needed. Send e-mail to Patrick Albee at patrick_albee@ibc.doi.gov to make sure the W-2C was received. It normally can take up to two pay periods for a W-2C to be processed (DOI has 30 days to process). Save a copy of the confirmation fax and also the e-mail verification from DOI under the current year N:\TRAVEL\TRAVEL PAYROLL.

B. Once the W-2C documents have been received by DOI, the Travel SP from the area where the W-2C is from is responsible for notifying the traveler. It is recommended to send an e-mail and call the traveler to let them know they can be expecting a W-2C. Attach documentation to the WMS task to reflect that the traveler was contacted.

C. The W-2C adjustments may take longer than expected to come across on the LCV (Labor Cost Voucher) in OBIEE. Travel CS Joan Tabor currently has access to additional DOI reports for collaboration. State taxes come across as an IPAC. The IPAC is sent to the Travel SP from FBWT. The current transaction POC on the IPAC is Ann Gruneisen, (303) 969-6359.

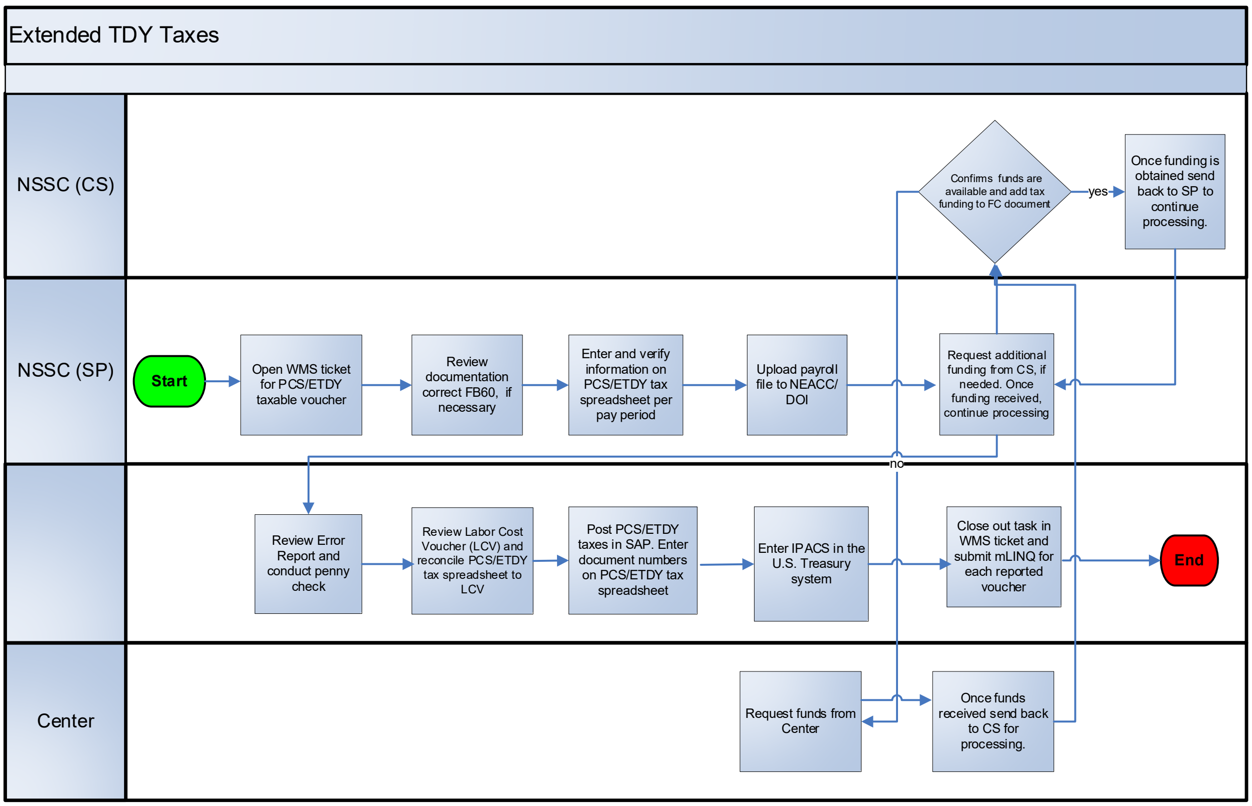
D. The Federal taxes are coded as MBA. If the transaction is not coded correctly, DOI will need to be contacted for correction.

E. Once transaction has been sent to DOI, notify the Labor Analyst for that specific center. Here is the path: N:\TRAVEL\EXTENDED TDY\Paperless Files\TAX ESTIMATE CALCULATIONS. The spreadsheet is named Labor POC. Here are examples that can be provided to the center of a previous JV and reversal that were performed 100233338/2019 and 100267091/2019, and the JV to reverse these charges were documents 100497883/2019 and 100497884/2019. Current process is being reviewed for improvements. This example may not be the same for all W-2C's.

F. Once all adjustments have been sent from DOI, SAP entries are made in SAP as a normal ETDY or PCS transaction (or credit memo, if the amount is a credit to NASA). FBWT has requested that we reference the JV number (example 100233332) and do not use the word taxes - just abbreviate TXS.

Output: W-2C's are processed for NASA employees.

PROCESS 3 – EXTENDED TDY TAXES



Roles & Responsibilities

As payments for ETDY are being made to employees, the tax information is being collected and sent to the DOI. The normal payroll processing does not capture this information and DOI has to enter ETDY taxes separately. Therefore, the NSSC Travel Payroll Team will need to compile the tax information, reconcile it, and send it to DOI in an appropriate format to enter into FPPS. DOI enters this data into FPPS before the payroll is processed for that pay period. This is an electronic process.

DOI will pick up the tax file on the Wednesday (Day 11) of a Payroll Period (i.e., the Wednesday before a PP ends). For this to happen in the correct timeframe, the tax file should be reconciled, formatted and the file placement complete by the Tuesday before a PP ends (Day 10). It takes the AAO one night to process the file for DOI pickup.

ETDY Taxes

STEP 1. **<u>NSSC Travel (Service Provider (SP)</u>** – Review ETDY Taxes and update the PCS/ETDY Taxes Spreadsheet. *(Control Activity)*

A. Open up the Center spreadsheet master template at N:\TRAVEL\TRAVEL PAYROLL\CENTER SPREADSHEET TEMPLATE MASTER – UPDATED FOR BOT if not already opened/saved for PCS taxes in Process 2. One spreadsheet is used for all ten Centers per pay period and contains both PCS and ETDY vouchers. ETDY vouchers are received by WMS task from the CS.

B. Open up the pre-existing ETDY NASA task and change status to Work in Progress. Add note “Assigned to PP 21XX” or similar to ensure correct pay period is assigned (first two digits are the last 2 digits of current calendar year, and last 2 digits are the pay period number within the calendar year). The case or task should have a copy of the approved (signed) mLINQ voucher, a copy of the audited CGE voucher, and the FB60 sheet.

C. Copy and paste (Special Values) the task number to column AB of the PCS/ETDY Center spreadsheet in the same row you will enter the voucher data.

D. Save the FB60 sheet at N:\TRAVEL\TRAVEL PAYROLL\FY XXXX\ SAP INPUTS under the current pay period and PDS Center.

E. The FB60 sheet CMP info tab should have all the information that is needed for inputting on the Center spreadsheet:

1. BA (business area). The business area auto populates based on the cost center or the Center who is funding the travel. On the Center spreadsheet the BA needs to be the employee’s permanent duty station. Sometimes the BA needs to be changed.
2. PP (pay period).
3. Voucher type.
4. SSN. Once the SSN is input this should populate the employee name. If not, the SSN number needs to be verified in FPPS, see step 2. Once SSN is verified, it needs to be added to the Center master spreadsheet at N:\TRAVEL\TRAVEL PAYROLL. The SSN and employee name need to be added to the Lookups tab.
5. Vendor number (employee vendor).

6. TA (TA# from the CGE voucher, also a comment is added to the cell with the mLINQ voucher number).
7. Funds doc (400#).
8. Withhold FICA (this should be yes or no). Once yes or no is input this will populate the FICA rate.
9. FICA rate should populate once yes or no is input in column J.
10. EMP HIT (employee portion of HIT).
11. NASA HIT.
12. ST (state that taxes were withheld).

    Note: Once the state is input into column N, this should populate the state rate. The rate needs to be verified just in case the tech working the voucher may have adjusted the rate. This would be a unique situation.
13. State tax amount.
14. Emp FICA (employee portion of FICA).
15. NASA FICA.
16. Withholding.
17. Taxable income.
18. Non-Tax Income (this would be PCS).
19. Invoice amount.
20. Net voucher amount.

F. Copy columns A – W and paste on the PCS/ETDY spreadsheet's matching column. Verify that correct information is pasted in the correct columns. If any discrepancies are found, discuss with ETDY SP reviewer or SP lead to clarify.

G. Open mLINQ voucher attached to WMS task. Ensure signed by the CS, and verify all amounts match CMP info from FB60 sheet entered onto master spreadsheet. When scrolling through mLINQS pages if you see a (signed) final voucher flag, notate this with a checkmark and yellow highlighted cell on the FB60 input sheet for the applicable G/L code.

H. Verify that the spreadsheet matches the mLINQ voucher. It is very important all totals match to the voucher exactly. Ensure the state on your spreadsheet is the ETDY location state (not the PDS home state).

Also verify that on the first page of the mLINQ voucher if there is an amount in box 14 column f. Amt Not Covered (Non-Taxable/Deductible) that it is on the spreadsheet. There should never be a 33A amount reported to DOI for box 14 column e. Amt Not Covered (Non-Taxable/Non-Deductible or No WTA) of the mLINQ. If an amount exists in 14.e. it should be filtered out from the 33A box on the CMP info tab by a calculation on the FB60 tab within the FB60 sheet.

I. Log into mLINQ production. Select Organization: NASA ETDY. Search by traveler's Last Name, then click the bold Relocation Description link. Under Trip Documents, locate the applicable voucher per the pre-existing task. Click Open Document, then click the Tracking tab. Under Stamp Document, select "Report" Tracking Stamp, place a checkmark in the "Automatically Create Document Attachment (pdf) when Stamping" box, and then click Stamp Document. Click Close twice to exit voucher and traveler's mLINQ account. (Note: Never click the "X" to close a screen in this program, as it will cause the record to become locked. Also, if the record times out, this locks the record. The record must be unlocked by a mLINQ user with Admin roles.)

J. FB60 input sheets need to be reviewed to make sure all the data on the sheet matches what is in SAP. Input needs to be correct or this could cause an outage. Cross-reference the FB60 data with the information shown in the Funds Commitment document of SAP (via t-code FMZ3).

K. Funding should be available. If not, send an e-mail request to the CS to add the necessary tax funding.

L. Once all actions are complete and all amounts and data confirmed, change WMS task status to Pending Internal Action, adding a work note that the task is, "Ready for DOI upload PPXXXX."

Output: ETDY documents reviewed and tax spreadsheet updated, ready for DOI upload.

STEP 2. **<u>NSSC Travel (Service Provider (SP)</u>** – Verify data in FPPS.

A. Login to FPPS: https://webfpps.ibc.doi.gov/FPPS-xhtml.html.Enter User ID and Vanguard ez/PivCard generated password. Click OK.

   1. Click on FPPS Production.

a) Enter code LEVW in the FPPS Command section in the top right-hand corner and click GO; Or

b) From the toolbar, select Employee and Position Views; then click Leave & Earning Statement (LEVW).

2. Enter employee's SSN and the tax year/pay period (e.g., 2105 for pay period 5 of year 2021) you want to view. This should be the latest pay period available. Click OK. (Note: The FPPS system updates data to the most recent pay period reported on the Tuesday night following DOI upload.)

B. Check the Retirement Status (FERS/CSRS) to ensure the appropriate FICA taxes have been taken out. (CSRS has no FICA withheld; CSRS Offset does have FICA withheld, as does FERS.)

C. Verify if the traveler has met their FICA limit. If the FICA Limit has not been reached, proceed to the next step. If the FICA limit has been reached but FICA was withheld, the ticket needs to be sent back to the ETDY tech to do a FICA refund. Delete any voucher data from the PCS/ETDY spreadsheet (highlight the row, right click, and choose Clear Contents). Send a courtesy e-mail to the tech (and CC the Lead) to inform him/her. The tech will set up a WMS task to track the FICA refund within the existing record and re-send a corrected voucher task for reporting at a later time. Note the annual FICA limit amount varies from year to year.

D. Verify the Center (NN) of the employee.

E. If the employee is paid from a different Center than the cost center shown on the Employee Tax FB60-F53 Form, then notate that an IPAC is required. (Ex. IPAC – HQ to ARC – Salary paid by ARC). See Appendix E for an example of an IPAC. IPACs are input through Treasury: https://eroc.ssologin1.fms.treas.gov/esso/smfmsloginesso.fcc?SMQUERYDATA=-SM-4%2fsAFb7TZ2evJOftp7xY3eP1nTlbF0vhiq2LiZEwzMo6D1qCuxQj6bI3tw8ya%2bTb6CLaEBgGIg%2fwhlI9XzqnuRa2AB7Wargjoh%2bnza92HgPwjyhJTMcm7oExqsMYV82xlDMfbJFnIv4CiroyRnQcx%2febeLjKU3h0Z%2fe%2bHTcO5ANZ2CWmxnAvBT6XVPT1YCzEEaO5vBJBbP%2fcFwQMHxeRSzOo9bxEr34yo5OdNs0tlkMt1FPfaJZI15bdGnhLUZyAS0DiY4zfLB5gzkyXurcTy%2b%2b9uzKLoYtU.

Output: Verified data with FPPS.

STEP 3. **<u>NSSC Travel (Service Provider (SP)</u>** – Submit the ETDY consolidated DOI report.

A. Verify that all ETDY documents are being submitted. This is done by running the mLINQ report.

B. Sign into mLINQ at https://cos.nssc.nasa.gov/moveLINQ/relologin.aspx. The report can be run for the whole calendar year up to the current date. This is done to make sure no vouchers have been missed or overlooked.

1. Select Organization NASA ETDY.
2. Go to Admin/Reports/Tax.
3. Begin date is 01/01/20XX.
4. End date is today's date.
5. Report on Status Date.
6. Document Status is Report.
7. Report Format: Microsoft Excel.
8. Print Preview.
9. Open.
10. Save report at N:\TRAVEL\TRAVEL PAYROLL\FY 20XX under the current pay period folder as "MLINQ REPORTED AS OF (CURRENT DATE)."
11. Spreadsheet may need to be formatted accordingly. Delete rows 1, 3, 5, and 7.
12. May need to insert or delete cells, and/or unmerge rows/cells for all columns to properly align.
13. Make sure all subtotals are lined up under the correct header.
14. Verify that all documents (vouchers) are being reported in a timely fashion.

C. Another optional mLINQ tax report can be run to determine the ETDY vouchers currently in process. Repeat Step 3, B, 1 through 14, but select "Created" as Document Status during step 6. Save report at same path as "MLINQ CREATED AS OF (CURRENT DATE)." Research each voucher/row in CGE, SNOW, and mLINQ to determine the status, and add a column to the right of all data to record status updates. Follow up with any ETDY reviewers for progress as needed.

D. See Process 2, Step 3.

Output: DOI Consolidated Report reviewed and uploaded to the AAO.

STEP 4. **NSSC Travel (Service Provider (SP)** – Receive DOI Error Report from DOI via the AAO to the NSSC Secure File Server. *(Control Activity)*

A. See Process 2, Step 4.

Output: Errors reviewed and resolved for ETDY taxes.

STEP 5. **NSSC Travel (Service Provider (SP)** – Conduct penny check/Verify pennies in FPPS.

A. See Process 2, Step 5, and Appendix D (manual process).

Output: Pennies verified for ETDY taxes.

STEP 6. **NSSC Travel (Service Provider (SP)** – Reconcile Labor Cost Voucher (LCV).

A. See Process 2, Step 6.

Output: ETDY taxes reconciled.

STEP 7. **NSSC Travel (Service Provider (SP)** – Post ETDY Taxes to SAP and Clear ETDY Tax Invoice to Cash.

A. See Process 2, Steps 7 and 8.

Output: ETDY taxes posted in SAP and cleared to cash.

STEP 8. **NSSC Travel (Service Provider (SP)** – Update the PCS/ETDY Center spreadsheet.

A. Input 1900#'s and 1500#'s on master Center spreadsheet for each transaction, if not already recorded here.

Output: PCS/ETDY Center spreadsheet updated with 1900 and 1500 document numbers for ETDY taxes.

STEP 9. **NSSC Travel (Service Provider (SP)** – Enter any IPAC(s) in the U.S. Treasury system.

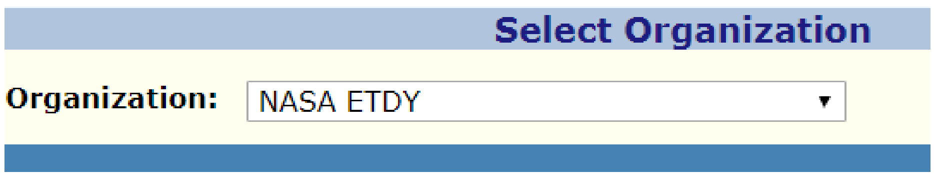
A. See Process 2, Step 10.

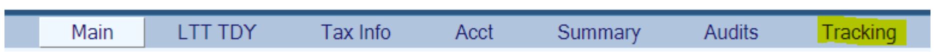
Output: IPACS completed to provide FBWT any true outages remaining.

STEP 10. **<u>NSSC Travel (Service Provider (SP)</u>** – Close out applicable pay period (pre-existing) ETDY tasks in WMS and submit mLINQ vouchers.

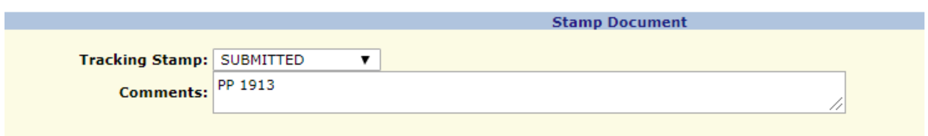
A. Submit Vouchers in mLINQ.Log into mLINQ: https://cos.nssc.nasa.gov/movelinq/relologin.aspx.

1. Select the organization NASA ETDY and click Submit.



2. Locate traveler and click on the correct relocation description.
3. Verify that the correct voucher has been selected. If so, in the upper right-hand corner, click Tracking.
4. 

On the drop-down menu for tracking stamp, select SUBMITTED. In the comments section input the pay period that the voucher was reported to DOI (e.g., PP XXXX). Save and then close out of voucher and traveler's mLINQ account.



B. Resolve the ETDY task. In the Work Notes section of the task, input "DOI complete PP XXXX" with applicable pay period. Also, copy and paste the same comment and add to the end of the Short Description of the case (DOI complete PP XXXX) to signify to the reviewer (case holder) that all tax actions are complete.

C. After all actions are taken, tax documents need to be loaded in Tech Doc under the current pay period (e.g. [https://dm.nssc.nasa.gov/servlet/dm.web.Explore?fid=9957). The following files should be loaded to Tech Doc per pay period:](https://dm.nssc.nasa.gov/servlet/dm.web.Explore?fid=9957)

1. COS (Excel file)
2. COS_output (Notepad text file)
3. Error Report (Adobe file)
4. Master Center spreadsheet (Excel file: PP XXXX)

5. Labor Cost Voucher (Excel file: PP XXXX LCV)

Output: Vouchers completed, taxes reported, and pay period closed out.

STEP 11. **NSSC Travel (Service Provider (SP)** and **NSSC Travel (Civil Servant (CS)** – W-2C process occurs, if a correction is needed to the previous year W-2 form for any given PCS or ETDY traveler.

A. See Process 2, Steps 12-14.

Output: W-2C's are processed for NASA employees.

METRICS

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
Employee	Completes requests by contacting the Customer Contact Center (CCC), various forms, and/or electronic requests through NASA systems.	Employee's Supervisor/Approver Center Human Resources Office Center Payroll Office NSSC Payroll	Metric information will be captured by using generated Cases and Tasks and/or system reports (i.e., Web-based Time and Attendance Distribution System (WebTADS)) (where applicable) Goal = To track the timeliness of all request made for efficient processing.
Supervisor/Approver	Completes requests on behalf of the employee by contacting the CCC, various forms, and/or electronic requests through NASA systems.	Employee	Supervisor/Approv er

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
Human Resources Office (NSSC and Center) And Center Payroll Office	Forwards requests received from employees or their supervisors.	NSSC Payroll Office	Metric information will be captured by using generated Cases and Tasks and/or system reports (i.e., WebTADS) (where applicable) Goal = To track the timeliness of all request made.
NSSC Payroll Office	To receive, review and/or forward requests as the process dictate.	DOI Payroll Office	Metric information will be captured by using generated Cases or Tasks and/or system reports (i.e., WebTADS) (where applicable) Goal=To effectively capture accurate information/timelines and track all requests.

SYSTEM COMPONENTS (EXISTING SYSTEMS)

IT System Title	IT System Description	Access Requirements
FPPS and OBIEE	Federal Payroll and Personnel System that supports all payroll and personnel actions for NASA.	User role for SP and CS
WebTADS	NASA Payroll Time and Attendance system responsible for recording employee's time.	User role for SP and CS
Secure Payment System (SPS)	Federal Treasury system used to request payments to employees, outside agencies, etc.	User role for SP and CS
AAO NISM	Supports MSFC internal activities, metrics, etc.	User role for SP
Historical Personnel/Payroll System (HPPS)	NASA's Personnel and Payroll System that contains time keeping information for NASA employees prior to DOI conversion.	User role for SP and CS
Systems Applications Products (SAP)	NASA's accounting system that maintains NASA's accounting records.	User role for SP and CS
Web Access Tool (WAT)	NASA's Web Access Tool that contains various Center reports for Payroll.	User role for SP and CS
Documentum	The Liaison Payroll Office's scanning system that houses employee requests and	User role for SP

	retirement records prior to NSSC transition.	
ServiceNow	Supports NSSC internal activities, metrics, etc.	User role for SP and CS
Tech Doc	Houses processing documents for the NSSC	User role for SP and CS
Adobe Acrobat	Supports NSSC's internal processes by consolidating reports and various processing documents.	User role for SP and CS

CUSTOMER CONTACT CENTER STRATEGY

The NSSC Customer Contact Center (CCC) can be reached via phone, fax, or e-mail. Each call, fax or e-mail will initially be assigned as a “Level I” case. Upon inquiry, the CCC will create a Call ticket and make every effort to answer the inquiry. In the event a question cannot be answered, the case will be elevated to “Level II,” which is the Payroll Office SP. Any inquiries requiring a response from a Payroll Office CS will be routed to “Level III.” All inquiries will be assigned by that Center’s designated Payroll Technician.

For e-mail inquiries: nssc-contactcenter@mail.nasa.gov

For Fax inquiries: 1-866-779-6772

For Phone inquiries: 1-877-NSSC123 (or 1-877-677-2123)

For Web site information:
https://www.nasa.gov/centers/nssc
The CCC will be provided a listing of the Payroll Office staff and their areas of responsibility. Also, the CCC will make references to DOI and Employee Express’ Help Desk numbers and URL’s and as well as other pertinent contact information.

APPENDIX A – ACRONYM LIST

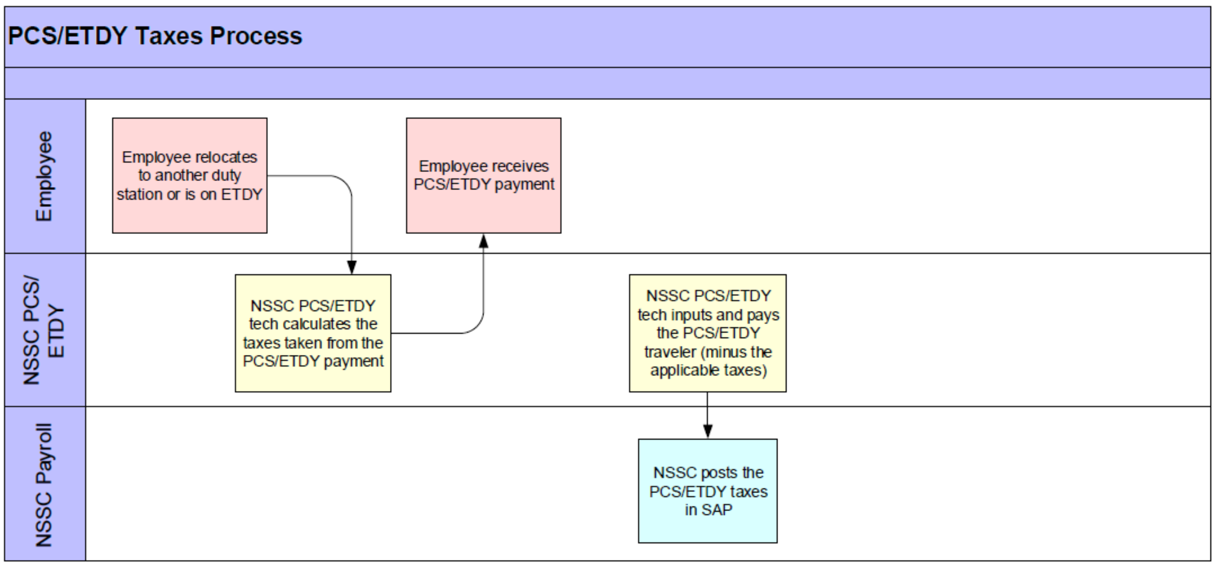
AAO	Agency Applications Office
ABA	American Bankers Association
ACH	Automated Clearing House
ALC	Agency Location Code
ALDS	Agency Labor Distribution
AP	Accounts Payable
BA	Business Area
BOBJ	Business Object
BOC	Bill of Collection
CCC	Customer Contact Center
CGE	Concur Government Edition
CMP	Continuous Monitoring Program
CO	Certifying Officer
COS	Change of Station
CS	Civil Servant
CSRS	Civil Service Retirement System
DOI	Department of the Interior
EFT	Electronic Funds Transfer
EFTPS	Electronic Federal Tax Payment System
EIN	Employer Identification Number

EPSS	NASA's Enterprise Performance Support System
ETDY	Extended Temporary Duty
FBWT	Fund Balance with Treasury
FC	Funds Commitment
FERS	Federal Employees Retirement System
FICA	Federal Insurance Contributions Act (Social Security)
FPPS	Federal Personnel / Payroll System
G/L	General Ledger
GRS	General Records Schedule
HHG	Household Goods
HIT	Health Insurance Tax (Medicare)
HPPS	Historical Personnel/Payroll System
HQ	Headquarters
IPA	Intergovernmental Personnel Act
IPAC	Intra Governmental Payment and Collection
IRS	Internal Revenue Service
LCV	Labor Cost Voucher
LEVW	Leave & Earning Statement
MRI	Master Records Index
NASA	National Aeronautics and Space Administration
AAO	Agency Applications Office
NID	NASA Interim Directive

NPR	NASA Procedural Requirements
NRRS	NASA Records Retention Schedule
NSSC	NASA Shared Services Center
PCS	Permanent Change of Station
PIN	Personal Identification Number
POC	Point of Contact
PP	Payroll Period
SAP	Services, Applications, and Products
SBU	Sensitive But Unclassified
SDG	Service Delivery Guide
SP	Service Provider
SPS	Secure Payment System
SSN	Social Security Number
TA	Travel Authorization
TDY	Temporary Duty
WAT	Web Access Tool
WebTADs	Web-based Time and Attendance Distribution System
YEA	Year End Adjustment

APPENDIX B – VISIO CROSS FUNCTIONAL FLOWCHARTS

PCS/ETDY Taxes



APPENDIX C – STATE INFORMATION TO KNOW

State Payment is Made to	**Payee Name**
DC	District of Columbia Treasurer
VA	Virginia Department of Taxation
CO	Colorado Department of Revenue
MD	Comptroller of Maryland
HI	Hawaii Department of Taxation
IN	Indiana Department of Revenue
AZ	Arizona Department of Revenue
AL	Alabama Department of Revenue
CA	California Employment Development Department
GA	Georgia Department of Revenue
OH	Ohio Department of Taxation
MA	Massachusetts Department of Revenue
MI	Michigan Department of Treasury
MT	Montana Department of Revenue
NY	New York State Department of Taxation and Finance

- All login information for state and federal websites is located at N:\TRAVEL\TRAVEL PAYROLL\NON NASA IPAS\States Tax Information.
- District of Columbia Treasurer: Vendor number 154197 has all the information required. To get routing and bank information go to Office and Tax and Revenue for that State. (This will be done for all States EFT Payments). For example of previously filed return, visit https://dm.nssc.nasa.gov/servlet/dm.web.Explore?fid=102729. Current form being used is FR-900M and due date for monthly payments is the 20th of the month.

Quarterly filing online is due by the 30th or 31st of the month following quarter end. Annual form being used is FR-900B due date is 01/31. Verify if DC requires copies of W-2's sent in with annual reconciliation. Link to the DC website at https://www.taxpayerservicecenter.com/Logon.jsp.

Note: If an overpayment is made to the District of Columbia the form FR900-B must be completed with a letter requesting a refund. Please see WMS ticket 523465 as an example.

- Virginia Department of Taxation: Vendor number 140299. ACH payment is due by the 25th day of the month. If no payment is owed a $0 return must be filed monthly. For example of previously filed return, visit https://dm.nssc.nasa.gov/servlet/dm.web.Explore?fid=102729. Current form being used is VA-5 and due date is the 25th of the month. Annual recon is form VA-6H due date is 01/31. Verify if VA requires copies of W-2's sent in with annual reconciliation. Link to VA website is https://www.business.tax.virginia.gov/VTOL/Login.seam?logout=true.
- Comptroller of Maryland: Vendor number 140296. For example of previously filed return, see https://dm.nssc.nasa.gov/servlet/dm.web.Explore?fid=111139. Current form being used is MW506 and due date is 15th of the month following the quarter if a payment is made. The annual withholding reconciliation currently used is MW508 and due date is 01/31. Verify if MD requires copies of W-2's sent in with annual reconciliation. Link to the MD website is http://www.marylandtaxes.com/.
- Alabama Department of Revenue: Vendor number is 140292. For example of previously filed return, see https://dm.nssc.nasa.gov/servlet/dm.web.Explore?fid=110604. Currently the form being filed is Form A-1 for quarterly filers and due date is the 30th or 31st of the month following quarter end. Annual recon form being used is Form A-3 and due date is 01/31. Verify if AL requires copies of W-2's sent in with annual reconciliation. Link to the AL website is https://myalabamataxes.alabama.gov/_/.
- Arizona Department of Revenue: No vendor is currently set up in SAP. For example of previously filed return, seehttps://dm.nssc.nasa.gov/servlet/dm.web.Fetch/4TH_QTR_2014_$0_RETURNS.pdf?gid=2211380&FixForIE=4TH_QTR_2014_$0_RETURNS.pdf. Currently NASA is a quarterly filer and uses the form A1-QRT with due date on the 30th or 31st day of the month following quarter end. Annual recon currently being used is A1-R is due 01/31. Verify if AZ requires copies of W-2's sent in with annual reconciliation. Link to the AZ website is https://www.aztaxes.gov/Home.
- State of California Employment Development Department: Vendor 140294. Employers are required to file two forms. Refer to link http://www.edd.ca.gov/Payroll_Taxes/Required_Filings_and_Due_Dates.htm for

current due date information for forms DE 9 and DE 9C. NASA is currently a quarterly filer, with due date of the last day of the month (30th or 31st) following quarter end. Link to CA website is https://eddservices.edd.ca.gov/index.html. For example of previously filed quarterly return, see https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/4TH_QTR_2014_$0_RETURNS.pdf?gid=2211380&FixForIE=4TH_QTR_2014_$0_RETURNS.pdf. Annual returns are no longer required for CA.

- Colorado Department of Revenue: Vendor number 165000. Due date is 30th or 31st of the month following the quarter. NASA is currently a quarterly filer. For example of previously filed return, see https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/CO-3RD_QTR_2014_V2_approved_1_.pdf?gid=2086990&FixForIE=CO-3RD_QTR_2014_V2_approved_1_.pdf. Current annual form is DR 1093, and due date is 01/31. Verify if CO requires copies of W-2's sent in with annual reconciliation. Link to CO website is https://www.colorado.gov/revenueonline/_/.
- Georgia Department of Revenue: Vendor number 140295. NASA is currently a quarterly filer with due date by the last day of the month (30th or 31st) following quarter end. Form used for quarterly return is G-7. Example of previously filed return: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/4TH_QTR_2014_$0_RETURNS.pdf?gid=2211380&FixForIE=4TH_QTR_2014_$0_RETURNS.pdf. The annual form used is G-1003 due date is 01/31. Verify if GA requires copies of W-2's sent in with annual reconciliation. Link to GA website is https://gtc.dor.ga.gov/_/#1.
- Indiana Department of Revenue: No vendor number exists currently. NASA's current filing frequency is annual. Form that is filed is WH-3, and the due date is 01/31. Verify if IN requires copies of W-2's sent in with annual reconciliation. Link to IN website is https://www.intax.in.gov/Web/default.aspx. Example of previously filed return https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/AL-ANNUAL__2014_RECON_AND_CONFIRMATION_mh___SIGNATURE.pdf?gid=2143337&FixForIE=AL-ANNUAL__2014_RECON_AND_CONFIRMATION_mh___SIGNATURE.pdf.
- Michigan Department of Treasury: Vendor number 178600. NASA's current filing frequency is annual. Form that is filed is Form 5081, and the due date is 01/31 (unless announced otherwise via the Michigan Treasury Online system). Verify if MI requires copies of W-2's sent in with annual reconciliation. Link to MI website is https://www.michigan.gov/treasury/.
- Ohio Department of Taxation: No vendor number is currently set up. The department has cancelled NASA's account due to length of time with no taxes to report. Effective Jan. 1, 2015, employers are required to file withholding returns and make payment of the taxes through the Ohio Business Gateway. Employers are not

required to send in W-2's. The form for quarterly taxes is OHIO IT 501. Link to OH website is https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc/Login#MainContainer. Example of previously filed return is https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/AL-ANNUAL__2014_RECON_AND_CONFIRMATION_mh___SIGNATURE.pdf?gid=2143337&FixForIE=AL-ANNUAL__2014_RECON_AND_CONFIRMATION_mh___SIGNATURE.pdf. No due dates currently, as NASA Travel no longer has Non NASA taxes to report to OH.

- New York State Department of Taxation and Finance: Vendor number 165375. Form currently being used for quarterly returns is NYS-45, and due date is the last day of the month (30th or 31st) following quarter end. Annual return information can also be filed on the NYS-45. Employers are not required to send in copies of W-2's. Link to NY website is http://www.tax.ny.gov/online/ . Example of previously filed return is https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/DECEMBER_2014_NYS-45__mh_.pdf?gid=2143342&FixForIE=DECEMBER_2014_NYS-45__mh_.pdf.

APPENDIX D – BI-WEEKLY PENNY VERIFICATION

Bi-Weekly Penny Check Center Spreadsheet to FPPS

This is done beginning the Thursday after file is uploaded to the AAO. Penny check is done to make sure our records match DOI. We are only checking the pennies for NASA's taxes (FICA and HIT). This is the manual process.

- Open current pay period Center spreadsheet N:\TRAVEL\TRAVEL PAYROLL\FY 2014. Once in Center spreadsheet go to PCS BRK tab.
- Log in to FPPS. Click on FPPS PRODUCTION. Key in PDVW by box labeled FPPS Command. Click go.
- Key in employee's SSN which is on the Center SS under column E. Key in current pay period by box labeled Processing Pay Period using this format 1406.
- Select One Time Adjustment, click ok.
- Look for Type Deduction, pay code 66A. Type V in the box and click ok.
- Verify that the amount matches the 66A on Center spreadsheet column W (Net Voucher Amount).
- Click next until you see Type: Entitlement pay code: 33B. Verify that this amount matches the Center spreadsheet column T (Taxable Income).
- May or may not need to click next until you see the Type GOV-BENEFIT. Pay Code is OGS for NASA FICA and MGS for NASA HIT.
- In the box on the left key in V by each GOV-BENEFIT then click ok.
- Make sure that the amount matches our amounts on Center spreadsheet to the penny.
- If not on the item that does not match click in the cell that is off, for NASA FICA it is column R and NASA HIT it is column M. Note: Ensure you are only adjusting the NASA HIT and/or FICA columns, NOT Employee columns. If helpful, you may highlight the columns to a different color temporarily, to help ensure the correct NASA tax columns are adjusted.
- Once you are in the cell you need to deduct the amount (usually a penny). This is done by clicking in the cell and then in the formula bar and deduct the difference for example (=L2-.01).

- Ensure the “Invoice Amount” in column V is also adjusted to revise the total tax per voucher. (This includes all taxes reported: EMP HIT, EMP FICA, NASA HIT, NASA FICA, State, and Federal WTA.)
- Once the Center spreadsheet has been adjusted to match FPPS, the SAP input sheet will need to be adjusted as well.
- Go to the path N:\TRAVEL\TRAVEL PAYROLL\FY 2014\PCS & ETDY SAP INPUT FORMS. Select current pay period, Center and, if PCS voucher, you would click on SAP form for that person. Make sure you select the correct voucher; PCS may have more than one type of voucher for each person.
- **If PCS voucher,** open up SAP input sheet. If no adjustments need to be made highlight box labeled Amount (Grand Total for all line items) yellow. This is to show that the pennies have been checked but no adjustment was necessary.
- If adjustments are needed then you would adjust them on the SAP input sheet in the row for NASA HIT and FICA. Based on form that COS area used the Amount cell (Grand Total for all line items) should turn red once adjusted. If not, just change the highlight to red. This is just an indicator that the pennies were adjusted.
- **If ETDY voucher,** you would click on the folder NASA taxes N:\TRAVEL\TRAVEL PAYROLL\FY 2014\PCS & ETDY SAP INPUT FORMS\PP (current pay period) then select the correct document you need to adjust. Notice ETDY vouchers may have more than one, if so, open the document to make sure it is the correct one.
- The amounts that need to be adjusted are the ones labeled G/L Code 6400.1246 (FICA and HIT taxes combined) and also the Sum of Total Taxes fields.
- Bold font each row (representing each voucher) on the master spreadsheet upon completion of penny check for each voucher entry.
- Highlight each traveler’s row on the LCV (Labor Cost Voucher) upon completion of penny check for all travel vouchers per traveler.
- Save revisions.
- Both PCS and ETDY SAP input sheets (Employee taxes and NASA taxes) on the N drive at N:\TRAVEL\TRAVEL PAYROLL\FY 20XX\ SAP INPUTS \PP 20XX need to be revised for each employee with any penny adjustments within the pay period. Review all Center folders under this path to ensure all input sheet files have been updated.

APPENDIX E – IPAC EXAMPLE

IPAC EXAMPLE

NAME: ______________________

IPAC Job Aid

ALC (Originating ALC) traveler's FPPS center

Customer ALC center paying for travel

Transaction Type center paying for travel

	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
Sender TAS			080	2013	2014		0122	000

Sender BETC COLL

	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
Receiver TAS								

	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
Receiver TAS								

Receiver BETC DISB

The receiver TAS information is listed in SAP.

FC# ______________________

FUND# ______________________

PAY PERIOD ______________________

AMOUNT ______________________

TA# ______________________

Once logged into SAP you click on FMZ3. Input the 400# and hit enter. Double click on fund, this is where the TAS information is located.

APPENDIX F – TAX FUNDING ESTIMATION E-MAIL

Mr./Ms. (Labor Analyst Last Name),

The NSSC is requesting funding for TRAVELER NAME to be applied to Funds Commitment (FC) #400XXXXXX to cover the traveler's taxable costs for the current ETDY detail.

Please find the attached Funding Request Form that will delineate the amounts required for NASA's portion of employer taxes, to be applied to GL 6100.1284 for Withholding Tax Allowance, and GL 6400.1246 for FICA and Medicare taxes.

Please ensure that funding is in place so there will be no issues with posting payroll. After funding is in place, please return the signed form back to the NSSC at nssc-contactcenter@mail.nasa.gov, Attention Your Name – Travel Department.

The NSSC will add the new accounting lines (if applicable) and obligate the required funds to the FC Document.

Thank you.

Kindest Regards,

Your Name