



PAY 4.1
Monitor and Calculate
Tax Liability; Monitor
Adjustments and
Cancellations for W-2c
Reporting

PAY 4.2
Generate Tax Deposit
Report

PAYCP 4.3
Transfer of Funds
to WH, SS &
Medicare
Trust Funds;
Transfer to
Clearing Account

DRAFT

Period Activity,
Quarter or
Calendar
Year End

PAY 4.5
Generate
Quarterly Wage
Date

PAY 4.6
Generate
Quarterly Form 941
and
Schedule B

PAY 4.7
Offset Tax Liability by
Overpayment by
Agency to Form 941
after IRS Posting of
Forms 941X

PAY 4.8
Update Form W-2 Tax
Reporting Configuration

PAY 4.9
Prepare Forms
W-2 and Distribute to
Employees
(Mail Paper W-2)

PAY 4.10
Forms W-2 Email
Notification

PAY 4.11
Invalid Email
Notification