

Pay Advice and W-2 Reconciliation

The information presented below is intended as an example to aid in reconciling an employee's December pay advice to their W-2. If December pay transactions required corrections after the December payroll was processed there may be additional steps that need to be taken to reconcile the W-2 information.

If you have any questions relating to your W-2, contact your agency's payroll specialist. In addition to receiving your W-2 in the mail, the W-2 can be accessed by using the Employee Self Service system (ESS) or contact your agency's payroll specialist to receive a duplicate. Duplicate W-2 requests must be in writing. In order to protect the employee, verbal requests will not be accepted.

The State of Wyoming has several benefit programs, which may result in a difference between employees' total earnings, their taxable federal income tax wages, and taxable Social Security/Medicare wages. These programs are: deferred compensation, various types of flexible benefit programs, and an option to have medical and life insurance premiums paid with pre-tax dollars. Depending on the benefit program participation elected by an employee, not all pre-tax deductions apply to all employees. The example below is intended to demonstrate how an employee can reconcile their December Pay Advice to their W-2.

DECEMBER PAY ADVICE							
EARNINGS				DEDUCTIONS			
DESCRIPTION	PAY RATE	HOURS	PAY AMOUNT	YTD AMOUNT	DESCRIPTION	DEDUCTION AMOUNT	YTD DEDUCTION AMOUNT
SALARY	6482.00	173:20	\$6,482.00		ADD FIT TAX	\$50.00	\$600.00
LONG	200.00		\$200.00		FICA EE	\$400.44	\$4,858.43
					FED INC TAX	\$1,071.48	\$13,105.76
					MDCR EE	\$93.65	\$1,136.24
					RTR REG EM-MT	\$112.26	\$1,213.44
					DENT PREV NO TX	\$20.49	\$237.85
					DENT OPT NO TX	\$13.07	\$152.99
					DEP LIFE TAXED	\$1.59	\$17.65
					MEDICAL NO TAX	\$84.81	\$973.46
					PRUDL INS TX	\$16.00	\$192.00
					VISION TAXED	\$8.40	\$100.80
					DEF COMP	\$50.00	\$350.00
					DEF COMP 50	\$100.00	\$500.00
					DEPEND CARE	\$200.00	\$2,400.00
					MEDICAL REIMB	\$125.00	\$1,500.00
					SAVINGS 1	\$100.00	\$1,200.00
					SAVINGS 2	\$75.00	\$900.00
TOTAL				\$80,961.00	TOTAL	\$2,522.19	

LEAVE				STATE CONTRIBUTIONS		
DESCRIPTION	CURRENT USAGE	CURRENT ACCRUAL	BALANCE	DESCRIPTION	AMOUNT	YTD AMOUNT
ANNUAL LEAVE	00:00	8:00	91:00	RTR REG ST MT	\$96.22	\$1,154.64
SICK LEAVE	00:00	8:00	139:00	RTR-AG-MT	\$388.89	\$4,533.08
ADMIN LEAVE	00:00	00:00	00:00	RTR-ST-MT	\$379.54	\$4,554.48
HOLIDAY LVE	16:00	00:00	-64:00	Insurance Match	\$663.69	\$7,661.12
				DF CMP AG MT	\$20.00	\$240.00

	W-2 Box 1 Wages, tips and other compensation	W-2 Box 3 Social Security Wages	W-2 Box 5 Medicare Wages
SALARY	\$80,961.00	\$80,961.00	\$80,961.00
RTR REG EM-MT	(\$1,213.44)		
DENT PREV NO TX	(\$237.85)	(\$237.85)	(\$237.85)
DENT OPT NO TX	(\$152.99)	(\$152.99)	(\$152.99)
MEDICAL NO TAX	(\$973.46)	(\$973.46)	(\$973.46)
DEF COMP	(\$350.00)		
DEF COMP 50	(\$500.00)		
DEPEND CARE	(\$2,400.00)	(\$2,400.00)	(\$2,400.00)
MEDICAL REIMB	(\$1,500.00)	(\$1,500.00)	(\$1,500.00)
DF CMP AG MT		\$240.00	\$240.00
Taxable Wages	\$73,633.26	\$75,936.70	\$75,936.70

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22222	Void <input type="checkbox"/>	a Employee's social security number	For Official Use Only ▶ OMB No. 1545-0008		
b Employer identification number (EIN)		1 Wages, tips, other compensation 73633.26	2 Federal income tax withheld 13705.76		
c Employer's name, address, and ZIP code		3 Social security wages 75936.70	4 Social security tax withheld 4858.43		
		5 Medicare wages and tips 75936.70	6 Medicare tax withheld 1136.24		
		7 Social security tips 0.00	8 Allocated tips 0.00		
d Control number		9	10 Dependent care benefits 2400.00		
e Employee's first name and initial		11 Nonqualified plans 0.00		12a See instructions for box 12 G \$1,090	
		13 Statutory employee <input type="checkbox"/> Retirement plan <input checked="" type="checkbox"/> Third-party sick pay <input type="checkbox"/>		12b DD \$8,396.73	
f Employee's address and ZIP code		14 Other NTX MED REIM 1500.00		12c	
				12d	
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax
					20 Locality name

EXAMPLE

Form W-2 Wage and Tax Statement Department of the Treasury—Internal Revenue Service
 Copy A For Social Security Administration — Send this entire page with Form W-3 to the Social Security Administration; photocopies are **not** acceptable. **For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.**
 Cat. No. 10134D
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Box 1 (Wages, tips and other compensation) – indicates total wages, and taxable fringe benefits less pre-tax deductions that are subject to federal income tax withholding (Box 2).

Box 3 (Social Security wages) and Box 5 (Medicare wages and tips) – indicate wages and taxable fringe benefits less pre-tax deductions that are subject to Social Security taxes (Box 4) and Medicare taxes (Box 6).

The other boxes on the W-2 are for informational reporting purposes.

Box 10 (Dependent care benefits) – indicates the total *pre-tax* amount withheld for dependent care for those employees who elected to participate in the dependent care flexible benefit program.

Box 12-(G) (Deferred Compensation Section 457(b)) – indicates the total employee *pre-tax* deduction [e.g. DEF CMP or DEF COMP 50] withheld from the employees total earnings plus the total employer agency match [DF CMP AG MT].

Box 12-(P) (Excludable Moving expenses) – indicates those moving expense reimbursements paid directly to an employee that are otherwise deductible by an employee and paid under an accountable plan.

Box 12-(W) (HSA Deduction) – indicates the total *pre-tax* amount contributed to a Health Savings Account (HSA).

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Box 12-(DD) (Cost of Employer – Sponsored Health Coverage) – indicates both the portion of the cost paid by the employer and the portion of the cost paid by the employee, regardless of whether the employee paid for the cost through pre-tax or after-tax contributions.

Box 12-(EE) (Designated Roth Contributions) – indicates the total employee Roth *after-tax* contribution made under a Governmental Section 457(b) plan.

Box 14-(2) (Medical Reimbursement) – indicates the total *pre-tax* amount withheld for medical reimbursement for those employees who elected to participate in the medical flexible benefit program.

Box 14-(3) (Moving Expense paid) – indicates those moving expense reimbursements paid directly to an employee that are otherwise not deductible and paid without a qualified accountable plan. *These reimbursements are included in Box 1 (Wages, tips and other compensation).*

Box 14-(4) (Educational Assistance Payments) – indicates those tuition expenses that exceed \$5,250.00 and *are included in Box 1 ((Wages, tips and other compensation).*

Box 14-(5) (Car Expense) – indicates the value assigned to the benefit of using an employer-owned vehicle for both business and personal use and *is included in Box 1 (Wages, tips and other compensation).*