

Annual Calendar Tax (OTRS Reporting) (Oklahoma)

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PATH: *Human Resources > Reports > OTRS Reporting > Annual Calendar Tax*

The OTRS Annual Calendar Tax Report extracts the total earnings received for each individual employee, both OTRS members and non-members, for the previous calendar year. It is due April 1st of each year.

The screenshot shows the 'OTRS Reporting' tool interface. At the top, it lists report options: Annual Calendar Tax, Annual Employment Year End, and Monthly Contribution. The 'Annual Calendar Tax' option is selected and highlighted with a red box. A red arrow points from this box to the 'Annual Calendar Tax Report Options' section below. This section includes a 'Calendar Year' dropdown menu set to '2018', two radio button options for 'Excel' and 'XML (State Format)', an 'Output Format' dropdown menu, and a 'Generate' button at the bottom.

Annual Calendar Tax Report Options

Report Logic

- This report extracts the the total earnings received for each individual employee, OTRS members and non-members, for the previous calendar year.
- One record reports for each person.
- If the Gross Amount is blank or null, a record does NOT report for that staff member.
- If the W2 status is **X**, a record does NOT report as this status reflects a cancelled W2.

Report Editor Options

Field	Description
Calendar Year	Select the calendar year tax data to report.
Output Format	<ul style="list-style-type: none"> • Excel - This format provides the report data in a format that is easy to review and verify. If applicable, it may include data warnings and errors. • XML (State Format) - This format provides the report data in the OTRS accepted format for upload and submission.

Report Example

OTRS YEAR-END EMPLOYER REPORT							
HEADER							
County Code	33						
District Code	1018						
Reporting Year	2017						
Reporting Period Type	C						
EMPLOYEE INFO							
Tax Number	Tax Number Type	Tax Form Type	First Name	Middle Name	Last Name	Suffix	Gross Amount
000144679	S	W	MARY	E	GREEN		12814.54
000144679	S	W	ERIC	S	DAVIS		3464.66
000244456	S	W	CHAD	B	SMITH		2973.67
000245889	S	W	CHRISTY	L	DICKENS		40834.75
000344469	S	W	DANIEL	D	WILLIS		29492.84
000344577	S	W	RACHEL	C	ANDERSON		48051.59
000444489	S	W	NICOLE	R	COOPER		41438.87
000444589	S	W	MARK	M	JONES		6400
000445789	S	W	BRIAN	C.	MOORE		12883
001123446	S	W	HEIDI	M	KING		17464.8
001124448	S	W	CARRIE	JULIE	LEE		510

OTRS Annual Calendar Tax Report Layout

Element	Description	Type, Format, and Length	Campus Location
Header Record			
County Code	The first 2 digits of the State District Number.	Numeric, 2 digits	System Administration > Resources > District Information > State District Number

Element	Description	Type, Format, and Length	Campus Location
District Code	The letter I (for independent school) plus the last 3 digits of the State District Number.	Alphanumeric, 4 characters	System Administration > Resources > District Information > State District Number
Reporting Year	The calendar year for which data is reporting. The year is selected on the extract editor.	N/A	Human Resources > Reports > OTRS Annual Calendar Tax Report > Year
Reporting Period Type	This element always report " C ".	Alphanumeric, 1 character	N/A
Employee Info			
Tax Number	The employee's tax number.	Numeric, 9 digits	Human Resources > Personnel > Personnel Master > HR General Information > Social Security Number
Tax Number Type	Identifies whether the Tax Number is a Social Security Number (S) or Federal Individual Taxpayer Identification Number (F). F reports If the value in Social Security Number field begins with 9 and the fourth and fifth digits are in the following ranges: 70-88, 90-92, 94-99.	Alphanumeric, 1 character	Human Resources > Personnel > Personnel Master > HR General Information > Social Security Number
Tax Form Type	This element always reports W .	Alphanumeric, 1 character	N/A

Element	Description	Type, Format, and Length	Campus Location
First Name	The employee's first name.	Alphanumeric, 100 characters	Human Resources > Personnel > Personnel Master > HR General Information > First Name
Middle Name	The employee's middle name.	Alphanumeric, 100 characters	Human Resources > Personnel > Personnel Master > HR General Information > Middle Name
Last Name	The employee's last name.	Alphanumeric, 100 characters	Human Resources > Personnel > Personnel Master > HR General Information > Last Name
Suffix	The generational assignment the employee uses as part of their name; e.g., Jr, III.	Alphanumeric, 10 characters	Human Resources > Personnel > Personnel Master > HR General Information > Suffix
Gross Amount	Gross amount paid to the individual within the reporting period. The highest value found in Boxes 1, 3 and 5 on the employee's W2 for the year for which this report is being generated. If multiple W2 records exist, values from the latest record generated reports. For example, if a W2 is amended, values from the replacement record report.	Numeric, 12 digits NNNNNNNNNN.NN	N/A