### Payroll / Personnel

**W-2 / UI Processes**

PPP600 Program Run Specification

UPAY731 (R12/98) R1223

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**Extraction**

If no extraction is desired, leave all boxes blank.

- **PPP600 - SPEC**
  - Quarterly (12)
  - Year (13-14)

**UI Processing**

If no UI processing is desired, leave all boxes blank.

- **Reports**
  - (30)
- **Tape**
  - (31)

- **Y** - Produce UI Reports
- **N** - No UI Report
- **Y** - Produce UI Tape
- **N** - No UI Tape

**W2 Processing**

If no W2 processing is desired, leave all boxes blank.

- **Forms**
  - (40)
- **Reports**
  - (41)
- **Tape**
  - (42)
- **Active Employees Report**
  - (43)
- **W2 Sort**
  - (44)
- **Number of Blank W2s**
  - (45-47)
- **W2 Fiche**
  - (48)

- **A** - All Employees
- **S** - Selected Employees
- **B** - Blanks Only
- **N** - No W2 Forms
- **Y** - Produce W2 Reports
- **N** - No W2 Report
- **Y** - Produce W2 Tape
- **N** - No W2 Tape
- **Y** - Produce Active Employees Report
- **N** - No Active Employees Report
- **N** - Alphabetical by Name
- **Z** - Employee Name Within Zip Code
- **C** - Active Employees By Name Within Home Department, Inactives By Name Within Zip Code
- **D** - Active Employees By Name Within Home Department, Inactives By Employee ID No.

**Prepared By:**

**Authorized By:**

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**Return:** Accounting: Until action taken

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