WVEIS SHORTCUTS AND PREVIEW W2 AND 1099 CHANGES

WVASBO FALL CONFERENCE
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Preview of making changes to W2's and 1099's for next year

First of all, the OT changes to the W2 will be discussed during Uriah's Hot Topics Thursday morning. In a nutshell, the amount will be displayed in box 14 this year and in box 12 for 2026.

We are also changing the process of submitting W2C's and 1099 changes. Last year and most of this year, you sent me the changes and our programmers submitted those changes. Earlier this year, I was made aware that some counties have been doing W2C's themselves. For next year, it will be the county's responsibility to submit any changes to W2's or 1099's.

Steps to correct 1099's

1. Create ID.me or login.gov account with the IRS. You may already have done this. You will use your personal SSN to create the account and use, even for business use.
2. You will need to submit an application in IRIS for a TCC (Transmitter Control Code). This process will take some time. I suggest you do this immediately. You will not be able to make changes until you have been assigned a TCC.
3. Pub 5717 gives instructions on how to access and change forms. You will login into IRIS, select the option to make a correction and then submit.

IRS Information Returns Intake System (IRIS)
This portal is used by businesses to file Forms 1099 with the IRS.

1. **Create an ID.me account.** You must have a verified ID.me account to access the IRIS application.

2. **Go to the IRIS Taxpayer Portal** on the IRS website.

3. **Sign in with your ID.me account.** Complete the multi-factor authentication (MFA) process.

4. **Apply for a TCC.** After signing in, you can apply for an IRS Transmitter Control Code (TCC), which is required to e-file forms. You will need your organization's Employer Identification Number (EIN) and contact information for authorized officials.

5. **Consent to share information.** Allow ID.me to share your information with IRIS.

Using the IRS Information Returns Intake System (IRIS)
The IRS provides a free online portal for businesses of any size to file Form 1099 series returns and corrections.

1. Log into your IRIS Taxpayer Portal account.

2. Select the option to make a correction.

3. Enter the corrected information and submit. The system will issue alerts for common errors.

Steps to correct W2's

1. Create ID.me or login.gov account with the IRS. You may already have done this. You will use your personal SSN to create the account and use, even for business use.
2. Apply for a TCC on the SSA BSO portal (Business Services Online). This process will take some time. I suggest you do this immediately. You will not be able to make changes until you have been assigned a TCC.
3. Go to BSO portal/Electronic Wage Reporting home page.
4. Fill out the W2c form online.
5. You can print a copy for the employee and submit to the SSA.

Obtaining a TCC: To electronically file corrected W-2s (W-2c), you must apply for a TCC through the SSA's Business Services Online (BSO)

portal. The SSA is the agency that handles W-2 and W-2c filings, not the IRS.

How to file Form W-2c online

Step 1: Register for Business Services Online (BSO)

1. Visit the SSA's Employer W-2 Filing Instructions & Information website.

2. If you have a Login.gov or ID.me account, you can use your existing credentials to access employer services. Otherwise, create an account.

Step 2: Access the Forms W-2c/W-3c Online portal

1. Log in to the BSO website.

2. Navigate to the **Electronic Wage Reporting (EWR)** home page.

3. Click on the **"Forms W-2c/W-3c Online"** tab.

Step 3: Fill out the W-2c form

1. Provide your company's information and select the tax year you are correcting.

2. For each employee you need to correct, you will need to enter both the previously reported figures and the correct figures.

3. If you are correcting only an employee's name or SSN, fill in only the employee and employer information boxes and leave the wage and tax boxes blank.

4. Once you have entered all the corrections, the system will automatically generate a Form W-3c, "Transmittal of Corrected Wage and Tax Statements".

Step 4: Submit and distribute the corrected forms

1. Review the information for accuracy and submit your Forms W-2c and W-3c directly to the SSA through the BSO portal.

2. After submission, print or save a copy of the corrected W-2c for your employee and for your records.

3. Distribute the corrected W-2c to your employee as soon as possible.

When should a W2C be issued

- **Determine if you need to file a Form W-2c.** You must file a Form W-2c if you need to correct an employee's Social Security Number (SSN), name, or reported wages and tax withholdings.

- **Correcting only an address.** If you only need to correct an employee's address, you do not need to file a Form W-2c with the SSA. Instead, send the employee a new, corrected Form W-2 clearly marked "REISSUED STATEMENT".

- **Catching a mistake early.** If you realize an error after giving a W-2 to an employee but before submitting it to the SSA, mark "VOID" on Copy A of the incorrect form. Prepare a new W-2 with the correct information, mark the employee's copies (B, C, and 2) as "CORRECTED," and submit the correct Copy A to the SSA.

WVEIS SHORTCUTS FMS

BANK RECONCILIATION FILE

Your bank can provide a .txt file with the check number, amount and date for cleared checks each month. You can upload the file into WVEIS, which will create the bank statement input record with the cleared checks. You can then change the bank statement to add cleared deposits and electronic payments. Contact me for setup instructions.

JOURNAL ENTRY UPLOAD

You can create a budget or adjusting entry in Excel and import into WVEIS. Refer to the Excel to WVEIS handout for instructions.

ACCOUNT NUMBER QUICK ENTRY

The account string is 28 digits long, most of which may be zeros. To enter this account 11.00000.01112.009.001.0000.0000.00, you can instead enter 11..1112.9.1. You can enter an extra decimal if an account element is all zeros, like the project. You can also skip the leading zeros in an account element, and then if the rest of the account is all zeros, you can just not enter those.

IMPORT FILE FOR PCARD TRANSACTIONS

Your bank can provide a file with the invoices from your PCARD statement. There are steps to setup and information to be entered on the bank site. You will then upload the file to create an invoice batch, where changes can be made and the batch posted for payment. Refer to the D Cal handout on the WVEIS finance support page.

PO INPUT

When doing a change on a PO, you don't have to enter the vendor
number, just the PO number.

```
10/21/25  FY 26              BROOKE COUNTY SCHOOLS           14:14:20 QPADEV002T
FMS                          Purchase Order Input                    Ref: PUR.410 .01



    C               Vendor: _____      Purchase Order:    425929 POBDT
    Add
    Change
    Lookup
    Index
    End             Index: 1
                           1 = Purchase Orders by Number
                           2 = Purchase Orders by Vendor Number
                           3 = P/O's By Requisition Number: _____
                           4 = Blanket Purchase Orders by Number
                           5 = Vendors By Name: AMAZON.COM_____
                           6 = Vendors By Number.




                                                        Auto Next Record? N
```

FINDING A VENDOR

Before adding a new vendor, make sure the vendor doesn't already exist.
An easy way to do that is to search for keywords in the vendor name,
since a vendor name could be entered slightly different and may not
come up when normally indexed.

```
I            Vendor Number:  _____
Add
Change
Delete
Lookup            Index: 1
Index                     1 = Vendor By Name: ?PARK?_____
End                       2 = Vendor By Number.
                          3 = Vendor By Category: _____
                          4 = Inactive Vendors
                          5 = Inactive By Name: _____
```

Auto Next Record? N

Position to: _____

"X"	Vendor	Name		Telephone	
_	452	BOARD OF PARK COMMISSIONERS	CITY OF WEIRTON	( )	
		WEIRTON	WV 26062		
_	2883	BROOKE HILLS PARK		(304)	737-1236
		WELLSBURG	WV 26070		
_	4026	DON PARKER SALES		(412)	281-4085
		PITTSBURGH	PA 15209		
_	932	EAT 'N PARK		( )	
		WEXFORD	PA 15090		
_	1850	EAT'N PARK		(304)	723-5179
		WEIRTON	WV 26062		
_	3028	NATIONAL RECREATION & PARK ASN		(847)	843-7529
		HOFFMAN ESTATES	IL 60195		
_	3106	PARK VALLEY BEHAVIORAL HEALTH		( )	
		WHEELING	WV 26003		
_	5698	WEST VIRGINIA PARKWAYS	AUTHORITY	(304)	926-1900
		CHARLESTON	WV 25306		
_	5946	WHEELING PARK COMMISSION	OGLEBAY PARK	( )	
		WHEELING	WV 26003		+

KEYWORDS

You can use keywords instead of entering account numbers. They are defined on the Chart of Accounts Maintenance menu, Define Account Code Keywords. Come up with a code. It can be letters and/or numbers. Then enter the account number you want to associate with that code. Anywhere in WVEIS, where you enter an account number, you can enter the code instead.

```
10/21/25  FY 26            BROOKE COUNTY SCHOOLS          14:12:11 QPADEV002T
FMS                    Index to Account  Code Keywords          Ref: GNL.201X.02
Position to:     _____
"X" KEYWORD              A C C O U N T   C O D E
 _  BHA_SUP_OFC          11.00000.12411.611.502.0000.0005.19
 _  BHM_SUP_OFC          11.00000.12411.611.502.0000.0502.19
 _  BHM_SUP_TCH          61.01902.11111.611.502.0000.0502.19
 _  BHS_SUP_GUD          11.00000.12122.611.502.0000.0000.19
 _  BHS_SUP_LIB          11.00000.12222.642.502.0000.0000.19
 _  BHSFOOD              61.88911.13121.634.502.0000.0000.00
 _  BHSMILK              61.88911.13121.632.502.0000.0000.00
 _  BHSSUPL              61.88911.13121.636.502.0000.0000.00
 _  BHV_SUP_OFC          11.00000.12411.611.502.0000.0004.16
 _  BH1_SUP_OFC          11.00000.12411.611.502.0000.0001.19
 _  BH1_SUP_TCH          61.01902.11111.611.502.0000.0001.19
 _  BH2_SUP_OFC          11.00000.12411.611.502.0000.0002.19
 _  BH2_SUP_TCH          61.01902.11111.611.502.0000.0002.19
 _  BH3_SUP_OFC          11.00000.12411.611.502.0000.0003.19
 _  BH3_SUP_TCH          61.01902.11111.611.502.0000.0003.19
 _  BIN_SUP_LIB          11.00000.12222.642.210.0000.0000.19
 _  BIN_SUP_OFC          11.00000.12411.611.210.0000.0000.19
 _  BIN_SUP_TCH          61.01902.11111.611.210.0000.0000.19
 _  BIS_SUP_LIB          11.00000.12222.642.211.0000.0000.19                +
```

```
     L          Account Code: BHSMILK
     Lookup
     Index
     End

              Index: 1
                     1 = Chart of Accounts.
                     2 = G.L. Accounts in Budget Control.
                     3 = G.L. Accounts by Budget Control Account.




                                              Auto Next Record? N
```

REPORT WRITER GROUPS

If you submit several General Ledger Reports at the same time, you can create a group, listing the report ID's that are run and submit them all at once.

MENU GNL550: GENERAL LEDGER REPORT WRITERS

    1. Transaction Activity Report Writer GNL.560
    2. Transaction Activity Report Writer Submittal   GNL.565
    3. General Financial Report Writer GNL.570
    4. Gen Financial Report Writer Submittal-OFFSETS GNL.575
    5. Gen Fin Report Writer Submittal - NO OFFSETS GNL.575NO
    6. Report Writer Group Maintenance GNL.571
    7. Define General Ledger Financial Statements . GNL.580
    8. General Ledger Financial Statement Submittal   GNL.585
    9. FREE FORM REPORT WRITER . . . . GNL600   MENU
   10. Transaction Activity Report Submittal (WVSAO) GNL.565W

   89. Change Assignment
   90. Exit ACS

Option or Menu Item   6_____

      A   Group Identifier: MONTHLY_____
      Add
      Change
      Delete
      Lookup
      Index   Index: 1
      End   1 = Groups by ID

                                              Auto Next Record? N

Group Identifier: MONTHLY   MONTHLY REPORTS

Report Identifier: _____

Mode: Add   F3=Exit   F4=Index   F5=Reset F12=Cancel   Cancel? N

Enter the report ID's for all reports you want included in the group.
Then when you go to submit the report, enter your group instead.

Group: MONTHLY_____
        or
Report Identifier: _____

Report Month: JULY_____

F3=Exit   F4=Index   F5=Reset F12=Cancel   Cancel? N

WVEIS SHORTCUTS EMS

TIME CARD UPLOAD

You can create an excel spreadsheet with time card info and upload that to your time cards in WVEIS. Contact me to initially setup. Here is the sequence of columns in excel.

Field	Type	Pos	Len	Dec	Description
EMPNO	CHAR	1	9		Employee ID#
JOBCODE	CHAR	10	6		Employee WVEIS Job Code
LOCCODE	CHAR	16	6		Employee WVEIS Location Code
PEDATE	NUM	22	8	0	Period End Date (CCYYMMDD; to be translated to EMS-required format)
WADATE	NUM	30	8	0	Time Worked/Absence Date (CCYYMMDD; to be translated to EMS-required format)
WASIGN	CHAR	38	1		Sign (+/-) of units of work/absences Required only if negative.
WAUNIT	NUM	39	8	4	Time Worked/Absence Hours
OTPCT	NUM	47	8	7	Overtime percent (if applicable)
RATE	NUM	55	9	4	Rate in dollars (if passed, use it; if not, use EMS rate)
ABCODE	CHAR	64	6		Employee Absence Code (generic code As also defined in CIMS)
RECTYP	CHAR	70	6		Record type designator ("A" for absence record; "T" for time worked record)
ACCT	CHAR	76	40		Time Account String, if applicable
DESC	CHAR	116	30		Time Description (optional per OPTIONS)

Notes regarding file data:
- When uploading and downloading files with negative numbers, the IBM i (WVEIS server) file will contain the sign in the far right of the field.

All numeric (NUM) fields are right justified. All character (CHAR) fields are left justified.

Then use this program to upload. The time cards and absences will appear in Time and Attendance Maintenance.

         MENU PAY400: EMPLOYEE ATTENDANCE SYSTEM

     1. Time and Attendance Maintenance PAY.408
     2. Mass Absence Entry PAY.409
     3. Mass Time Card Entry PAY.410
     4. Automatic Time Card Builder PAY.406
     5. Employee Temporary Docks PAY.465
     6. Employee Days/Weeks Exceptions PAY.475
     7. Time Worked Detail Lookup PAY.420
     8. Time and Attendance Report PAI.501
     9. Absence Detail Report PAI.502
    10. Time and Attendance HISTORY Report PAZ.501
    11. Import Time & Attendance to WVEIS . . . . . .   KRO.IMP

    89. Change Assignment
    90. Exit ACS

Option or Menu Item   11

   Run the Import...

           Client ID WV043   LINCOLN COUNTY SCHOOLS

Import Path: ftp address: localhost

Import File Name: EMPINLCS.txt   format: ASCII

    Post to WVEIS? (Y/N): Y   (N-report only)
Print errors only? (Y/N): N

         F3=Exit F4=Index F5=Reset F12=Cancel

ARE YOU USING A CALLING SYSTEM BUT STILL ENTERING SUB TIME CARDS AND EMPLOYEE ABSENCES?

OR DO YOU NOT USE A CALLING SYSTEM AND USE ONLY THE PAYROLL PROGRAMS TO ENTER TIME CARDS AND ABSENCES?

TSSI is the payroll interface that can take the information from your calling system and create the time cards and absences in EMS. There is also a manual input program in the payroll interface to enter the absent employee with the sub, if not using a calling system. You enter the absent employee, job code, absence code, sub, date and class code and the system will pull the sub pay rate and base the account number for the sub on the absent employee. It will also track consecutive days and bump up the rate for professional subs after the 11th and 30th consecutive day. Many more reports are available and the schools can do the verification and print reports on their own.

USING AUTO NEXT RECORD IN INDEX ORDER

If you want to view or change several records with the same job code, you can select your index and enter I in the Auto next record field. When you hit enter, it will take you through each record in a change or lookup mode in the order of the index.

```
  C              Employee: _____      Job Code: SRV200
  Add
  Change
  Delete
  Lookup         Index: 3
  Index                   1 = Employee Assignments
  End                     2 = Employee Assignments by Name (L,F,M)
                          _____  _____  _
                          3 = Employee Assignments by Job
                          4 = Employees by Name
                          5 = Employees by Number
                          6 = Employees by Soc Sec No   _____
                          7 = Job Codes


                                               Auto Next Record? I
```

ARE YOU SAVING PAPER COPIES OF REPORTS?

Any report generated from a payroll can be recreated. Many other
Payroll reports can also be recreated. Don't print and store, unless it's a
report you refer to frequently. Otherwise, go to the reports tab in WOW,
where the reports are in PDF, and save them to a folder on your
computer. You can easily view and search your computer or the report.

LOOKUP PAYCHECKS BY ACCOUNT NUMBER OR VIEW ACCOUNTS BY EMPLOYEE

Index 4 on the Payroll Check Lookup with an employee number will
show you the expense accounts the employee was paid from or the fixed
costs.

```
        I         Employee: 943-00-0003  Run #: _____  Check #: _____
        Lookup
        Index
        End


               Index: 4
                      1 = Payroll Checks by Employee
                      2 = Employees by Last Name: _____
                      3 = Payroll Checks by check number From: _____
                      4 = Account Distribution History by Employee/Run#
                      5 = Account Distribution History by Account/Run#

                      _____  _____


                                                  Auto Next Record?  N
```

Type 2 is salary. Type 6 is employer cost.

Position to: Run# _____ Employee 943-00-0003 GONSOWSKI, GEORGE A.

Run#	Check Dt	Check#	Void	Account	Amount	Type
7914	3/30/20	205721		61.41011.11111.151.101.0000.0000.00	550.00	2
7914	3/30/20	205721		61.41011.11111.221.101.0000.0000.00	34.10	6
7914	3/30/20	205721		61.41011.11111.221.101.0000.0000.00	7.98	6
7914	3/30/20	205721		61.41011.11111.261.101.0000.0000.00	2.98	6
7896	3/13/20	205161		61.41011.11111.151.101.0000.0000.00	1000.00	2
7896	3/13/20	205161		61.41011.11111.221.101.0000.0000.00	62.00	6
7896	3/13/20	205161		61.41011.11111.221.101.0000.0000.00	14.50	6
7896	3/13/20	205161		61.41011.11111.261.101.0000.0000.00	5.42	6
7890	2/28/20	204593		61.41011.11111.151.101.0000.0000.00	1050.00	2
7890	2/28/20	204593		61.41011.11111.221.101.0000.0000.00	65.10	6
7890	2/28/20	204593		61.41011.11111.221.101.0000.0000.00	15.23	6
7890	2/28/20	204593		61.41011.11111.261.101.0000.0000.00	5.69	6
7879	2/14/20	204029		61.41011.11111.151.101.0000.0000.00	1100.00	2
7879	2/14/20	204029		61.41011.11111.221.101.0000.0000.00	68.20	6
7879	2/14/20	204029		61.41011.11111.221.101.0000.0000.00	15.95	6
7879	2/14/20	204029		61.41011.11111.261.101.0000.0000.00	5.96	6
7871	1/30/20	203470		11.00000.11111.131.101.0000.0000.00	164.31	2
7871	1/30/20	203470		11.00000.11111.221.101.0000.0000.00	10.19	6
7871	1/30/20	203470		11.00000.11111.221.101.0000.0000.00	2.38	+

Index 5 with an account entered will show you everyone charged to that account.

```
10/21/25  FY 26 LINCOLN COUNTY SCHOOLS              16:35:15 QPADEV002T
EMS                Payroll Check Lookup                    Ref: PAI.420 .01



     I          Employee: _____  Run #: _____  Check #: _____
     Lookup
     Index
     End

                 Index: 5
                        1 = Payroll Checks by Employee
                        2 = Employees by Last Name: _____
                        3 = Payroll Checks by check number From: _____
                        4 = Account Distribution History by Employee/Run#
                        5 = Account Distribution History by Account/Run#
                           11..11111.111.201_____  _____




                                              Auto Next Record?  N
```

```
10/21/25  FY 26          LINCOLN COUNTY SCHOOLS      16:35:42 QPADEV002T
WVABASEMS        Account Distr. Detail (Type 2 & 6 only)    Ref: PAZ.718A.02
Position to: Account                                        Run#
  Run# Check Dt   Check# Void  Account / Employee           Amount   Type
                              11.00000.11111.111.201.0000.0000.00
  3166  6/28/06    57137      943-00-0127 MCCANN, JACQUELINE L.   1846.20   2
  3166  6/28/06    57137      943-00-0127 MCCANN, JACQUELINE L.    182.82-  2
  3166  6/28/06    92814      943-00-0374 BROWNING, DEBRA M.      1550.08   2
  3166  6/28/06    57134      943-00-0391 JONES, JANET D.         1846.20   2
  3166  6/28/06    57242      943-00-0456 CARTER, LAURA R.         549.42   2
  3166  6/28/06    57142      943-00-0626 TOPPING, GARY D.        1933.20   2
  3166  6/28/06    57129      943-00-1301 ADKINS, LORETTA         2262.05   2
  3166  6/28/06    57136      943-00-1335 MAYNARD, ORLANTHA M.    2225.30   2
  3166  6/28/06    92825      943-00-1512 HUTCHISON, RONALD K.     530.58   2
  3166  6/28/06    57140      943-00-1566 NICHOLAS, JANE A.        637.09   2
  3166  6/28/06    92819      943-00-1595 DEMPSEY, VIOLET         2262.05   2
  3166  6/28/06    92822      943-00-1815 WORKMAN, LINDA G.       2119.83   2
  3157  6/15/06    56764      943-00-0127 MCCANN, JACQUELINE L.   1846.20   2
  3157  6/15/06    56764      943-00-0127 MCCANN, JACQUELINE L.    182.82-  2
  3157  6/15/06    92592      943-00-0374 BROWNING, DEBRA M.      1550.09   2
  3157  6/15/06    56761      943-00-0391 JONES, JANET D.         1846.20   2
  3157  6/15/06    56868      943-00-0456 CARTER, LAURA R.         549.43   2
  3157  6/15/06    56769      943-00-0626 TOPPING, GARY D.        1933.20   +
```
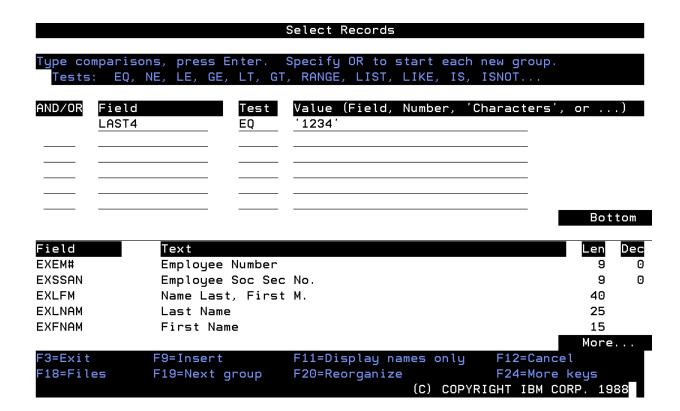
DO YOU HAVE THE LAST 4 OF A SSN BUT DON'T KNOW WHO IT IS?

You can use the program LAST4 to find a person with the last 4 of their SSN.

```
10/21/25  FY 26   LINCOLN COUNTY SCHOOLS                16:37:35 QPADEV002T
ACS               LINCOLN COUNTY WORK AREA 2018-2026           Ref: ACS.002 .01

        MENU WVRE00: WEST VIRGINIA EMPLOYEE DATA REPORTS

   16. Mass Change Empl Assignment Deduction Codes .   WVE.883
   17. Update Position Control Accounts from EMS . .   WVH.883
   18. Payroll Deduction Summary Report  . . . . . .   WVP.907A
   19. Life / Health Participation by Run Number . .   WVE.032
   20. Change Employee Assignment Accounts . . . . .   WVE.995
   21. Change FY Position in Position Control Accts    WVH.882
   22. Mass Add Employee Deduction Codes . . . . . .   WVE.884
   23. Display Employees matching SSN last 4 digits    LAST4
   24. Inactivate obsolete employees . . . . . . . .   WVE.090
   25. Define CEO online check/run# restrictions . .   CEO.RUN
   26. Load HMS Position Codes from Certified List .   WVH.999

   89. Change Assignment
   90. Exit ACS


 Option or Menu Item   23
```

Change the '1234' to the last 4 numbers.

```
                        Select Records

  Type comparisons, press Enter.  Specify OR to start each new group.
    Tests:  EQ, NE, LE, GE, LT, GT, RANGE, LIST, LIKE, IS, ISNOT...

  AND/OR  Field           Test   Value (Field, Number, 'Characters', or ...)
          LAST4           EQ     '1234'
  ____    _____    ____   _____
  ____    _____    ____   _____
  ____    _____    ____   _____
  ____    _____    ____   _____
  ____    _____    ____   _____
                                                              Bottom

  Field           Text                                        Len   Dec
  EXEM#           Employee Number                               9     0
  EXSSAN          Employee Soc Sec No.                          9     0
  EXLFM           Name Last, First M.                          40
  EXLNAM          Last Name                                    25
  EXFNAM          First Name                                   15
                                                             More...
  F3=Exit        F9=Insert       F11=Display names only    F12=Cancel
  F18=Files      F19=Next group  F20=Reorganize            F24=More keys
                                       (C) COPYRIGHT IBM CORP. 1988
```

COPY ASSIGNMENTS

If you need to create another assignment for an employee, you can copy their existing assignment, which pulls their WC and RET code along with the account numbers, and creates another assignment with a new job code. The information for the first assignment will default to the second assignment and will allow you to make any changes to the assignment before hitting enter to create the new assignment.

You will do an A of the assignment you want to copy, entering a C in the Auto Next Record field.

```
        A              Employee: 943000017     Job Code: INCENT
        Add
        Change
        Delete
        Lookup            Index: 1
        Index                    1 = Employee Assignments
        End                      2 = Employee Assignments by Name (L,F,M)
                         _____ _____  _

                                 3 = Employee Assignments by Job
                                 4 = Employees by Name
                                 5 = Employees by Number
                                 6 = Employees by Soc Sec No  _____
                                 7 = Job Codes



                                               Auto Next Record? C
```

You can enter the employee ID and job code you want to create. Then
when you hit enter, it will default all the same info from the assignment
you copied and then you can make the necessary changes.

```
        Employee:   _____
        Job Code:    _____
```

```
        Mode: Add          F3=Exit  F4=Index  F5=Reset  F12=Cancel        Cancel? N
```