

# Financial Service Co-Op V: Process W2s

## Contract Description:

### DESCRIPTION:

To perform business office functions according to the terms listed in the service

option below: Prepare, balance, process and upload W2s to the ISIS secure website

Region 15 will perform the business office procedures as outlined below in an accurate and timely manner as prescribed by the Texas Education Agency (TEA) regulations. The following services will be provided based on the district's needs.

### REGION 15 RESPONSIBILITIES:

Region 15 will be responsible for the following duties based on monthly payrolls that have been processed by the district:

- Utilize the Ascender payroll software system
- Prepare, process, review and balance W2s in a timely manner
- Send W2 reports to district for review and final approval by the Business Manager or Payroll Clerk
- Once approved by district, Region 15 will complete the W2 process and upload file to the ISIS secure website by the due date
- Upload final/approved W2s onto the Region 15 secure FTP site