



# RTI Payroll Healthcare Additions

## Tracking Healthcare Premiums for W-2 Reporting

The total cost of employee's healthcare premiums are now required on W-2s in box 12 with a code DD. To help assist with this tracking, you can set up a non-cash, non-taxable addition.

This addition will be for the pay period premium amount. You can determine this amount by taking the employee's annual premium and dividing by the number of pay periods in the year.

To set up your Addition, you will need to do the following:

1. In Payroll, select **Additions** from the Maintenance menu.
2. Click **Add** to set up a new Addition.
3. Enter the name and abbreviation you want to use for this Addition.
4. For Status, select **Active**.
5. For Addition Type, select **Healthcare Addition**.
6. For Additions Method, select **Add amount each pay run**.
7. For Overall Limit, select **No Limit – add forever**.
8. Check the "Is this a Non-Cash Addition" box.
9. Leave the Default Addition amount and Default Addition Limit boxes blank.

So far, your Addition screen should look like this—although your name/abbreviation may be different:

**Add Additions**

Addition Name:

Abbreviation:

Status:

Addition Type:

Addition Method:

Overall Limit:

Is this a Non-Cash Addition:

Default Addition amount:

Default Addition limit:

Enter the default limit amount (if using a limit) for this addition. The limit can be overridden for each employee.



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Now, scroll down to set up the last two options for the Addition:

10. Set "Add amount to gross pay before calculating these taxes" to **None**.  
Click in the drop down box and on the window prompting for detailed help, select **No**. On the list of taxes, leave them all unchecked and click **OK**. None should now show in that box.
11. Under W-2 Impact, select **Healthcare Addition (DD)**.

Default Addition amount:

Default Addition limit:

Store to post Addition to:

Account to post Addition to:

Add amount to gross pay before calculating these taxes: **None**

W-2 Impact: **Healthcare Addition (DD)**

Enter the default limit amount (if using a limit) for this addition. The limit can be overridden for each employee.

Once you have the Addition setup, you will need to add it to employee records for the employees who have accepted insurance coverage. This will be done under **Processing** in Employee Maintenance.

1. Select **Change Employee** and pull up the employee you need to add this Addition to.
2. Select the **Additions** tab and click **Add** to assign the addition to the employee.
3. Enter in the amount you calculated for the pay period premium for this employee.

Additions:

Status: **Active**

Amount:

Enter the amount to be added each pay run.



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4. Select **OK** to go back to the employee maintenance screen.
5. Select **Next** to go to the next employee and repeat steps 1-4 for all employees with healthcare coverage.

The last step will be when you start the first pay run for the new year.

You will need to select this addition under **Additions to take this Pay Period**.

Continue with your pay runs as usual and the system will track the employees' healthcare cost for W-2 printing at the end of the year.

**Start a New Pay Run**

Pay Run Type: Start Full Pay Run

Stores to Include in Pay Run: 1 Selected

Pay Frequencies to be paid: 1 Selected

Pay Period Begin Date:

Pay Period End Date:

Check Date:

Deductions to take this Pay Period: 22 Selected

Additions to take this Pay Period:

How Many Weeks Worked For Salaried Employees:

Accrue Vacation/Personal Hours:

Check for tax updates:

Process EFT:

Select additions to use this pay run. Press [Space] to all additions.

Additions	
<input type="checkbox"/>	ACC VAC\BONUS
<input type="checkbox"/>	BONUS
<input checked="" type="checkbox"/>	CORP. EXPENSES
<input checked="" type="checkbox"/>	CREW-ADDT PAY
<input type="checkbox"/>	EMPLOYEE EXPENSE REIMBURSEMENT
<input checked="" type="checkbox"/>	Healthcare Premium
<input type="checkbox"/>	MGMT-ADDT PAY
<input type="checkbox"/>	TRAVEL

Buttons: