UseCaseID	PW015
Module	Election Worker
SubModule	
Summary	Create 1099/W2 Report File for Election Workers
Description	In compliance to the Auditor Controller and IRS requirement, RRCC will submit a report file of Election Workers who received a total amount of $600.00 or more for each year. Earnings from January 1 thru December 31 of the same year. The report is submitted to the Auditor Controller every January 4th.
Precondition	User has required Security Level in Election Worker module. Amelia to provide example of excel format required by Auditor Controller.
ExpectedResult	Create a file using EMS Election Worker Payroll data to select Election Workers who received more than $600.00 total in a year.
DetailedProcessFlow	1. User will press "1099 Report" or "W2" button in the worker election module. 2. System will show parameter: "YEAR" 3. User will enter 4 digit year. 4. System will use the year parameter and generate an excel file for the Auditor Controller. 5. User will review the file. 6. User will send the file to the Auditor Controller via FTP.
ReadyAlternateFlow	
Parent	

Requirements	UC-PW015-01 EMS shall provide an exception report if SSN is invalid.
	UC-PW015-02 EMS shall provide a button to generate 1099 file / W2 file report.
	UC-PW015-03 EMS shall provide Parameter: "YEAR"
	UC-PW015-04 EMS shall produce 1099/W2 report file in a format required by the Auditor Controller.
	UC-PW015-05 EMS shall provide a 1099/W2 Detail report of all payments for audit purposes. The report shall have a breakdown list containing:
	    a. Worker SSN
	    b. Worker Name
	    c. Worker Address
	    d. Job Title
	    e. Election_id
	    f. Election date
	    g. Election name
	    h. Payment Date
	    i. Payment Amount
	    j. Warrant Number
	UC-PW015-06 EMS to allow Supervisor to generate on demand supplemental file if the following information changes during the file was generated: SSN, name, address, mailing address.

RequirementID	
Gap	Users need access to IRS to validate SSN.

Risk	This is an IRS requirement. A very stiff penalty is imposed to Registrar-Recorder for each Election Worker that is not reported.
Actors	[Actors that use Use Case]
Documents	[List of documentation name, Link or location]
Author	Amelia Bartolome 02112019 mod 4/18/21 ab 5/28/21 **ab**
Signoff	Election operations management Blanca Lopez and Keysa Rancharan
Date	[Date Signed off as Complete] 05/26/21
RequirementID	