

W2 Procedures USA

DATE: dd-mmm-yyyy	YOUR COMPANY NAME APEARS HERE (V###)	TIME: hh:mm AM
		SECURITY: OFF
W2 Processing Menu		
1 = W2 Report		
2 = W2 File Changes		
3 = W2 File Merge		
4 = Create W2 Print File		
5 = Create EFW2 File		
6 = Print W2 Statements		
7 =		
8 =		
9 = Create W2 Email Statements		
10 = Build PDF / Email W2 Statements		

1. **REVIEW** the Employer Constants Database (4,2,11.2).
 - ✓ **Verify** that the correct taxation year is listed in the *Static Employer Information* screen, field 08.
 - ✓ **Review** paycodes and deduction codes (screens 02 to 09). If you have created any new paycodes or deduction codes this year, you will need to add them to the appropriate fields.

PAYROL EMPLOYER CONSTANTS - CHANGES
01 = STATIC EMPLOYER INFORMATION
02 = FEDERAL WAGE INFORMATION
03 = SOCIAL SECURITY WAGE INFORMATION
04 = STATE WAGE INFORMATION
05 = LOCAL WAGE INFORMATION
06 = GENERAL INFORMATION
07 = BOX 13 INFORMATION
08 = BOX 14 INFORMATION
09 = BOX 15 INFORMATION

Balancing W2's

2. BALANCE W2's: (MONTHLY/YEARLY)

- ✓ Run the YTD Payroll Register (1,2,22) for the entire year and select the *SUMMARY* option.
- ✓ Run the W2 Report (3,4,12,1) to the screen. Print the *W2 Verification Report* pages only, using the Screen Scroller print option. Here is a sample report:

dd-mmm-yy hh:mm AM	W2 VERIFICATION REPORT FOR ????	PAGE 187
=====		
GRAND FEDERAL WAGES	936,419.23	
GRAND SOCIAL SECURITY WAGES F	951,910.08	
GRAND MEDICARE WAGES	951,910.08	
GRAND STATE WAGES	936,069.87	
GRAND LOCAL WAGES	0.00	
GRAND FEDERAL INCOME TAX	44,738.56	
GRAND SOCIAL SECURITY TAX F	97,630.73	
GRAND MEDICARE TAX	24,436.21	
GRAND STATE TAX	18,158.83	
GRAND LOCAL TAX	0.00	
GRAND ALLOCATED TIPS	0.00	

3. BALANCE the W2's starting with *Federal Wages*.

- ✓ Using the W2 Report as a guide, **identify** all the paycodes and deduction codes in the Employer Constants Database (4,2,11.2) that make up the value in *Federal Wages*.
- ✓ Using the YTD Payroll Register, **add up** the value of each of those pay or deduction codes. This value should be the same as that printed on the W2 Report.

If it doesn't balance check the **Employer Constants Database** (4,2,11.2) and make sure you have included all of the earning/deduction codes required.

Generating Your W2's

!!!! W2's are now Year Based. Remember to select the correct year, otherwise you will wipe out or submit last year's information !!!!

4. GENERATE W2'S:

- ✓ **Make** any necessary adjustments in the W2 File Changes program (3,4,12,2). Make sure the correct taxation year is displayed.
- ✓ **If** you have more than one payroll, run the W2 File Merge (3,4,12,3).
- ✓ **Create** the W2's print document by running the Create W2 Print File (3,4,12,4). This process must be run in batch as the W2 totals will only print on the log report.

5. EMAILING W2's :

Check employee's T4 STATEMENT field to using EMPLOYEE EMAIL STATEMENT FIELD CHANGES (1,1,22,1) and EMPLOYEE EMAIL STATEMENT FIELD REPORT (1,1,22,2) for those employees to receive their W2 by email. Ensure the Global E-mail Profile (4,1,3,5), "W2' Procedures is setup and active for each applicable payroll.

Run Create W2 Email Statements (3,4,12,9) followed by Build PDF / Email W2 Statements (3,4,12,10).

6. PRINT W2's :

Run the Print W2 Statements (3,4,12,6) for the applicable taxation year. When you select output to a printer, you **MUST** also be sure to select the correct FORM for that printer. The FORM definition tells the printer how many lines make up one W2 page. If you are also emailing W2s, those employees with only 'E' or only 'W' on their T4 STATEMENT field on the Pay master screen will not have a W2 printed.

7. CREATE the electronic submission file:

Run the Create W2 EFW2 File (3,4,12,5). The file SRB\$OPSWRK:EFW2.yyyy can be found in the same directory your bank EFT files are created. The actual file name and location of the file is included on the header of this report. The actual file name and location is printed on the header of this report. You can rename this file before submitting once you have transferred this file from the payroll to your PC. You can use the AccuWage software, released each August, to verify the format of your data before submitting the file. See <http://www.socialsecurity.gov/employer> then access the section Information for Software Developers to access the Accuwage download.