W2 Form Printing
ERP-Statewide

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This article details the steps to print W2 forms.

**W2 Processing Menu**

All of the W2 processes on this page are performed using links on the W2 Processing menu (HR > Periodic Routines > Year End).
1 Print W2s for All Employees

1. An advanced search may be used to create a list of all employees who will be receiving a printed W2. This search may be performed in Employee Information using the search criteria shown below.

2. Click Print W2 Forms on the W2 Processing menu.

3. Click Print All W2 Forms

4. Select the appropriate Tax Year, Employer Control Number and Sort Order. Optionally, select to print terminated forms only and/or to print the check location on the W2 forms.

5. Click the green OK icon in the top action bar.

6. Select the appropriate Check Location or leave blank to print all locations.
7. Click the green OK icon in the top action bar.

8. Select the appropriate Laser Forms Criteria check boxes determined by the type of W2 forms being used and leave the Form Type set as Employee Forms.

9. Click the green OK icon in the top action bar.

10. Click OK to display the error log on screen.

11. Click OK to print the W2 forms to the printer.
12. If an error log is created, open it. Depending on your browser and browser settings, this file will show on your screen as a report to open or may be downloaded directly to your downloads folder.

13. Click the red BACK icon to return to the W2 Processing menu.
2. Test Print an Individual W2 Form

1. Click Print an Individual W2 on the W2 Processing menu.

2. Select the appropriate Tax Year, Employer Control Number and Sort Order. Optionally, select to print terminated forms only and/or to print the check location on the W2 forms.

3. Click the green OK icon in the top action bar.

4. Select the appropriate Check Location or leave blank to print all locations.

5. Click the green OK icon in the top action bar.

6. Enter the Employee Social Security Number (separated using dashes), the Employee Number or search for the employee using the magnifying glass in the Employee Number field.
7. Click the green OK icon in the top action bar.

8. Select the appropriate Laser Forms Criteria check boxes determined by the type of W2 forms being used and leave the Form Type set as Employee Forms.

9. Click the green OK icon in the top action bar.

10. Click OK to display the error log on screen.

11. Click OK to print the W2 forms to the printer.
12. If an error log is created, open it. Depending on your browser and browser settings, this file will show on your screen as a report to open or may be downloaded directly to your downloads folder.

13. Click the red BACK icon to return to the W2 Processing menu.

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