

W2 Form Printing

ERP-Statewide

Exported on 12/19/2019

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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.

Advanced Search Criteria					
Employee User Defined	User-defined screen page number	Equals	31001	↓	And
Employee User Defined	Free text1	Equals	Y	X ↓	End

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

Information	
	<p>Select a print option:</p> <ul style="list-style-type: none"> - Print All is used to print all employee or employer W2's. - Restart is used to restart printing from a specific point. - Individual is used to print a single employee or employer W2. - Print Total is used to print only the W2 summary page.
	<div style="border: 1px solid gray; padding: 5px;"> <p>Print All W2 Forms</p> <p>Restart W2 Printing</p> <p>Print an Individual W2</p> <p>Print Total W2</p> </div> 

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.

Print Criteria	
Tax Year *	2018
Employer Control Number *	2018
Sort Order *	1 - Name
Print Terminated Only	<input type="checkbox"/>
Print Check Location	<input type="checkbox"/>
Check Location	

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.

Laser Forms Criteria

Pressure Seal Forms

Reverse Portrait Printing

Utility Form

Pre-Printed Back

Pre-Printed Front

Form Type * E - Employee Forms

9. Click the green OK icon in the top action bar.
10. Click OK to display the error log on screen.

Print - Green – Wayne County - Test

W2 NEGATIVE/ZERO AMOUNTS ERROR LOG

Destination	File Options
<input type="radio"/> File <input checked="" type="radio"/> Screen	File Name H:/Todd.Zimmerly/rpt/w2frm_neg.log

OK
Back

11. Click OK to print the W2 forms to the printer.

Print - Green – Wayne County - Test

w2forms.rpt

Destination	Printer Options
<input checked="" type="radio"/> Printer <input type="radio"/> File	Printer Name Defined Destination 🔍 Number of Copies 1
	<div style="background-color: #0056b3; color: white; padding: 2px;">File Options</div> File Name H:/Todd.Zimmerly/rpt/w2forms.rpt


OK
Back

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.

Information

 Select a print option:

- Print All is used to print all employee or employer W2's.
- Restart is used to restart printing from a specific point.
- Individual is used to print a single employee or employer W2.
- Print Total is used to print only the W2 summary page.




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.

Print Criteria

Tax Year *	<input type="text" value="2018"/>
Employer Control Number *	<input type="text" value="2018"/>
Sort Order *	<input type="text" value="1 - Name"/>
Print Terminated Only	<input type="checkbox"/>
Print Check Location	<input type="checkbox"/>
Check Location	<input type="text"/>

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.

Individual Print Criteria

Employee Social Security Number	<input type="text"/>
Employee Number	<input type="text"/> 

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.

Laser Forms Criteria

Pressure Seal Forms

Reverse Portrait Printing

Utility Form

Pre-Printed Back

Pre-Printed Front

Form Type * E - Employee Forms

9. Click the green OK icon in the top action bar.
10. Click OK to display the error log on screen.

Print - Green – Wayne County - Test

W2 NEGATIVE/ZERO AMOUNTS ERROR LOG

Destination	File Options
<input type="radio"/> File <input checked="" type="radio"/> Screen	File Name H:/Todd.Zimmerly/rpt/w2frm_neg.log

OK
Back

11. Click OK to print the W2 forms to the printer.

Print - Green – Wayne County - Test

w2forms.rpt

Destination	Printer Options
<input checked="" type="radio"/> Printer <input type="radio"/> File	Printer Name Defined Destination 🔍 Number of Copies 1
File Options	
File Name H:/Todd.Zimmerly/rpt/w2forms.rpt	

OK
Back

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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Content by label

There is no content with the specified labels

