

W2 Processing

ERP-Statewide

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This article details the steps to complete to process W2s.

**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).

**Do NOT Purge Employee W2 Work File**

NEVER purge the employee W2 work file. The **ONLY** exception to this is purging the current work file if you will be rerunning the create process to reload the file while processing the current calendar year. Employee access to W2 data and reprints of W2 data originate from the employee W2 file.

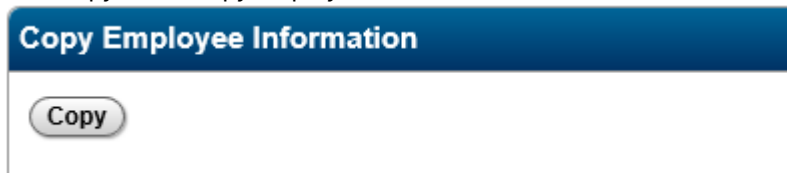
1 Setup W2 Parameters and Load W2 Data

1. If you have not already setup the W2 parameters and added a W2 employer record for the calendar year which is ending, perform the steps on the [Setup W2 Parameters and W2 Employer Record](#)¹ page. As a best practice, this step would have been performed at the end of the CYE process for the prior calendar year.

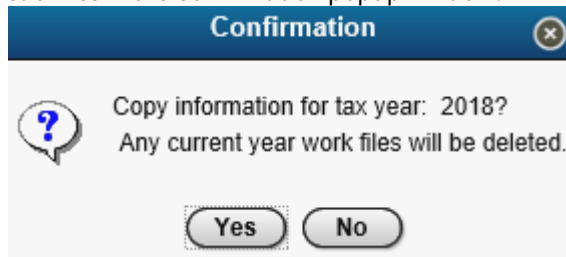
Copy W2 Information

The Copy W2 Information process detailed below must be completed **PRIOR** to running the Calendar process to clear calendar YTD figures and prior to processing the first payroll in the new calendar year. **The Copy W2 Information process must NEVER be performed after clearing the calendar YTD figures using the Calendar process.**

2. Copy W2 information from the live payroll data to the W2 raw data file.
 - a. Click Copy W2 Information on the W2 Processing menu.
 - Note: The W2 raw data file copied during this step will be used as the source of data when creating the W2 work file below.
 - b. Click Copy under Copy Employee Information.



- c. Verify the Calendar process has NOT been processed yet to clear the calendar YTD figures and verify the first payroll of the new calendar year has NOT been processed yet. **If any of these have been completed, contact your ITC for assistance.**
- d. Click Yes in the Confirmation popup window.



¹ <https://community.mcoecn.org/display/ERPPublic/Setup+W2+Parameters+and+W2+Employer+Record>

- e. Click OK to print the error log to screen.

- f. If no errors are found, click OK after the process reaches 100%.
- g. Click OK after confirming the total number of employees W2 records copied.
- h. Click Finish to return to the W2 Processing menu.
3. Create the employee W2 file using the W2 raw data file copied in the previous step.
- Click Create Employee W2 on the W2 Processing menu.
 - Verify the Tax Year in the Load Criteria and enter the Control Number created earlier when adding an employer record for the tax year.

- c. Click Next to proceed to verify and update (if necessary) the remaining load criteria as shown below.
- If W2 data already exists for the control number entered, the following message will be displayed and existing W2s must be purged before continuing. The process to purge a W2 control number is detailed below under the [Purge Employee W2 File](#) (see page 9) heading.

- d. Update the pay groups (if necessary) and click Next.

- e. Click on each of the Code boxes shown below, verify the data in each area and update it if necessary. **Add info about various codes and the setup of codes.**

- f. Click Next after updating all four code areas.
- g. Click OK to create the employee W2 file and send the report to screen.

- h. If no errors are displayed, click OK after the progress bar reaches 100%.
 - i. Open the W2 create employee W2 file report report. 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.
4. If needed, import Box 12 DD data.
- a. Click Employee W2 File Update on the W2 Processing menu.
 - b. Click Import on the top action bar.
 - c. Use the Import wizard to load Box 12 DD data into the Employee W2 Work File.

5. Run W2 file edit summary report.
 - a. Click Employee W2 File Edit Reports on the W2 Processing menu.
 - b. Select the desired options on the following window using the Summary option for the initial report. The FICA Tax Check value should be set to .09 (9 cents).

Report Type

Summary Detail

Report Criteria

Tax Year * 2018

Control Number * 2018

Sort Order * 1 - Name

FICA Tax Check .09

- c. Click the green OK icon in the top action bar to run the report.
 - d. Click OK to produce the W2 report.

Print - Green - Wayne County - Test

PAYROLL SUMMARY W2 REPORT

Destination

File

Screen

Excel

File Options

File Name H:/Todd.Zimmerly/rpt/w2summ.rpt

Excel Options

Data Option No Totals

Run in the Background

OK Back

- e. Open the W2 edit report. 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.
6. Repeat the above step to create the detail W2 report.
7. Verify the data on both the detail and summary W2 reports matches your payroll data for the calendar year. **Pay particular attention to any errors listed at the bottom of the reports.**
8. If errors are found on the W2 reports and **the Calendar process to clear MTD, QTD and CYTD figures from your payroll files has *NOT* been run**, perform the following sub-steps.

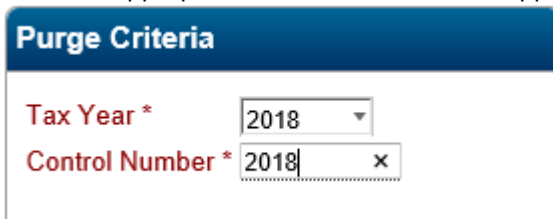
- a. Purge the Employee W2 file using the process below under the [Purge Employee W2 File](#)(see page 9) heading.
 - b. Make the necessary changes in your live payroll files.
 - c. Restart the the W2 Processing process on this page beginning with the [Copy W2 Information](#)(see page 4) step.
9. If errors are found on the W2 reports and **the Calendar process to clear the MTD, QTD and CYTD figures from your payroll files *HAS* already been run**, perform the following sub-steps.
- a. Use the Employee W2 File Update link on the W2 Processing menu to make the necessary changes to the W2 data.
 - b. Rerun the W2 file edit reports.

2 Purge Employee W2 File

Purge Warning

NEVER purge an employee W2 work file **UNLESS** you plan to rerun the create employee W2 work file process during the W2 processing period. **NEVER** purge this file **AFTER** having completed the W2 processing for a particular year. Employee access to W2 data and reprints of W2 data originate from the employee W2 file.

1. Click Employee W2 File Purge on the W2 Processing menu.
2. Select the appropriate Tax Year and enter the appropriate Control Number.



3. Click the green OK icon in the top action bar.
4. Verify the information in the Confirmation window.
5. Click Yes if the information is correct.
6. Click the red BACK icon in the top action bar to return to the W2 Processing menu.

Related articles

Content by label

There is no content with the specified labels

