



w2_create_submission_file

Table of Contents

w2_create_submission_file i

Human Resources > Reports > Quarterly/Annual Reports > HRS5100 - W-2 Forms Report

☐ Set the **Validation Rpt (V); W2 Forms - Copy A (A), 3 Up (U), Non-preprinted 3 Up (N); or W2REPORT File (F)** parameter to F (W2REPORT file) and enter the necessary parameter data.



☐ Click **Run Preview**. Save the file as a .txt or .csv file. The following message is displayed:



☐ Click **OK** to close the message. The W-2 Processing report is displayed.

Pay Campus Sequence		Withhold Gross	Withhold Tax	FICA Gross	FICA Tax	Med Gross	Med Tax	Annuities
SSN	Employee Name	Tax Fringe Bnft	3rd Wh Tax	457 Comp	Taxed Cont	EIC	Dep Care	HSA
169-79-0253	ANALYST LYNN BALLOU JONES	47,411.46	5,166.53	0.00	0.00	0.00	0.00	3,000.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
186-62-8025	ASHLEY HIGINIO BERMEA	51,136.20	3,868.96	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-17-1022	CANDACE F. CANTU	50,072.01	8,496.17	0.00	0.00	54,149.54	785.15	600.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
273-27-8015	DEANNA W. DE LOS SANTOS	48,719.58	3,011.51	0.00	0.00	56,971.18	826.08	4,600.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Campus Totals:		Withhold Gross		197,339.25	Tax Fringe Bnft			0.00
		Withhold Tax		20,543.17	3rd Wh Tax			0.00
		FICA Gross		0.00	457 Comp			0.00
		FICA Tax		0.00	Taxed Cont			0.00
		Med Gross		111,120.72	EIC			0.00
		Med Tax		1,611.23	Dep Care			0.00
		Annuities		8,200.00	HSA			0.00
Grand Totals:		Withhold Gross		5,202,724.82	Tax Fringe Bnft			0.00
		Withhold Tax		532,661.12	3rd Wh Tax			0.00
		FICA Gross		239,039.72	457 Comp			0.00
		FICA Tax		14,820.86	Taxed Cont			0.00
		Med Gross		5,031,738.77	EIC			0.00
		Med Tax		72,960.64	Dep Care			0.00
		Annuities		145,447.00	HSA			0.00