



w2_generate_validation_report

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Generate the W-2 Validation report to review your W-2 totals. Also, verify the totals against the [Payroll > Reports > Year To Date Reports > HRS3000 - Calendar Year To Date Report](#) and [Payroll > Reports > Quarterly/Annual Reports > HRS5200 - Third Party Sick Pay Report](#).

- The combined totals for the Calendar YTD and Third Party Sick Pay reports should balance to the Validation report. Although the third-party sick pay withholding tax displays as a separate amount on the Validation report, it is included in the employee’s withholding tax amount.
- Refer to the [How W-2 Box Amounts are Populated](#) page for clarification about how third-party sick pay amounts and 457 deferred compensation contributions and/or withdrawal amounts are handled.

Notes:

The Roth annuity is not displayed on the Validation report, but it is displayed in Box 12 - BB on the W-2. **DO NOT** continue until all reports are balanced.

If any manual processes are performed (e.g., check issues, check voids, or deduction refunds) that change the employee’s calendar year-to-date information, generate the reports again to verify the amounts.

Parameter Description	Value
Validation Rpt (V); W2 Forms - Copy A (A), Non-preprinted 3 Up (N); or W2REPORT File (F)	<input type="text" value="V"/>
For Tax Year > 2018, Include instructions (Y/N) or Print instructions only (I)	<input type="text" value="Y"/>
Final Run - Create W-2 Historical Record ? (Y/N)	<input type="text" value="N"/>
Sort by Alpha (A), SSN (S), or Pay Campus (C)	<input type="text" value="A"/>
Tax Year (####)	<input type="text" value="20XX"/>

All parameters below the **Tax Year (####)** parameter are used only when generating the W-2 submission file (W2REPORT).

Print the last page and use the Grand Totals in the balancing process.

Note: The Calendar YTD, Quarterly 941 Worksheet, and W-2 total amounts should match. Identify and correct any discrepancies if necessary.