



w2_generate_validation_report

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Generate the W-2 validation report.

Review your W-2 totals by creating the W-2 Validation report. Use the report to verify totals against the HRS3000 - Calendar Year To Date and HRS5200 - Third Party Sick Pay reports. The combined totals for 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 reference page in the Appendix for clarification about how third-party sick pay amounts and 457 deferred compensation contributions and/or withdrawal amounts are handled. If any processes are performed (e.g., check issues, check voids, or deduction refunds) that change the employee's calendar yearto-date information, regenerate the reports to verify the amounts.

Note: The Roth annuity is not displayed on the Validation report, but is displayed in Box 12 - BB on the W-2. Caution: Do not continue until all reports are balanced. If any manual adjustments are made to the Calendar YTD, the 941 Worksheet and Calendar YTD reports should be verified again prior to proceeding. Enter the necessary parameter data. At this point, only the bold parameters are required.

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

2. Click Run Preview. The Validation report is displayed on a separate page. For this report, you will print only the Validation Rpt (V). Print only the last page of the Validation report with the district Grand Totals. When the report appears, print the last page. Only the report totals will be used in the balancing process. Note: The Calendar YTD, Quarterly 941 Worksheet, and W-2 total amounts should match. If there are discrepancies, the discrepancies should be identified and corrected.