



w2_generate_validation_report

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Generate the W-2 Validation report to review your W-2 totals. Also, use the report to verify totals against the HRS3000 - Calendar Year To Date and HRS5200 - Third Party Sick Pay reports. 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.)

If any 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.

Note: 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 adjustments are made to the Calendar YTD, the 941 Worksheet and Calendar YTD reports should be verified again prior to continuing the process.

Enter the necessary parameter data. Only the bold parameters are required. All parameters below the **Tax Year (####)** parameter are only used when generating the W-2 submission file (W2REPORT).

[Image](#)



- In the **Validation Rpt (V); W2 Forms - Copy A (A), 3 Up (U), Non-preprinted 3 Up (N); or W2REPORT File (F)** parameter, type V to only generate the Validation Report.
- In the **Final Run - Create W-2 Historical Record? (Y/N)** parameter, type N to indicate that you are not performing a final run.
- In the **Tax Year (####)** parameter, type 2018.

Click **Run Preview**. The Validation report is displayed. Print the last page and use the report totals in the balancing process.

SCREENSHOT

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.