



w2_generate_validation_report

Table of Contents

w2_generate_validation_report i

Use the [Human Resources > Reports > HR Reports > Quarterly/Annual Reports > HRS5100 - W-2 Forms](#) report to generate the W-2 Validation report to review your W-2 totals.

Also, verify the totals against the [Human Resources > Reports > Year To Date Reports > HRS3000 - Calendar Year To Date Report](#) and [Human Resources > Reports > HR 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.

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.

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

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. Identify and correct any discrepancies if necessary.