



## W2 Inquiry- HRS3600



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## **Payroll > Maintenance > Calendar YTD Data > W2 Inquiry**

This tab displays data related to taxes, deductions, travel pay, taxable benefits, TRS deposits, and other amounts based on the totals included on the past year's W-2 form. This tab displays both Calendar YTD and W-2 information. The left side of the page displays a portion of the Calendar YTD amounts that are reflective of the payments made to the employee for the logged-on payroll frequency. If the employee is on multiple payroll frequencies, the Calendar YTD information to the left of the W-2 information does not display the same amounts as the W-2. The W-2 reflects amounts based on all payroll frequencies. If the Calendar YTD information displays a 457 Withdraw amount, the Calendar YTD Taxable Gross does not display the same amount as the W-2. The W2 Inquiry tab is display only and data cannot be changed on this tab. The tab populates when the Quarterly/Annual Report, HRS5100 - W-2 Forms processing is completed.

If the calendar year is greater than 2013, the non-TRS nontax business allowance and non-TRS nontax nonpay business allowance amounts are not included in the taxable gross calculations.

[How W-2 Box Amounts are Populated](#)

### **Perform a W-2 inquiry:**

<b>Field</b>	<b>Description</b>
<b>Calendar Year</b>	Type the year of the calendar in the YYYY format. The system is set to the current year, if available.
<b>Employee</b>	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> .

Click **Retrieve** to perform the inquiry.