

W2 Inquiry- HRS3600

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Human Resources > 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:

Field	Description
Calendar Year	Type the year of the calendar in the YYYY format. The system is set to the current year, if available.
Employee	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 **Retrieve**. Or, click **Directory** to perform a search in the Employees directory.

Click **Retrieve** to perform the inquiry.