



## Merge W-2 Files - HRS6360



# Table of Contents

Merge W-2 Files - HRS6360 ..... i

Merge W-2 Files - HRS6360 ..... 1



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## ***Payroll > Utilities > Merge W-2 Files***

This utility is used to combine files that have been created through Reports > HR Reports > Quarterly/Annual Reports > HRS5100 - W-2 Forms for entities that share the same Employer Identification Number (EIN). A maximum of four databases can be combined using this utility.

### **Merge files:**

Under **Select Files to Merge**, click **Browse** to select a file, or type the path of the database file. A maximum of four database files can be entered.

Click **Execute** to merge the files. A message is displayed indicating the merge process completed successfully. Click **OK**.