



## w2\_create\_submission\_file



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Generate the W2REPORT file (i.e., submission file) and run it through the SSA's AccuWage program at <https://www.ssa.gov/employer/accuwage/>.

**Caution:** Do not continue this process until the W-2 Report file is verified through AccuWage.

[Human Resources](#) > [Reports](#) > [Quarterly/Annual Reports](#) > [HRS5100 - W-2 Forms Report](#)

[Image](#)



Set the **Validation Rpt (V); W2 Forms - Copy A (A), 3 Up (U), Non-preprinted 3 Up (N); or W2REPORT File (F)** parameter to F (W2REPORT file) and enter the necessary parameter data.

Click **Run Preview**. Depending on your browser settings, you are prompted to save the file or it will automatically be saved for you. After saving the file, the following message is displayed.

[Image](#)



Click **OK** to close the message and return to the W-2 Forms Report page. The file can be saved as a .txt or .csv file. The W-2 Processing report is displayed.

[Image](#)

Date Run: 11-08-2018 2:18 PM		W-2 Processing				Program: HRS5100			
Cnty Dist: 020-020		ISD				Page: 19 of 19			
Pay Campus Sequence		Tax Year:				Frequency: 4			
SSN	Employee Name	Withhold Gross Tax Fringe Bnft	Withhold Tax 3rd Wh Tax	FICA Gross 457 Comp	FICA Tax Taxed Cont	Med Gross EIC	Med Tax Dep Care	Annuities HSA	
169-79-0253	ANALYST LYNN BALLOU JONES	47,411.46	5,166.53	0.00	0.00	0.00	0.00	0.00	3,000.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
186-62-8025	ASHLEY HIGINIO BERMEA	51,136.20	3,868.96	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-17-1022	CANDACE F. CANTU	50,072.01	8,496.17	0.00	0.00	54,149.54	785.15	600.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
273-27-8015	DEANNA W. DE LOS SANTOS	48,719.58	3,011.51	0.00	0.00	56,971.18	826.08	4,600.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Campus Totals:</b>		<b>Withhold Gross</b>		<b>197,339.25</b>		<b>Tax Fringe Bnft</b>			<b>0.00</b>
		<b>Withhold Tax</b>		<b>20,543.17</b>		<b>3rd Wh Tax</b>			<b>0.00</b>
		<b>FICA Gross</b>		<b>0.00</b>		<b>457 Comp</b>			<b>0.00</b>
		<b>FICA Tax</b>		<b>0.00</b>		<b>Taxed Cont</b>			<b>0.00</b>
		<b>Med Gross</b>		<b>111,120.72</b>		<b>EIC</b>			<b>0.00</b>
		<b>Med Tax</b>		<b>1,611.23</b>		<b>Dep Care</b>			<b>0.00</b>
		<b>Annuities</b>		<b>8,200.00</b>		<b>HSA</b>			<b>0.00</b>
<b>Grand Totals:</b>		<b>Withhold Gross</b>		<b>5,202,724.82</b>		<b>Tax Fringe Bnft</b>			<b>0.00</b>
		<b>Withhold Tax</b>		<b>532,661.12</b>		<b>3rd Wh Tax</b>			<b>0.00</b>
		<b>FICA Gross</b>		<b>239,039.72</b>		<b>457 Comp</b>			<b>0.00</b>
		<b>FICA Tax</b>		<b>14,820.86</b>		<b>Taxed Cont</b>			<b>0.00</b>
		<b>Med Gross</b>		<b>5,031,738.77</b>		<b>EIC</b>			<b>0.00</b>
		<b>Med Tax</b>		<b>72,960.64</b>		<b>Dep Care</b>			<b>0.00</b>
		<b>Annuities</b>		<b>145,447.00</b>		<b>HSA</b>			<b>0.00</b>



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