



w2_create_submission_file

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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

Pay Campus Sequence		Withhold Gross	Withhold Tax	FICA Gross	FICA Tax	Med Gross	Med Tax	Annuities
SSN	Employee Name	Tax Fringe Bnft	3rd Wh Tax	457 Comp	Taxed Cont	EIC	Dep Care	HSA
169-79-0253	ANALYST LYNN BALLOU JONES	47,411.46	5,166.53	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
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
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
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
Campus Totals:		Withhold Gross		197,339.25		Tax Fringe Bnft		0.00
		Withhold Tax		20,543.17		3rd Wh Tax		0.00
		FICA Gross		0.00		457 Comp		0.00
		FICA Tax		0.00		Taxed Cont		0.00
		Med Gross		111,120.72		EIC		0.00
		Med Tax		1,611.23		Dep Care		0.00
		Annuities		8,200.00		HSA		0.00
Grand Totals:		Withhold Gross		5,202,724.82		Tax Fringe Bnft		0.00
		Withhold Tax		532,661.12		3rd Wh Tax		0.00
		FICA Gross		239,039.72		457 Comp		0.00
		FICA Tax		14,820.86		Taxed Cont		0.00
		Med Gross		5,031,738.77		EIC		0.00
		Med Tax		72,960.64		Dep Care		0.00
		Annuities		145,447.00		HSA		0.00



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