



## w2\_create\_submission\_file



# Table of Contents



Payroll > Reports > Quarterly/Annual Reports > HRS5100 - W-2 Forms Report

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

Parameter Description	Value
<b>Validation Rpt (V); W2 Forms - Copy A (A), Non-preprinted 3 Up (N); or W2REPORT File (F)</b>	<b>F</b>
For Tax Year > 2018, Include instructions (Y/N) or Print instructions only (I)	N
Final Run - Create W-2 Historical Record? (Y/N)	N
Sort by Alpha (A), SSN (S), or Pay Campus (C)	A
Tax Year (####)	20XX
Select Frequency(ies), or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	
Company Name (up to 57 characters)	Company Name
Company Street (up to 22 characters)	Company Street
Company Location Address (up to 22 characters)	Company Location Addre
Company City (up to 22 characters)	Company City
Company State : (2 characters)	Company State
Company Zip : #####-####	78108-4444
Resubmit W2 Indicator (0) or (1)	0
Resubmit WFID sent by SSA	
Problem Notification Code (1) or (2)	1
Preparer Code (A), (L), (S), (P) or (O)	L
User ID (8 characters)	TestUser
Contact Name (up to 27 characters)	Contact Name
Contact Phone Number (###-###-####)	210-855-5555
Contact Phone Extension (#####)	
Contact E-mail (up to 40 characters)	contact@info.com
Contact Fax (###-###-####)	210-855-5555
Business Terminated? (Y/N)	N
Kind of Employer (F), (S), (T), (Y), (N)	S
Use Consent for Terminated Employees? (Y/N)	

☐ Click **Run Preview**. Save the file as a .txt or .csv file. The following message is displayed:



☐ Click **OK** to close the message. The W-2 Processing report is displayed.



## Back Cover