

# How to edit Employee W2

1. Click the **Reports** from **Payroll** module.
2. Click **Process W-2**

Process W-2

Process Print Generate E-File Close

Details

Year 2017

Open Select All Select None View Filter (F3)

Employee No.	Last Name	First Name	Middle Name	Department	Address	City	State	Zip/Postal Code	Processed
0001005055					4242 Flagstaff ...	Fort Wayne	IN	46815	<input type="checkbox"/>
0001005123	Goshorn	Kate		Accounting					<input type="checkbox"/>
0001005124	Kelly	Rose							<input type="checkbox"/>
0001005125	Palm	Steve	1	IT					<input type="checkbox"/>
0001005131	Olney	George	M	Admin	1234 Main St	Fort Wayne	IN	46835	<input checked="" type="checkbox"/>
0001005134	Employee	Joe	T	Sales	1234 2nd Ave	Robbinston	ME	04671	<input type="checkbox"/>
0001005145					7414 HAZ Ave ...	Vancouver	WA	98665	<input type="checkbox"/>
0001005166	Mills	Steve	J	Accounting	6542 Sunny Lane	Fort Wayne	IN	46818	<input type="checkbox"/>
1005233	Employee	Joe		Sales	4242 Flagstaff ...	Fort Wayne	IN	46815	<input type="checkbox"/>
1005234	Supervisor	Joe		Sales	4242 Flagstaff ...	Fort Wayne	IN	46815	<input type="checkbox"/>
1005260	Smith	Steve		Store A	Diana Way	Fenton	MI	48430	<input type="checkbox"/>
1005261	Jones	Jill		Store B	6422 East State...	Fort Wayne	IN	46815	<input type="checkbox"/>
1005262	Turner	Brandon		Store A	6876 11 C. 20	LaGrange	IN	46761	<input type="checkbox"/>

? ? ? Ready

3. Select employees to generate W-2 Report or click **Select All** button and click **Process** button

Process W-2

Process Print Generate E-File Close

Details

Year 2017

Open Select All Select None View Filter (F3)

Employee No.	Last Name	First Name	Middle Name	Department	Address	City	State	Zip/Postal Code	Processed
HDGRIDER	Grider	Heleen	D	IT	4512 Carriage ...	Oceanside	CA	92054	<input type="checkbox"/>
JBCOSTA	Costa	Jacob	B	IT	1803 Woodlan...	Sacramento	CA	95815	<input type="checkbox"/>
JBLORES	Flores	Judy	B	IT	3584 Kuhl Aven...	Atlanta	GA	30312	<input type="checkbox"/>
JBFWLER	Fowler	James	B	Warehouse	4566 Tetrick Ro...	Winter Haven	FL	33884	<input checked="" type="checkbox"/>
JDPATRICK	Patrick	Julia	D	QC	772 Coleman A.	Death Valley	CA	92328	<input checked="" type="checkbox"/>
JGOUNTESS	Countess	Joshua	G	Warehouse	1190 Rose Ave...	Metairie	LA	70001	<input checked="" type="checkbox"/>
JBKARNS	Barns	Jackie	A	Accounting	4521 East State...	Fort Wayne	IN	46815	<input type="checkbox"/>
JMBICKEL	Bickel	James	M	Store A	1496 Harron D...	Baltimore	MD	21202	<input type="checkbox"/>
KPCOPOLA	Coppola	Kevin	P	Warehouse	610 Zappia Drive	Lexington	KY	40507	<input type="checkbox"/>
KPCOX	Cox	Kendra	P	IT	3460 Bond Stre...	Providence	RI	02905	<input type="checkbox"/>
KTRICHTER	Richter	Keisha	T	Store B	2839 Willow Oa...	Lafayette	LA	70501	<input type="checkbox"/>
LDTURMAN	Turman	Lucy	D	Store B	3778 Burning ...	Philadelphia	PA	19104	<input type="checkbox"/>
LIMILLER	Miller	Lael	L	Store R	9308 Winac Lane	Houston	TX	77009	<input type="checkbox"/>

? ? ? Ready

4. Click **Open** button
  - a. Box 1 - 20 can be edited
  - b. Click **Save** button

Employee W2

Save Print Delete Undo Close

Details

a Employee's social security number 123-52-1245 Employee No. 0001005131 Year 2018

b Employer identification number (EIN) 11-1222333

c Employer's name, address, and zip code AGROCORP INTERNATIONAL PTE LTD 10 Anson Road #32-03, International Plaza, Cleveland TEST 079903

d Control number

e Employee's first name and initial George M Last name Olney Suff.

f Employee's address and zip code 1234 Main St Fort Wayne IN 46835

1 Wages, tips, other compensation 4,000.00 2 Federal income tax withheld 566.57

3 Social security wages 4,000.00 4 Social security tax withheld 248.00

5 Medicare wages and tips 4,000.00 6 Medicare tax withheld 58.00

7 Social security tips 0.00 8 Allocated tips 0.00

9 10 Dependent care benefits 0.00

11 Nonqualified plans 0.00 12a See instructions for box 12 0.00

13 Statutory employee Retirement plan Third-party sick pay 12b 0.00

14 Other 12c 0.00

12d 0.00

15 State Employer's state ID number 16 State wages, tips, etc. 0.00 17 State income tax 0.00 18 Local wages, tips, etc. 0.00 19 Local income tax 0.00 20 Locality name

? ? ? 0.92s Ready 1 of 1 Refresh