2022 W2 Agenda

Welcome

W2 Processing for 2022 Instructions
- **Items to Review before Producing W2's**
  - Step #1 – Balancing
  - Step #2 - Box 12 and Box 14 Setup
  - Step #3 - Third Party Sick Pay Setup
  - Step #4 - Employee Year to Date Adjustments
    - How to turn on the Employee YTD Adjustment Options
    - Making Employee YTD Adjustments
    - What happens in the system when an Employer's Year to Date is adjusted?
  - Step #5 - W2 Email Setup
    - Enter Server and Return Email Address Information
    - Enter Server Name or IP Address
    - Activate W2 email delivery option
    - Enter Email information for the person sending W2s by Email
    - Setting up the Verification to allow W2's to be emailed to the Employee

- **W2 Production**
  - How to print W2's with Preprinted forms
  - Sending the W2's via email
  - Magnetic Media and Electronic Filing to the Federal Government
  - Magnetic Media and Electronic Filing to the State
  - Where the W2 Data Comes from in SDS
  - Here is a Quick recap of the Steps Needed to Process W2's

- **How to Correct W2's**
  - **Running the First Payroll for 2023**