Reviewing Employee W2s

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This topic shows you how to download employees' W2s for review for accuracy before handing them out.

If an employee is working on Completing an Onboarding Checklist and needs your help to upload a paper form, see Working With Employee Checklists.

START HERE

- 1. From the Main Menu, go to Team>HR > Forms > Government Forms > W2s. Filter and adjust the report to show the data you need.
- 2. Click the checkboxes next to the employees whose W2s you want to review
- 3. Click DOWNLOAD.
- **4**. Choose the type of document you want and then click DOWNLOAD PDF. and choose where you want to save the files.
- To print many employee W2s at once, select them using the checkboxes on the left and then click DOWNLOAD. Once you save them to your computer, you can print them.

