

NEOGOV

Creating Year End W2 Reports

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Preface

Any modifications to this document, as the document exists within NEOGOV's body of documentation, are the sole responsibility of the entity modifying the document. By making any change to this document, you agree that modifications and unchanged portions of the document are your sole responsibility, comply with legal and regulatory requirements, comply with the terms of the Service Agreement between you and NEOGOV, and you further agree to update the document as product changes are released reflecting the author of the changes.

Overview

Payroll admins work with NEOGOV to run year end summaries, print W2s for employees, and create the government media files. The process involves the following.

Action	Location
Run the year end summary	Produce US Year End Summary (RPYEU)
Retrieving the Government media files	Agency
Verify Government run record	View Government Report Runs (IPGR)
Print W2s	Produce W2 forms (RPW2W4C)

Before following the processes in this document, confirm that NEOGOV has set up the following:

- The **Form Code** and **Identifier** are set up on **Define Legislative Form Variables**.
- The EIN and W2 media format are set up on **Government Registrations**.
- The employee type and FEIN is correct on **Define Groups**.

For questions, contact your NEOGOV representative.

Run Year End Summary Report

The year end summary report generates an XML file and a text file. Use the XML file as the source when printing W2 forms and upload the text file to the Social Security Administration (SSA) or State agency.

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Important: After running, review the PDF results to ensure that everything balances.

1. In **Payroll**, go to **Produce US Year End Summary**.



2. For **Annual Form Code**, click the magnifying glass. The search dialog appears.

Produce US Year End Summary (RPYEU)

Criteria
Run/Scheduling Options

REPORT PARAMETERS

2
* Annual Form Code

Q

Quarterly Form Code

Q

Govt Interface Format

Q

* Period Type

Year

* Period End Date

02/02/2022

Q

* As Of Date

02/02/2022

Q

Combine Employment Type

No

Combine Fed Regist

No

Media Format

Federal File |

Media File Name

Create Data Dump

No

* Trace level

0-Exceptions

Regist/Set Up Audit

Print and Ru

User Comment

Print Report on

Report only (

3. Select the **Form Code** from the previous year and click **OK**.

SEARCH FOR: Annual Form Code
 Search

Annual Form Code :

Search Reset

Form Code	Form Type	Description
HLSUS-W2-2018-KH	US W2 EFW2 De:	W2 Definition (2017-2018) KH
HLSUS-W2-2020	US W2 EFW2 De:	W2 Definition (2019-2020)
HLSUS-W2-2021	US W2 EFW2 De:	W2 Definition (2020-2021) HL
HLSUS-W2-2022	US W2 EFW2 De:	W2 Definition (2021-2022)

3 OK Cancel

4. Enter or select the following.

Parameter	Selection
Media Format	<ul style="list-style-type: none"> For Federal, select Federal File Format. For State, select State File Format.
Media File Name	Enter a descriptive name for the file.
Period Type	Select Year .
Period End Date	<ul style="list-style-type: none"> From the calendar icon, select the end of the desired year. Select End of Year.
As of Date	From the calendar icon, select the current date. This ensures address information is correct as of the current date.
Trace Level	Select 0-Exceptions only .

5. Click **Generate**. NEOGOV creates a report that includes Federal and State information.

Produce US Year End Summary (RPYEU)

Federal Regist Set	<input type="text"/>	Q	Local Regist Type	<input type="text"/>	Q
Federal Regist Type	<input type="text"/>	Q	Local Regist Number	<input type="text"/>	Q
Federal Regist Number	<input type="text"/>	Q	Select County	<input type="text"/>	Q
People List	<input type="text"/>	Q	Select City	<input type="text"/>	Q
Person	<input type="text"/>	Q	Select School	<input type="text"/>	Q
Select State	<input type="text"/>	Q			
State Regist Set	<input type="text"/>	Q			
State Regist Type	<input type="text"/>	Q			
State Regist Number	<input type="text"/>	Q			

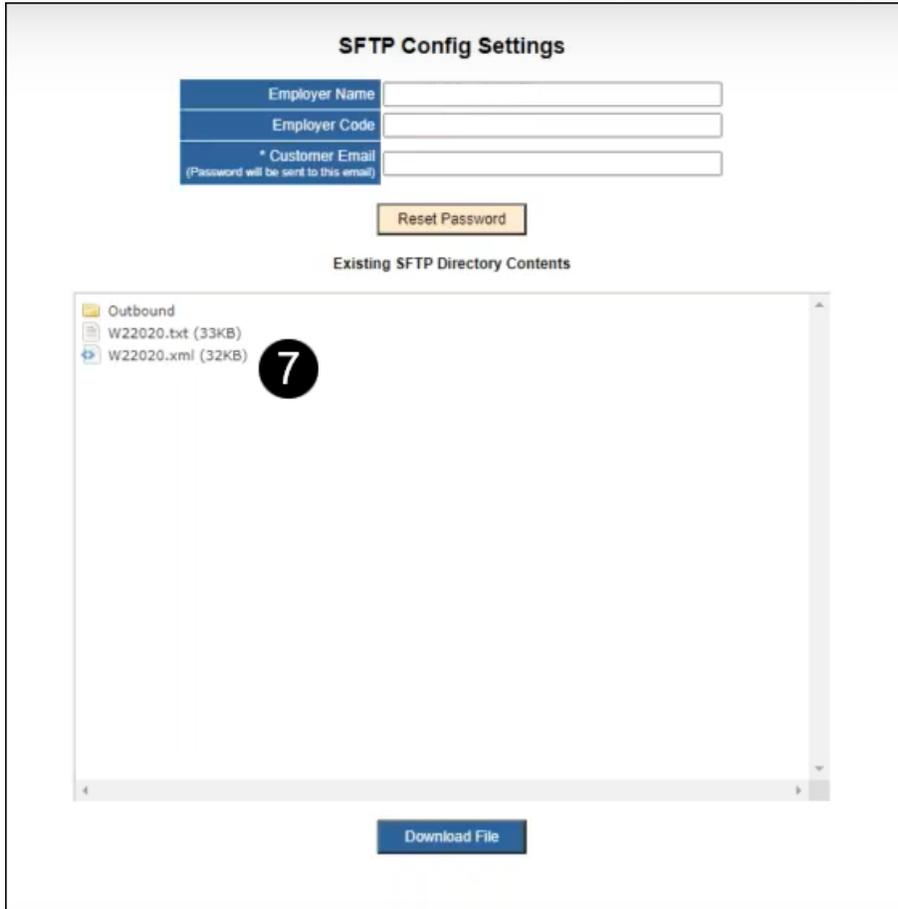
5

6. Open the PDF file and verify for accuracy.



Best Practice: Compare Box 1 and Box 5 total of the PDF against the grand totals of your quarterly 941 reports. This ensures that the report included all employees.

7. Go to your SFTP site and download the XML and text files.
8. Write down the file name of the XML file.



Verify the Government Run Record

When running **RPYEU** each year, NEOGOV generates a new Government run number. Use this number when generating W2 forms.

1. In **Payroll**, click **Processing > Pay Runs > Government Run**.
The **View Government Report Runs** screen appears.
2. Select the **Entity** and write down the **Govt Run** number.
3. Verify that the **As Of Date** and **Print/File Date** are correct.

View Government Report Runs (IPGR)

LIST OF ENTITIES FOR FIND FOR IPGR

Entity				
WARMWATERS				
<< < 1 - 1 of 1 > >>				

Gvt Run	Type	Period	Process	Form Code
319	Y	2020	RPYEU	HL\$US-W2-2021

Gvt Run Header

Execution ID 347216 Process RPYEU User ADMIN Form Code HL\$US-W2-2021 Taxation Level US Federal Level	Remit Type Employee Remittance As Of Date : 01/26/2022 Print/File Date : 01/26/2022 File Name W22020.txt # of GVT Headers 95 # of Employees 49
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If there are errors, go to **Undo Government Reporting Run (UPGRUNDO)** to undo the run, then rerun the year end summary. For more information, contact NEOGOV.

Print W2 Forms

NEOGOV can generate the following options for printing W2 forms.

NEOGOV Location	Options
RPW2W4TB	<ul style="list-style-type: none"> • Legal size paper stock • Pressure sealer/self-mailer (ECCZ) • Envelop
RPW2W4C	<ul style="list-style-type: none"> • Letter size paper stock • Pressure sealer/self-mailer (ECC Z or V) • Envelope
Employee Pay Details (IPEPDL) > Actions	<ul style="list-style-type: none"> • Reprint W2 forms for a single employee.

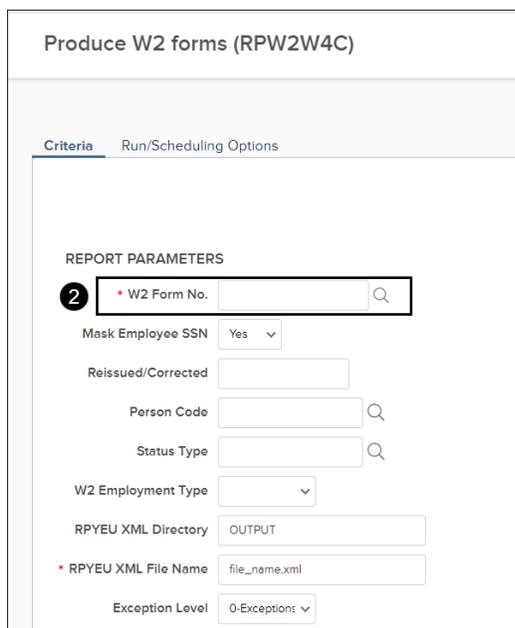


ECC Z and V are fold styles. You can purchase the supplies from the same vendor you use for your check stock (CTP).

1. In Payroll, go to **Produce W2 forms (RPW2W4C)**.



2. For **W2 Form No.**, click the magnifying glass. The search dialog appears.



3. Select the appropriate form number, then click **OK**. The selection populates in the field.

SEARCH FOR: W2 Form No.

Search

W2 Form No. :

Search Reset

MW1279	Legal size 4-corner Self-Mailer
MW283	Letter size 4-corner Self-Mailer
LW24UPB	Letter size 4-corner. Envelope DW4

3

OK Cancel

4. (Optional) Select an option for **Mask Employee SSN**.
5. Clear the **RPYEU XML Directory** field.
6. Enter the name of the XML file for **RPYEU XML File Name**.
See [Run Year End Summary Report](#) Step 8.
7. Click **Generate**.

NEOGOV generates a PDF that you can print as well as additional tables within the software. Admins and employees can download the data in these tables on the NEOGOV website.

Produce W2 forms (RPW2W4C)

W2 Form No.

4 Mask Employee SSN

Reissued/Corrected

Person Code

Status Type

W2 Employment Type

5 RPYEU XML Directory

6 RPYEU XML File Name

Exception Level

7 Generate Reset Cancel

8. Open the PDF and verify the information is correct.

1



2



3



4



Execution # 347225 run by MASTER_WARMWATERS using RPWQW4C.docx - 20211012 Prepared by Personality 5.04.12 / 5.04.00.SALES3

Department of the Treasury Internal Revenue Service		Department of the Treasury Internal Revenue Service	
Wages, tips, other compensation	3975.00	Federal income tax withheld	377.18
Medical security wages	3975.00	Medical security tax withheld	246.45
Medicare wages and tips	3975.00	Medicare tax withheld	57.64
Employee's name, address, and ZIP code			
WARMWATERS 1234 CARLSBAD VILLAGE DR CARLSBAD CA 92008			
State security tax		Alternative tax	
Dependent care benefits	Not applicable	Health plan	Yes
Employer identification number (EIN)	58111599	Employee's social security number	***-**-4881
Health plan	None	Health plan	None
State wages, tips, etc.	3975.00	State wages, tips, etc.	3975.00



Best Practice: Save a copy of this PDF to reprint as needed.