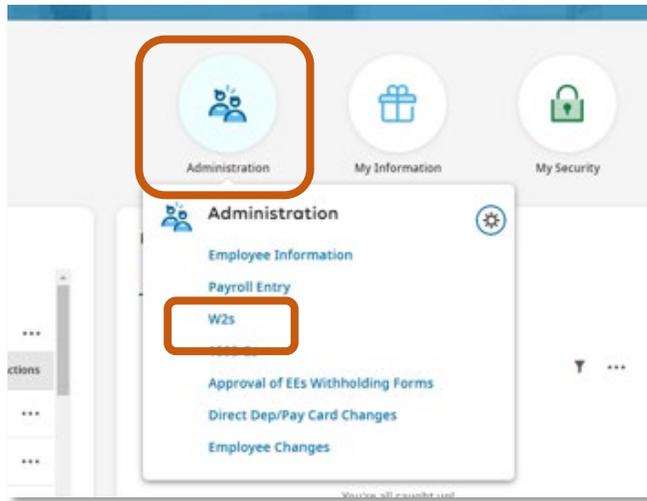


Accessing W2s and 1095 for Employees

To access W2s for employees from Payroll/HR 2.0, select the Administration icon and then select W2s



Select the correct year. Search for the employee using the name filter box. Use the third icon to preview Copy (B, 2, C) for the copies needed for an employee. Use the Download PDF option from the Form Preview screen.

Payroll > Forms > W2

← W2

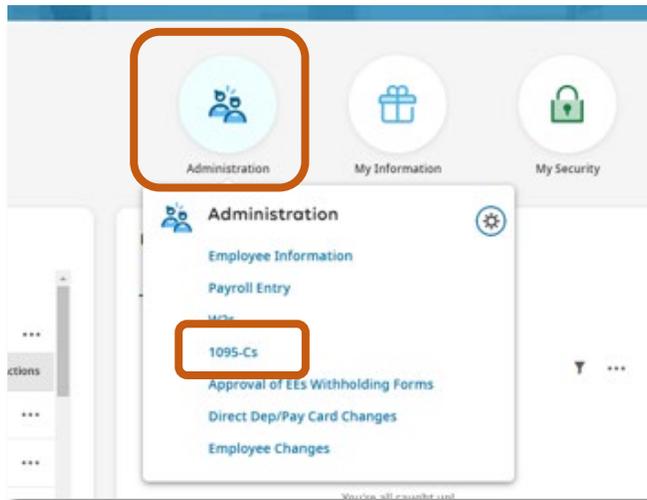
Page 1 of 1 | 1 - 16 of 16 Rows | Current: W2

Download View by State Tax Year: 2020

				Employee EIN	Year	Last, First Name	Box 1: Wages, Tips, Other C...	Box 2: Federal Income Tax ...	Box 3: Social Security Wages	Box 4: Social Security Tax Wi...	Box 5
				starts with	=	starts with	=	=	=	=	=
<input type="checkbox"/>				MIZECPAS DEMO COMPANY	2020	Johnson, Jennifer	\$13,903.86	\$1,700.31	\$13,903.86	\$862.04	
<input type="checkbox"/>				MIZECPAS DEMO COMPANY	2020	Stark, Tony	\$13,462.00	\$416.83	\$13,462.00	\$834.64	
<input type="checkbox"/>				MIZECPAS DEMO COMPANY	2020	Lannister, Jamie	\$9,946.00	\$943.01	\$9,946.00	\$616.65	
<input type="checkbox"/>				MIZECPAS DEMO COMPANY	2020	Sanders, Daisy	\$5,078.21	\$319.36	\$5,078.21	\$314.85	
<input type="checkbox"/>				MIZECPAS DEMO COMPANY	2020	Gretsky, Wayne	\$14,463.50	\$1,295.03	\$14,463.50	\$896.74	
<input type="checkbox"/>				MIZECPAS DEMO COMPANY	2020	Smith, John	\$6,242.00	\$552.01	\$6,242.00	\$387.00	

Accessing W2s and 1095 for Employees

To access 1095s for employees from Payroll/HR 2.0, select the Administration icon and then select 1095-Cs



Select the correct year. Search for the employee using the name filter boxes. Use the pencil icon to preview. Use the Download PDF option from the 1095-C Preview screen.

HR > ACA > Forms > Employee Forms 1095-C

← Employee Forms 1095-C

Page 1 of 15 | 1 - 20 of 298 Rows | Current: [System]

Selected Year: 2022

	Employee Id	First Name	Last Name	Employee Status	Created	Finalized	Is Visible	Last Modified
<input type="checkbox"/>		=	starts with	=	=	All	All	=
<input type="checkbox"/>	1523	PATRICK	ABBOTT	Terminated	02/24/2023	Yes	Y	02/24/2023
<input type="checkbox"/>	1526	DANEISHA	ADAMS	Active	02/24/2023	Yes	Y	02/24/2023

Accessing W2s and 1095 for Employees

Forms are also available in from Webtools in the W2 or ACA -1095C/1094C folders

1-800-234-5573

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