Payroll

W-2 Printing/Proof Sheet

1. **Make sure you have CLOSED the calendar year before beginning your W-2 work.** Before you close the calendar year, make sure you run an Employee Listing report (9 on the Reports Menu.) for "All" Employees and in "Detail."

2. Make sure you have installed ALL updates to the NEMRC Payroll software. If you are unable to do Live NEMRC Updates over the internet, please contact our support line: 1-800-387-1110.

3. Choose "R. Reports Menu" from the Main Menu. Select "O. Process W-2's" from the Reports Menu. This screen has several ways to output your W-2's and also allows the printing of a W-2 Proof Sheet.