Deltek

Deltek Vantagepoint

Form W-2 Processing Checklist

December 1, 2020

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This edition published December 2020.

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Form W-2 Processing Checklist

Refer to the following checklist to ensure that you perform all required W-2 processing activities in the recommended order.

Step	Description	Done?
1.	Enter employer information on the Form W-2 Processing Form.	
2.	Enter the employer state tax identification numbers for state withholdings where state taxes were withheld for the employees.	
3.	Generate the W-2 work file to review the information that will be used on the W-2s.	
4.	If necessary, edit the work file using the Form W-2 Editor.	
5.	Print or print preview W-2 forms for desired employees.	
6.	If required, generate the Electronic Filing file.	
7.	Generate the W-3 Worksheet to fill out the W-3 form manually.	

Warning: Vantagepoint checks the **FICA Taxable** and **Withheld** amounts when generating the W-2 work file. If the amounts in Box 4 (Social Security Tax Withheld) and Box 6 (Medicare Tax Withheld) do not equal the amount expected based on actual taxable earnings times the appropriate percentages in the FICA settings, Vantagepoint displays a warning message.

If this warning displays, you should investigate the reason for the difference between the actual and expected amounts and take the appropriate steps to resolve the discrepancy. If necessary, you can use the Form W-2 Editor to change the values only on the employee's W-2 form. See the Vantagepoint Online Help for more information.

Appendix: If You Need Assistance

If you need assistance installing, implementing, or using Vantagepoint, Deltek makes a wealth of information and expertise readily available to you.

Customer Services

For over 30 years, Deltek has maintained close relationships with client firms, helping with their problems, listening to their needs, and getting to know their individual business environments. A full range of customer services has grown out of this close contact, including the following:

- Extensive self-support options through the Deltek Support Center.
- Phone and email support from Customer Care analysts
- Technical services
- Consulting services
- Custom programming
- Classroom, on-site, and Web-based training

Attention: Find out more about these and other services from the Deltek Support Center.

Deltek Support Center

The Deltek Support Center is a support Web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Customer Care analyst online

Attention: For more information regarding Deltek Support Center, refer to the online help available from the Web site.

Access Deltek Support Center

To access the Deltek Support Center:

1. Go to https://deltek.custhelp.com.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

> **Note:** If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

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