Enterprise - Reprinting Tax Documents (Wage Summaries)

Last Modified on 12/03/2020 7:50 am CST

If you need to reprint or view a tax document for an employee, you can do so from Enterprise.

This Article Covers:

- 1. Having the Right Permissions
- 2. Pulling the Tax Documents You Want

Permissions

Not everyone can or should be viewing and/or printing out employee tax information. Your admin will need to provide you with the correct security role in order to see and print tax documents in Enterprise.

If you are new to Enterprise Administration, check out Enterprise - Security Roles for more information on how permissions work in Enterprise.

In order to print tax documents, you will need the function permission "Can reprint employee wage summary"

C Report Viewer - Function Permissions					
I 4 4 of 5 ▶ ▶ + ⊗ 🚱 🖨 [🔳 🔍 🔍 🛛 100%	 wage 	Find Next		
Function Description	A/R Clerk	A/R Clerk C	ash Posting		
Can pull all available webcenter timecards into users current proofing session					
Can Recalculate PrCheckTax.AmountTaxable					
Can Recalculate PrCheckTax.PreTaxAdj					
Can Recalculate Worker Comp					
Can Reissue Check					
Can Remove Unused Timecards					
Can reprint employee <mark>wage</mark> summary					
Can Reprint Payroll Runs, Reemail Invoices, and Reemail Check Stubs					
Can Reset HrCenter User Password					
Can Reset Users' Passwords in Applicant					

Check out the Function Permission report under the User Security Reports group to see which Sec Role has this enabled and assign the sec role to the people you want printing/viewing employee tax documents.

Pulling Employee Tax Documents

Once you have the correct Permissions, you will be able to view tax documents for employees.

- 1. Navigate to the employee record you wish to reprint/view a tax form for
- 2. Select the Actions menu in the top center



3. Choose "Reprint Wage Summary Forms"



4. You will be able to select which form you want printed



5. Select Print and it will print to your default printer

Having Problems Printing?



2. Select Options



3. Select Default Printer on the left

	options		
	Appearance User Settings Navigation Email Mass Mailer	Printer Preference Select a Printer. This setting will override the system default. Foxit Reader PDF Printer (redirec Clear Default Printer If your printer is not in the list and you are running a remote app, wait a while and click Refresh Printer List. Printer discovery may take register all your redirected printers. Clear Default Printer	
	Dashboard Default Printer Personal Access Tokens		
4.	Select the printer you want to print from		

- -. Select the printer you want to prin
- 5. Select Save (bottom right)
- 6. Try to print again

Related Articles