

# Publishing W2's to WebCenter

Last Modified on 01/10/2023 4:08 pm CST

Lone Oak Payroll closes your company's year(s) on your behalf, while also providing you with the authority to decide when you want to publish your electronic W-2s to WebCenter.

When you are ready to publish, follow these simple steps.

From **Step 4** of the year end worksheet, select to "activate" WebCenter W2s. Once WebCenter's have been activated you can then send a notification to your employees:

**\*Note\*** This notification is sent in the form of an email to your employees. You can customize the messaging in this email from WebCenter Administration → Email → Employee → W2Posted Notification.

Please also be aware that notifications cannot be re-sent unless you contact Support or the Year End team.

The screenshot shows a software interface with a left-hand navigation menu and a main content area. The navigation menu includes categories like 'time entry', 'check register', 'invoice register', 'other', 'ap check register', 'payroll holds', 'po setup', 'timecard import', 'year end', and 'employee'. The 'year end' category is expanded, and the 'worksheet' option is highlighted with a red box. The main content area displays a list of steps for publishing W2s to WebCenter, organized into four steps:

- Step 1:** Run Integrity Check (Run Check, Check Finished)
- Step 2:** Initialize New Year (Run Init)
- Step 3:** Generate W2 Data (1/7/2022 7:50:00 PM), Generate 1099 Data (1/7/2022 7:51:00 PM), Verify Data (2/2/2022 9:01:00 AM), W2 and 1099 Verified (1/11/2022 3:34:00 PM) (more options, Regenerate, Run Check, Check Finished)
- Step 4:** Download W2 Data (Download), Activate WebCenter W2 (Not Started, Activate), Send WebCenter W2 Notifications (Not Started, Send), Download 1099 Data (Download), Print Employer W2 Forms (Print), Print W2C Forms (Print)

**\*Note\*** Only W2s are available via WebCenter.

**\*Note\*** If changes to the W2s need to be made use the same options to temporarily disable WebCenter W2's. Don't forget to enable them again once corrections have been made.

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