Employee W2 Suppression Election by Home Department

**Description:**

- Returns Employees that have made an election on whether to suppress their W-2 print.
- The results do not display employees choice, only that they have logged on and made an election.
- Results are by Home Department

**Use:**

- Inputs--required fields denoted by an asterisk (*):
  - *Home Department
  - Rollup (select “Yes” to include all Orgs that rollup to the specified Org)

**Security Authorization:**

- Access is restricted to users with PAN WEB, D-Jobs, HRIL Reporter or HRIL Manager access to the specified Home Department.
- Reports in the Financial/HR Information Library SECURITY folder generate lists of users security authorization.
- To request access, use the HR Web Applications Security Authorization form. Various levels of access can be requested.

**Still have Questions?**

- Find additional information on the FBS website or just Ask Us.