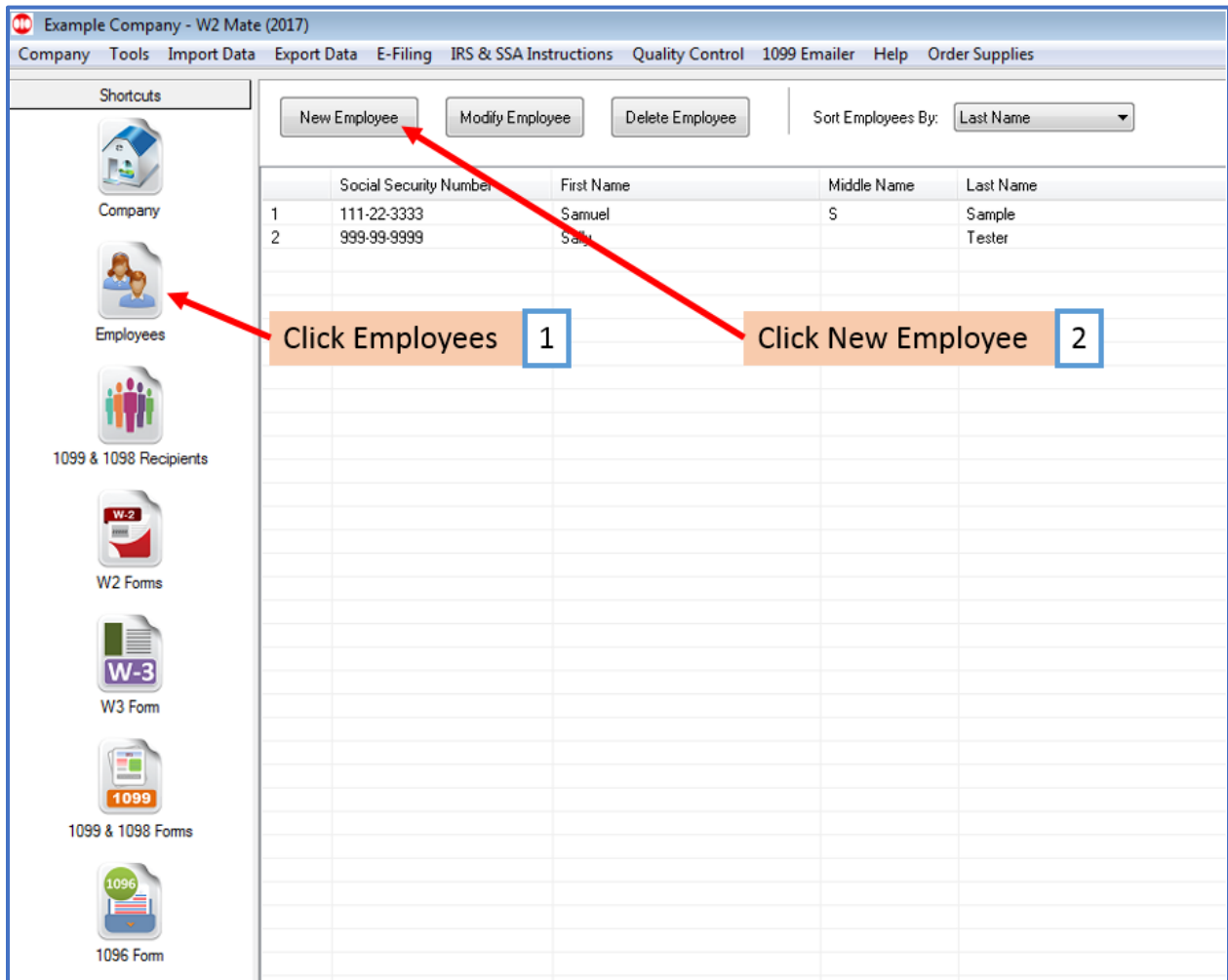


# How to Create a New Employee

Make sure you have the correct Company open inside W2 Mate

1. Click Employees in shortcuts
2. Click New Employee



3. Complete Employee's data

4. Click OK

The screenshot shows the W2 Mate software interface. The main window is titled "Example Company - W2 Mate (2017)". The menu bar includes "Company", "Tools", "Import Data", "Export Data", "E-Filing", "IRS & SSA Instructions", "Quality Control", "1099 E-mailer", "Help", and "Order Supplies". The left sidebar contains shortcuts for "Company", "Employees", "1099 & 1098 Recipients", "W2 Forms", "W3 Form", "1099", "1099 & 1098 Forms", and "1096 Form". The main area displays a table of employees with columns for "Social Security Number", "First Name", "Middle Name", and "Last Name". The table contains two rows: Row 1 with SSN 111-22-3333 and Last Name "Sample"; Row 2 with SSN 999-99-9999 and Last Name "Tester". A "New Employee" dialog box is open in the foreground, containing the following fields and options:

- Employee's social security number (text input)
- Control number (optional) (text input)
- Control # is used by some employers to uniquely identify Form W-2 for each employee. (text)
- Employee's first name (text input)
- M.I. (text input)
- Last name (text input)
- Suffix (text input)
- Address line 1 (text input)
- Address line 2 (optional) (text input)
- City (text input)
- State (dropdown menu)
- Zip code (text input)
- Email Address (optional) (text input)
- Employee is inactive [exclude from W-2 forms, W-3 forms and electronic filing]

At the bottom of the dialog box are "OK" and "Cancel" buttons. A red arrow points from a callout box labeled "4" to the "OK" button. Another red arrow points from a callout box labeled "3" to the "New Employee" button in the main window.