

W-2 Wage and Tax Statement Now Available

The 2019 W-2 Wage and Tax Statement is now available. To access the online copy of your W-2:

- 1. Click on Employee Self Service tile.
- 2. Click on the W-2 Form tile.

ESS ESS Leave & Timesheets ESS Benefits					
About Me Personal Information	My Employment Position Information	Paycheck Inquiry Pay & Deductions	Bank Direct Deposit Available on Campus	W-2 Form View document	W-4 Form Change Withholdings
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- 3. Enter the last four digits of your Social Security Number and click on Continue
- 4. If printing, click the *bownload to Print* button at the bottom right of the screen.

<u>Hints</u>

- An installed, updated version of Adobe Reader is necessary to view the W-2. To check for available updates, open Adobe Reader and select *Help* > *Check for Updates*. Please restart the computer after any updates are applied.
- Prior year W-2s are also available if online delivery was elected for those years.
- Frequently Asked Questions (FAQs) for W-2's

Please contact the <u>Payroll Office</u> with questions about W-2s or accessing prior year information.