
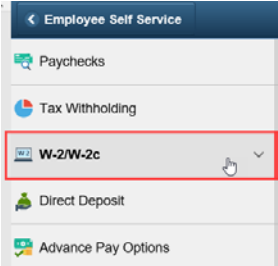
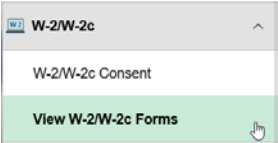
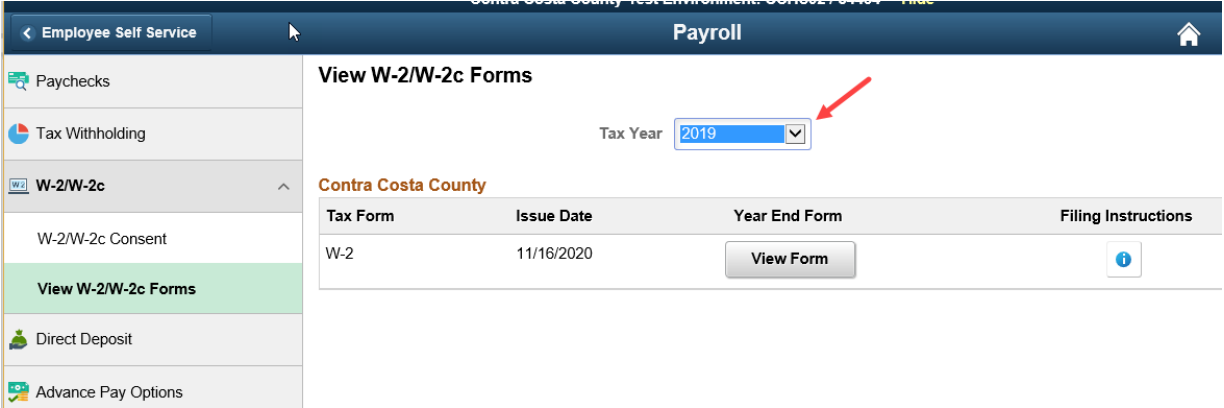
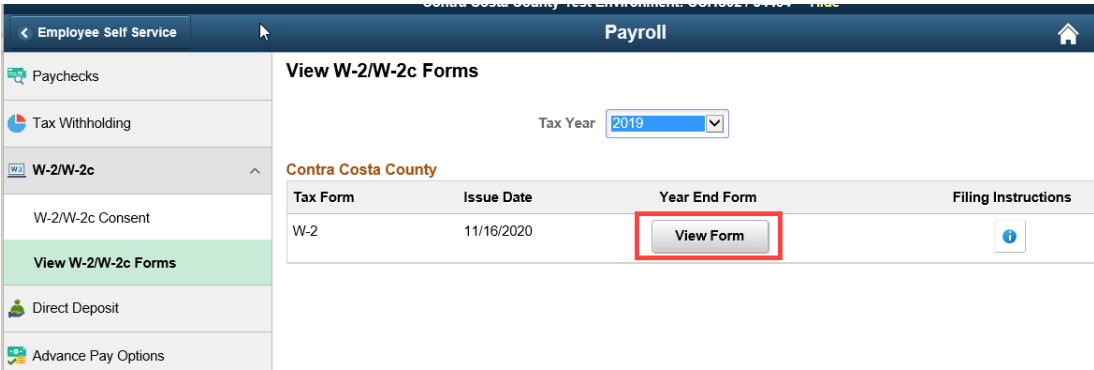
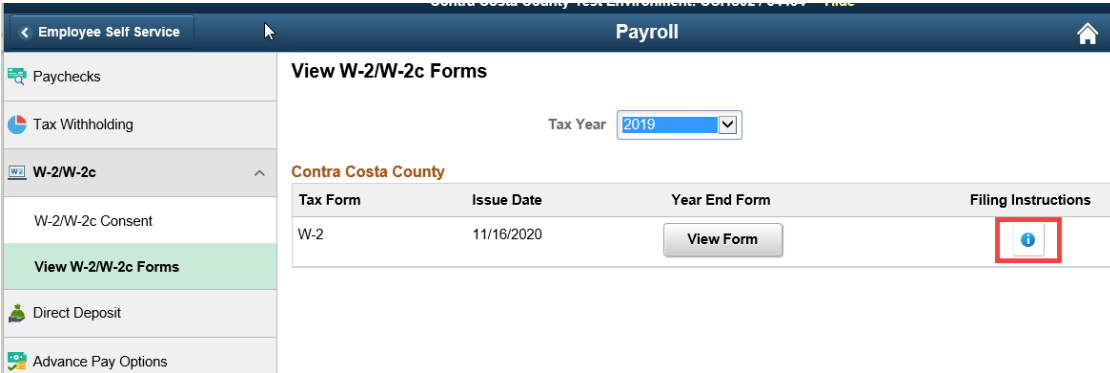




## View W-2/W-2c Forms

Step	Action
1.	Login in to Employee Self Service, and click on the Payroll Tile. 
2.	Click on the <b>W-2/W-2c</b> panel to expand the drop down. 
3.	Click on View W-2/W-2c Forms 
4.	The View W-2/W-2c Forms page is displayed. The most recent W-2 data will appear on the screen. Use the dropdown to select a previous year's tax form. 



Step	Action
5.	<b>Note: There is a limit on the tax years that are available online. If you need to view a W-2 form for a tax year that is not available on ESS, please contact your department payroll.</b>
6.	<p>To view your W-2, click on <b>View Form</b>.</p> 
7.	Your W-2 will open in another window as a PDF. Depending on your browser, you may need to temporarily allow pop-ups to view the PDF.
8.	As your tax form displays personal information, ensure you close out of the PDF once you have completed your review. This is especially important if you are accessing through a public computer.
9.	<p>Click on Filing Instructions icon to open up additional information on the W-2 form. This will also open as PDF document.</p> 
10.	<p>If you are completed with your changes, log out of PeopleSoft, by clicking on the menu bar on the top right of page, and selecting <b>Sign Out</b>.</p> 