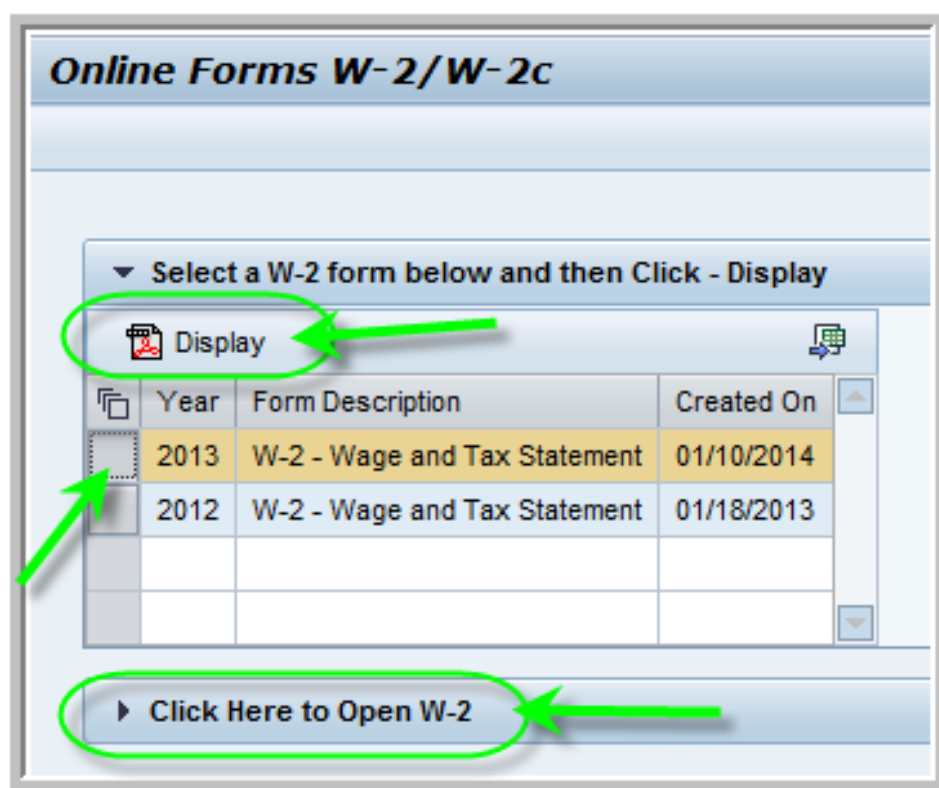


ESS – Payroll – Display W-2 Form

1. **Display W-2 Form** – The following information pertains **only** to employees who, via the *Self-Service Portal/Payroll/Update W-2 Election*, have opted to receive their W-2 in electronic format. For any employee not electing to receive an electronic copy of the W-2, no information will be available if the *Display W-2 Form* link is utilized.

For employees who have elected to receive their W-2 in electronic format:

- 1.1. Highlight the row of the W-2 statement that you want to view and/or print.
- 1.2. Click on the *Display* icon.
- 1.3. Click on *Click Here to Open W-2*.



1.4. The employee-specific W-2 information will display at the bottom of the screen.

The screenshot shows a web application window titled "Inc Forms W-2/W-2c". At the top, there is a "Display" button and a table with columns for "Year", "Form Description", and "Created On". The table contains two rows: "2013 W-2 - Wage and Tax Statement" with a creation date of "01/15/2014", and "2012 W-2 - Wage and Tax Statement" with a creation date of "01/15/2013". Below the table, there are navigation links: "Click Here to Open W-2", "Previous Form", "Next Form", and "Hide". A green arrow points from the "Click Here to Open W-2" link to a preview of a 2013 W-2 form. The preview shows the standard W-2 layout with fields for "WAGE, COMPENSATION, AND TAXES" and "DEDUCTIONS AND WITHHOLDINGS".

1.5. To zoom in or out or to print the document, use the scroll bar to the far right of the screen to scroll to the very bottom of the W-2, and then follow step 1.6 below.

The screenshot shows a web application window titled "Online Forms W-2/W-2c". The main content area displays a 2013 W-2 form. The form is divided into two columns. The left column contains "W-2 Wage and Tax Statement 2013" and "Employer's Name, Address, and ZIP Code". The right column contains "W-2 Wage and Tax Statement 2013" and "Employer's Name, Address, and ZIP Code". A green arrow points from the bottom right corner of the window to the scroll bar on the far right, indicating that the user should scroll to the bottom of the form.

- 1.6. Next, hover the mouse over the very bottom of the PDF document to make the Adobe toolbar appear. Depending on whether you are using a PC or a MAC, one of the following toolbars will appear:

Adobe toolbar on PC



Adobe toolbar on MAC



- 1.7. To zoom in on the document, click on the “+” sign. To zoom back out, click on the “-“ sign.

Zoom in



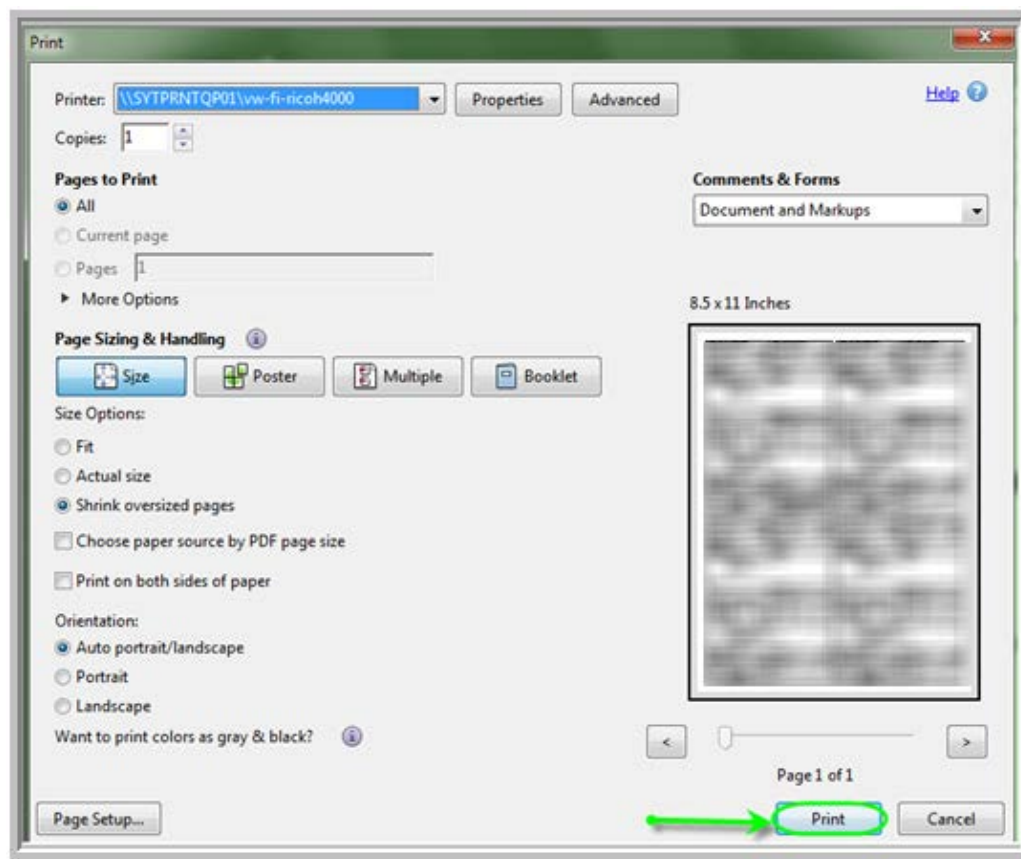
Zoom out



- 1.8. To print a copy of the W-2 form, select the *Print* icon as shown here:

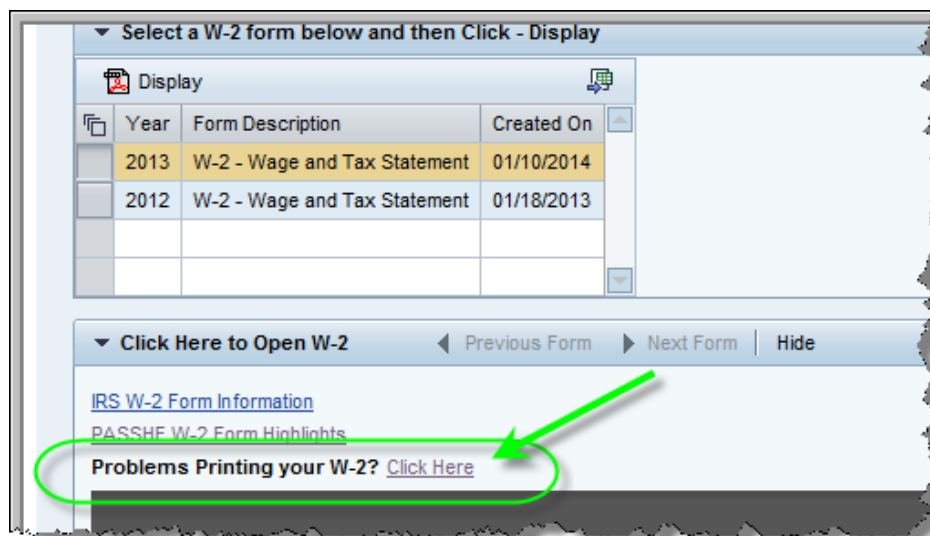


1.9. Make the desired selections on the *Print* screen such as the number of copies and click *Print*.

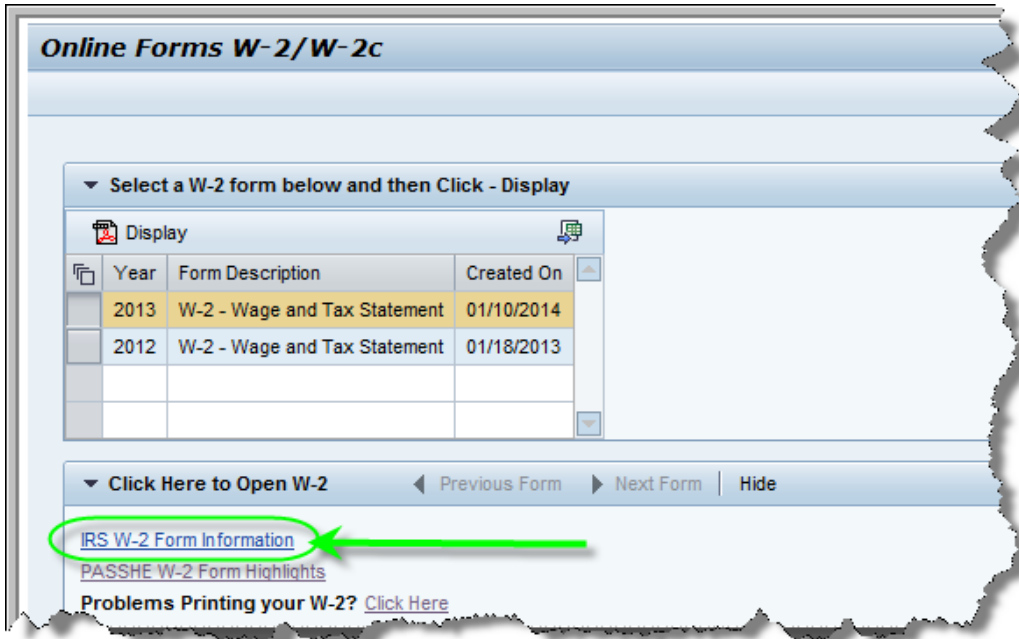


NOTE: If you are still experiencing issues with printing your W-2 statement, follow the link for *Problems Printing your W-2? Click here* for alternative printing methods. Or, click this link to go directly to the page:

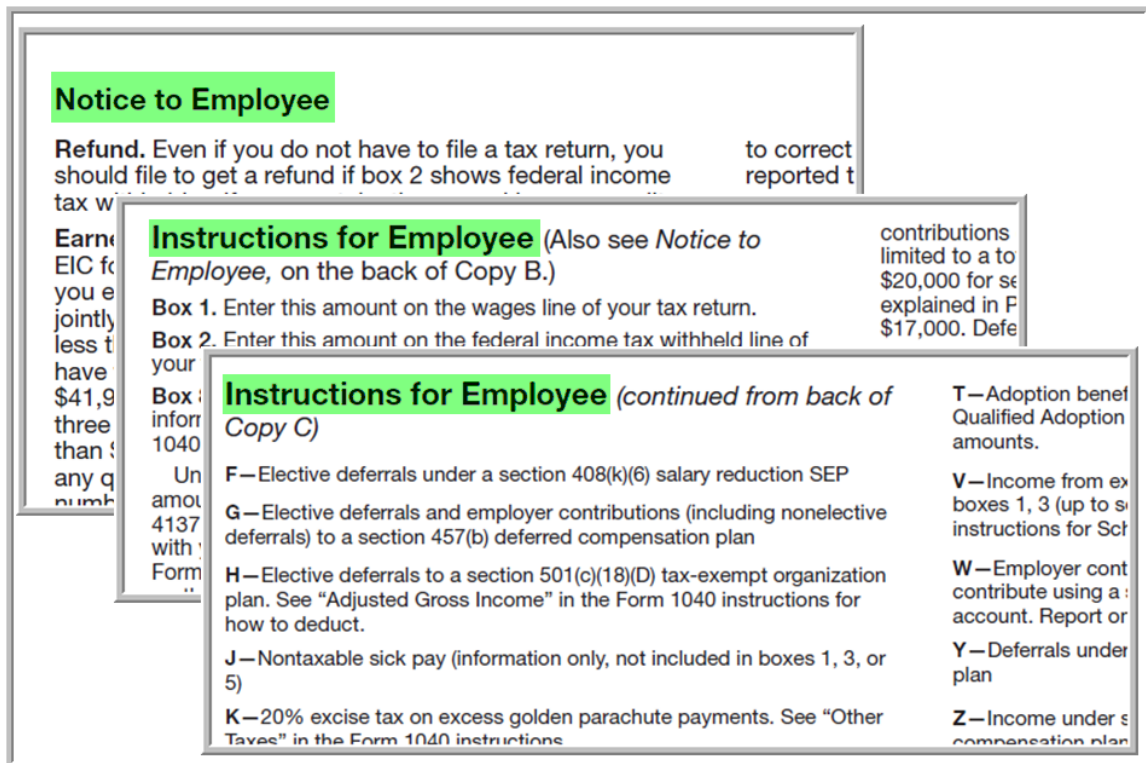
http://www.passhe.edu/fixes/pay_statement.htm



1.4. To view and/or print the *W-2 Notice to Employee* and *Instructions for Employee*, click the link for *IRS W-2 Form Information* as shown here:



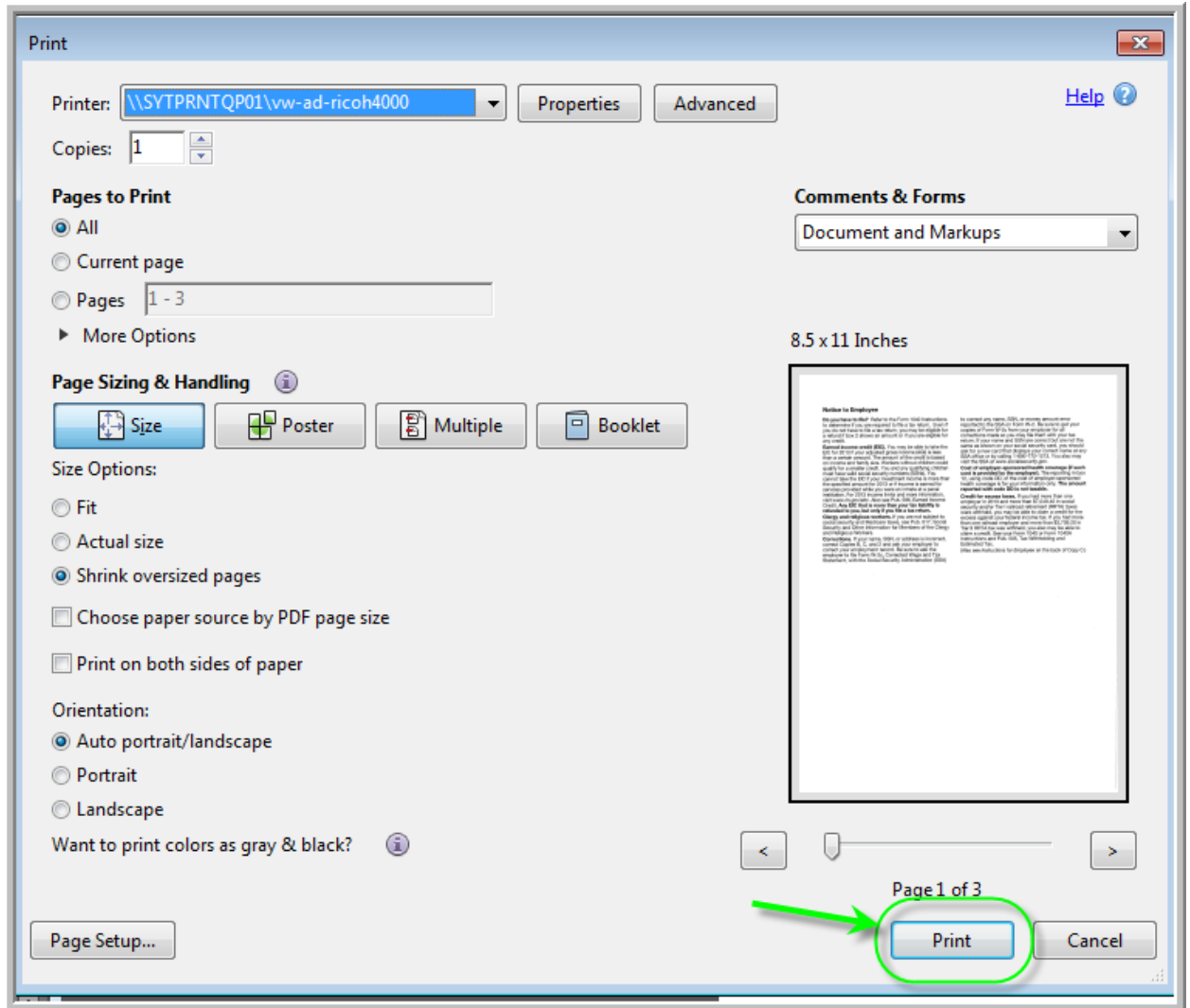
1.5. A new internet browser tab or window will open for employees to read the *W-2 Notice to Employee* along with *Instructions for Employee*.



- 1.6. To print the information, simply place the mouse pointer over the PDF in the new internet browser window, and the following toolbar will appear. Select the *Print* icon as shown here:



- 1.7. Make the desired selections on the *Print* screen such as the number of copies and click *Print*.



2. To view the W-2 Form Highlights, click the link for *PASSHE W-2 Form Highlights* as shown.

Online Forms W-2/W-2c

▼ Select a W-2 form below and then Click - Display

Display

Year	Form Description	Created On
2013	W-2 - Wage and Tax Statement	01/10/2014
2012	W-2 - Wage and Tax Statement	01/18/2013

Click Here to Open W-2 ◀ Previous Form ▶ Next Form Hide

[IRS W-2 Form Information](#)
[PASSHE W-2 Form Highlights](#)
 Problems Printing your W-2? [Click Here](#)

3. A new internet browser tab or window will open for employees to read the major changes to the W-2 form for the appropriate year. (To print the *PASSHE W-2 Form Highlights*, refer to step 1.6 and 1.7 immediately above in this document.)

2013 W-2 Information – Pennsylvania State System of Higher Education

Your electronic 2013 W-2 form can be displayed below. This form represents all taxable wages in calendar year 2013.

2013 W-2 FORM HIGHLIGHTS

There were no major changes to the W-2 from the previous year. The following is a breakdown of each box on the form:

- Boxes 1, 3, and 5** contain the Federal, Social Security, and Medicare Taxable Gross Wages, respectively. The amount in Box 3 (Social Security Wages) **should not** exceed \$113,700.
- Boxes 2, 4, and 6** contain the Federal, Social Security, and Medicare income taxes withheld, respectively. The amount in **Box 4** (Social Security Tax Withheld) **should not** exceed \$7,049.40.
- Box 10** contains Dependent Care Flexible Spending Account Deductions, if applicable for the employee.

For employees who did NOT elect to receive their W-2 in electronic format:

4. As previously stated, for any employee not electing to receive an electronic copy of the W-2, no information will be available if the *Display W-2 Form* link is utilized as shown below:

The screenshot displays a web interface titled "Online Forms W-2/W-2c". Below the title is a section for search results, labeled "Search Results for Online Forms W-2/W-2c". This section contains a table with a "Display" button above it. The table has the following columns: Tax Company, Tax Company Name, Year, Form Description, and Created On. Below the table is a section labeled "Display W-2/W-2c" which contains a link labeled "W-2 Form Information".

Tax Company	Tax Company Name	Year	Form Description	Created On