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.

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.
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

[Image]

Adobe toolbar on MAC

[Image]

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

[Image]  [Image]

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

[Image]
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.

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.)

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**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:

1. **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.

2. **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.

3. **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: