



# University of Connecticut

## Viewing Your W-2

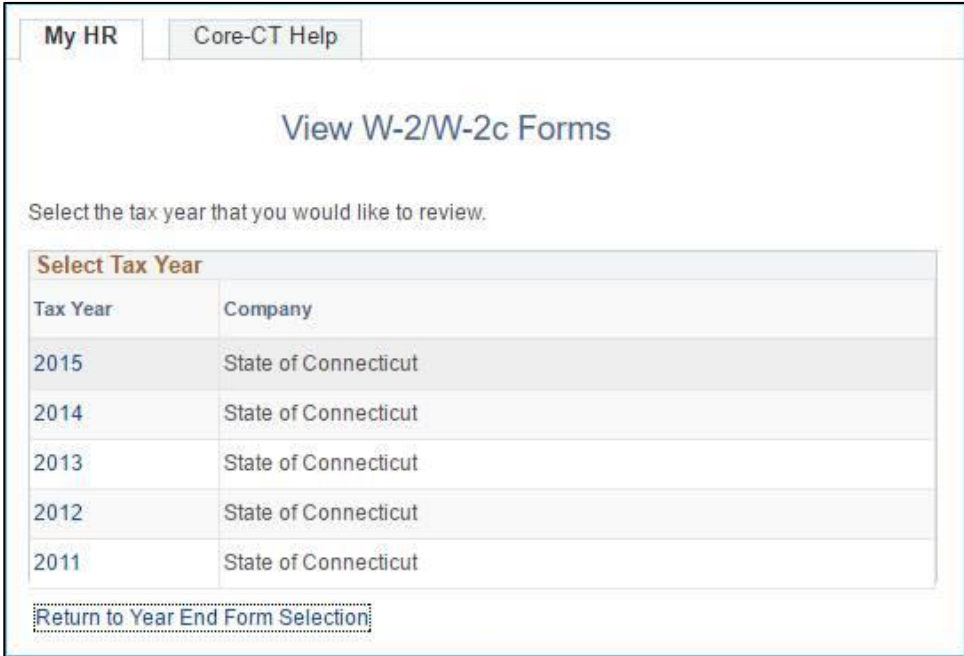

**Purpose**

All active University of Connecticut employees have the ability to view, print and save W-2 forms online. Below are the benefits to transitioning to electronic W-2 forms:

- Online W-2 forms will vastly minimize the risk of mail and identity fraud associated with printing and mailing tax forms to employees.
- Employees are able to safely view and print their tax forms on a secure system whenever they choose to do so.
- Employees no longer have to contact HR/Payroll to obtain copies of their current and past W-2 forms when they are lost or when employees otherwise need them, such as for loan applications.
- Employees have faster and continuous access to these forms, rather than waiting for them to arrive in the mail.

**Process Steps**

Step	Action	Screenshot												
1	Navigation: <b>Main Menu &gt; Core-CT HRMS &gt; Self Service &gt; Payroll and Compensation &gt; View W-2/W-2c Forms</b>													
2	<p>On the <b>View W-2/W-2c Forms</b> page, the most recent year end form is able to review.</p> <p><b>Note:</b> This form may be for the current year or the previous year, depending on the time of the year you are reviewing this information.</p> <p>Click <b>View a Different Tax Year</b> to view the W-2 forms from different tax years.</p>	<table border="1"> <thead> <tr> <th>Tax Year</th> <th>W-2 Reporting Company</th> <th>Tax Form ID</th> <th>Issue Date</th> <th>Year End Form</th> <th>Filing Instructions</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>CT</td> <td>W-2</td> <td>12/23/2015</td> <td>Year End Form</td> <td>Filing Instructions</td> </tr> </tbody> </table>	Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	2015	CT	W-2	12/23/2015	Year End Form	Filing Instructions
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3	<p>On the <b>View W-2/W-2c Forms</b> page, you can view W-2 tax forms from previous years, <u>through 2011</u>.</p> <p>Click on the <b>Tax Year</b> to open the W-2 tax form for that year.</p> <p>Click <b>Return to Year End Form Selection</b> to return to the current W-2 form.</p>	
4	<p>On the <b>View W-2/W-2c Forms</b> page, click <b>Year End Form</b> to open the current year end form in PDF format.</p>	
5	<p>Review your current W-2 form.</p> <p>From the PDF'd form, you can <b>Save</b> or <b>Print</b> the form, if necessary.</p> <p><b>Note:</b> The attached screenshot of the W-2 is <u>not</u> real employee data. It was created specifically for this job aid.</p>	