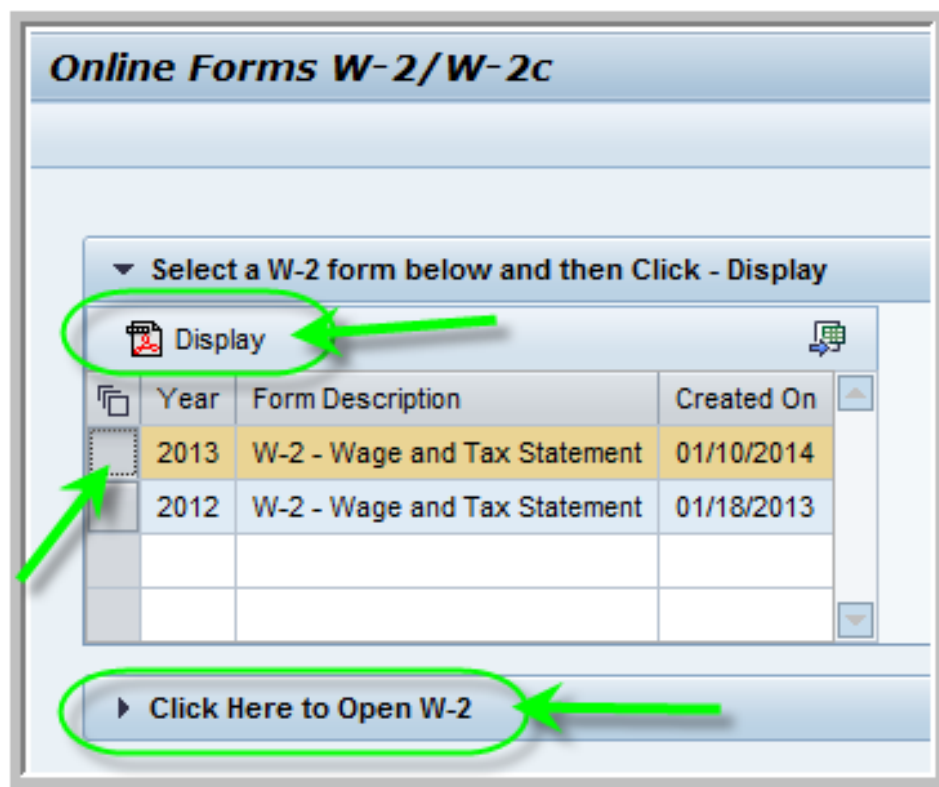## ESS – Payroll – Display W-2 Form

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

Adobe toolbar on MAC

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

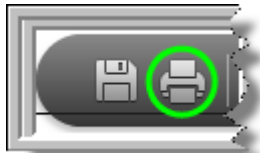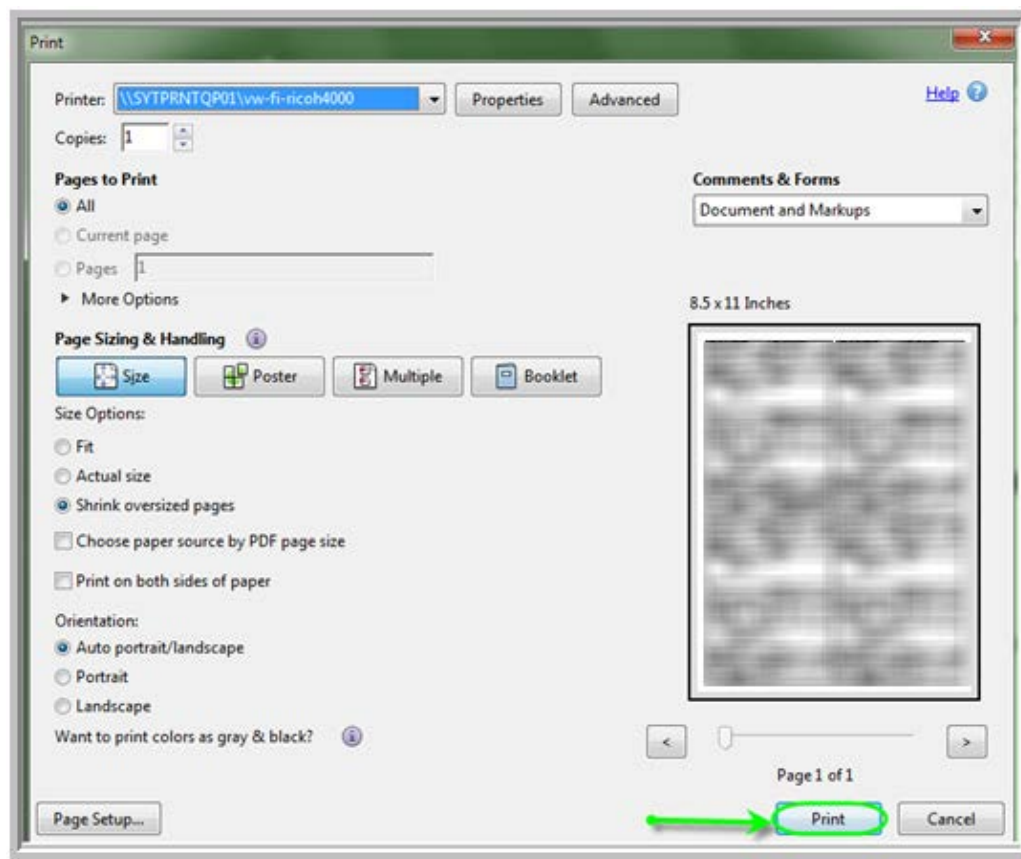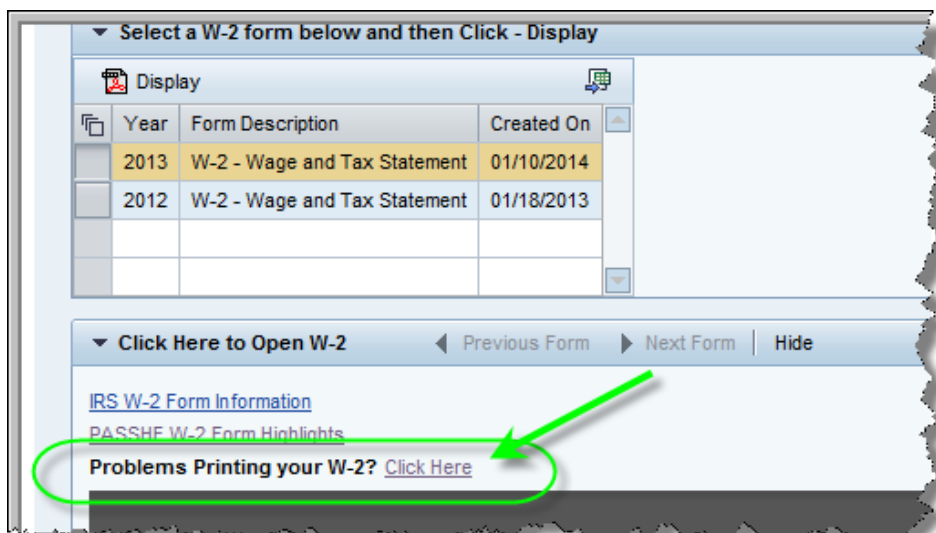Zoom in   Zoom out

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*.*

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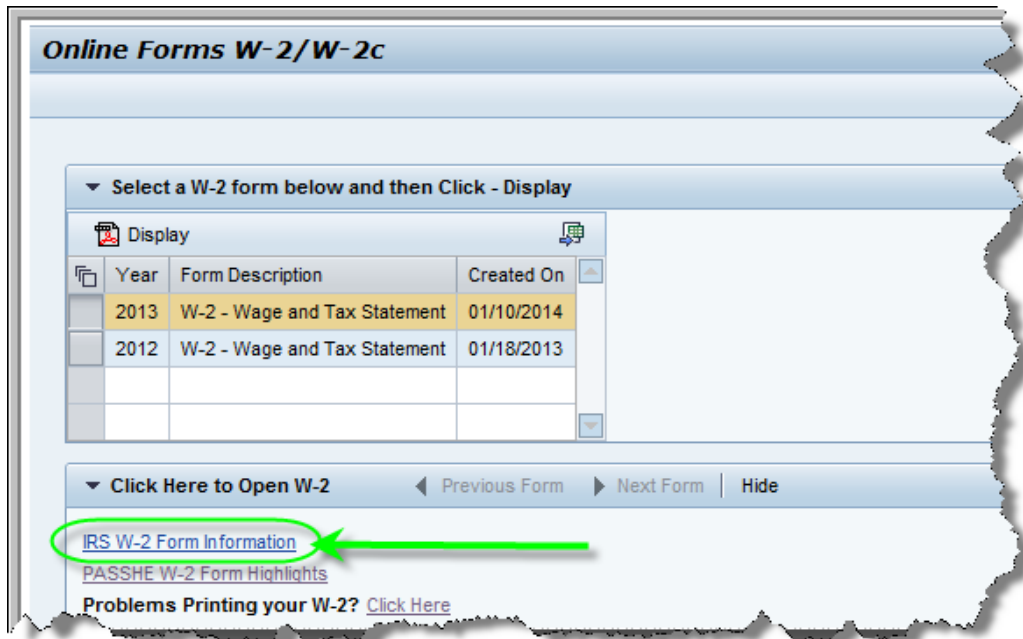
1.5. A new internet browser tab or window will open for employees to read the W-2 *Notice to Employee* along with *Instructions for Employee*.

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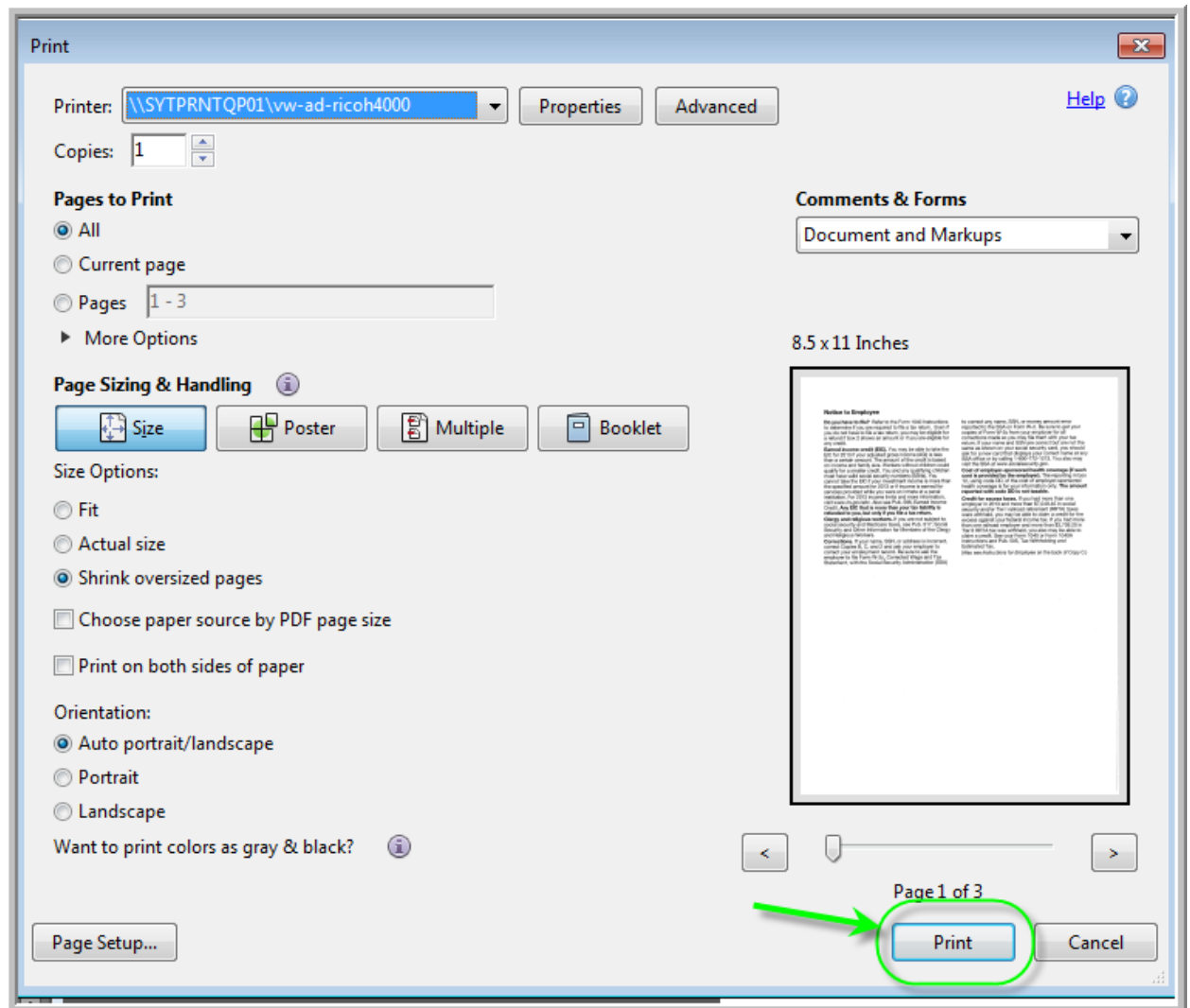
2. To view the W-2 Form Highlights, click the link for *PASSHE W-2 Form Highlights* as shown.

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.)

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:

Online Forms W-2/W-2c

▼ Search Results for Online Forms W-2/W-2c

📄 Display					
🔲	Tax Company	Tax Company Name	Year	Form Description	Created On

▼ Display W-2/W-2c

W-2 Form Information